

## **General Description**

The Bachelor of Science Degree in Criminal Justice provides dynamic and intensive instruction in all aspects of the Criminal Justice system. The program expands upon the core knowledge and skills attained by students in the Associate in Science Degree in Criminal Justice.

The program exposes students to more rigorous study of criminal justice topics like Case Studies in Criminal Forensics, Domestic and Family Law Issues, Integration of Criminal Law and Criminal Procedure, and Contemporary Issues in Corrections. Students are also provided with the opportunity to choose courses that focus on digital forensics or more traditional criminal justice topics in designated quarters.

Students are exposed to various specialized disciplines in criminal justice such as domestic terrorism, ethics, financial and white-collar crimes, corporate and private security, and administrative issues. Students will also study police operations, including traffic enforcement, report writing, use of force issues, critical incident tactics and advanced investigation techniques.

Bachelor of Science Degree in Criminal Justice students will utilize the skills and knowledge acquired in each quarter to participate in a challenging multi-session Criminal Justice Senior Capstone in their final quarter. The Criminal Justice Senior Capstone Project is a real-time investigative assignment beginning with a mock crime event and involves gathering information from victims and/or witnesses, processing the crime scene and culminates with drafting a comprehensive report and evidence portfolio that will be presented to a panel of law enforcement professionals.

In the final quarter, students may have the option to participate in a Criminal Justice Senior Internship where they will work with criminal justice professionals in the community. During this Senior Internship, students will have opportunities to apply classroom training to real-life situations in various police departments, courts, correctional facilities, and investigative agencies and gain first-hand knowledge of the criminal justice system.

Graduates of this program will be qualified to seek entry-level employment in a number of challenging criminal justice professions, such as police officer, state trooper, correctional officer, court officer, criminal justice counselor, federal law enforcement officer, private security officer, crime scene investigator, corporate loss prevention, and insurance claims investigator. (Please note: a criminal record may affect a graduate's ability to qualify for some law enforcement positions.)

## **Program Mission, Goals, and Outcomes**

### **Program Mission:**

The mission of the Criminal Justice Bachelor Program is to provide instruction to current and future criminal justice professionals by emphasizing the role of critical thinking and decision-making as they examine relevant topics and theories. Through a combination of theory and participation in practical skills exercises, as well as an optional internship, the Bachelor program provides instruction related to society's efforts to uphold social control, deter crime, and deal with offenders using criminal and civil penalties, as well as rehabilitation programs. Students will enhance and sharpen the investigative skills learned at the Associate level by reviewing, evaluating, and applying proper techniques in more complex crime scenes and scenarios. These learned skills will prepare students for a Capstone case where they will encounter a challenging mock crime scene event in several segments designed to showcase the practical, oral, and written communication skills they have acquired.

### **Program Goals:**

1. Provide an environment that will instill a sense of pride, skill, professionalism and a higher level of critical thinking and communication that students can transition to a criminal justice organization.
2. Allow students to acquire the necessary practical skills that are required to effectively seek employment in a public or private criminal justice agency through the use of contemporary equipment and methods utilized by professionals in the field.
3. Expose students to discussions involving topics such as ethics, diversity, and administrative challenges in an effort to broaden their understanding of the future of their profession and help prepare them for advancement in their chosen field of employment.

### **Program Outcomes:**

Graduates will be able to:

1. Assess the relevancy and use of various advanced forensic investigation processes and their impact on criminal and civil cases.
2. Assess and employ analytical and report writing skills through use of software used in the profession.
3. Expand individual insights by studying points of view that differ from their own and that may differ from the view most dominant in their culture and recognize that there is relevance in the viewpoints of other cultures and peoples.
4. Design a project based in the field of corrections that examines criminal justice philosophies and community issues in order to have effective implementation.
5. Analyze and apply legal decisions, particularly those pertaining to the United States Constitution, that are applicable to current trends in criminal justice.
6. Research and critique operational policies relevant to the criminal justice profession identifying areas in need of revision and make recommendations for improvement.
7. Challenge the student to investigate and assess a demanding mock crime scene in several segments and make real time decisions that may impact on the outcome of their investigation and complete a comprehensive report and presentation to a panel of criminal justice professionals.

**Curriculum**

| <b>Term VII</b>   |     |   |          |          |          |
|-------------------|-----|---|----------|----------|----------|
| <i>Course No.</i> |     | <i>Course Title</i>                                       | <i>C</i> | <i>L</i> | <i>T</i> |
| CJ                | 371 | Evidence and the Law                                      | 4        | 0        | 4        |
| CJ                | 372 | Case Studies in Criminal Forensics                        | 3        | 2        | 4        |
| CJ                | 374 | Domestic and Family Law Issues                            | 2        | 2        | 3        |
| <b>CHOOSE ONE</b> |     |   |          |          |          |
| EN                | 322 | <i>Argumentative Research Writing (COM Core)*</i>         | 4        | 0        | 4        |
| EN                | 331 | <i>Research Writing in the Social Sciences (COM Core)</i> |          |          |          |
|                   |     |   | 13       | 4        | 15       |

\*Recommended

| <b>Term VIII</b>  |   |  |          |          |          |
|-------------------|---|--|----------|----------|----------|
| <i>Course No.</i> |   | <i>Course Title</i>                                | <i>C</i> | <i>L</i> | <i>T</i> |
| CJ                | 380                                       | Criminal Justice and the Media                     | 3        | 2        | 4        |
| CJ                | 382                                       | Integration of Criminal Law and Criminal Procedure | 2        | 2        | 3        |
| CJ                | 384                                       | Contemporary Issues in Corrections                 | 2        | 2        | 3        |
| <i>ELECTIVE</i>   | <i>300-400 Level Social Sciences Core</i> |  | 4        | 0        | 4        |
| <i>ELECTIVE</i>   | <i>300-400 Level Math/Science Core</i>    |  | 4        | 0        | 4        |
|                   |   |  | 15       | 6        | 18       |

| <b>Term IX</b>    |                                      |   |          |          |          |
|-------------------|--------------------------------------|---|----------|----------|----------|
| <i>Course No.</i> |                                      | <i>Course Title</i>                     | <i>C</i> | <i>L</i> | <i>T</i> |
| CJ                | 389                                  | Mobile Device Forensics                 | 2        | 4        | 4        |
| CJ                | 393                                  | Advanced Report Writing Skills          | 4        | 0        | 4        |
| CJ                | 394                                  | Issues of Diversity in Criminal Justice | 2        | 2        | 3        |
| <i>ELECTIVE</i>   | <i>300-400 Level Humanities Core</i> |   | 4        | 0        | 4        |
|                   |                                      |   | 12       | 6        | 15       |

| <b>Term X</b>     |  |   |          |          |          |
|-------------------|--|---|----------|----------|----------|
| <i>Course No.</i> |  | <i>Course Title</i>                               | <i>C</i> | <i>L</i> | <i>T</i> |
| CJ                | 400                                    | Ethics and the Criminal Justice Professional      | 3        | 0        | 3        |
| CJ                | 404                                    | Digital Forensics Investigations and Applications | 4        | 0        | 4        |
| CJ                | 410                                    | Advanced Techniques in Criminal Forensics         | 4        | 0        | 4        |
| <i>ELECTIVE</i>   | <i>300-400 Level Math/Science Core</i> |   | 4        | 0        | 4        |
|                   |  |   | 15       | 0        | 15       |

| Term XI         |     |  |    |   |    |
|-----------------|-----|--|----|---|----|
| Course No.      |     | Course Title                             | C  | L | T  |
| CJ              | 402 | Use of Force and the Consequences        | 4  | 0 | 4  |
| CJ              | 412 | Critical Incident Response and Tactics   | 2  | 2 | 3  |
| CJ              | 414 | Corporate and Private Security           | 3  | 0 | 3  |
| CJ              | 418 | Capstone Investigation and Preparation   | 1  | 5 | 2  |
| <i>ELECTIVE</i> |     | <i>300-400 Level Communications Core</i> | 4  | 0 | 4  |
|                 |     |  | 14 | 7 | 16 |

| Term XII                                  |     |  |       |      |       |
|---|-----|--|-------|------|-------|
| Course No.                                |     | Course Title   | C     | L    | T     |
| CJ  | 420 | Criminal Justice Administration Issues   | 3     | 0    | 3     |
| CJ  | 421 | Women and Crime  | 4     | 0    | 4     |
| CJ  | 424 | Senior Capstone  | 2     | 2    | 3     |
| CJ  | 430 | Career Preparation for the Criminal Justice Professional                             | 2     | 0    | 2     |
| <i>ELECTIVE</i>                           |     | <i>300-400 Level Humanities, Social Sciences, or 200 Level Foreign Language Core</i> | 4     | 0    | 4     |
| <b>CHOOSE ONE</b>                         |     |  |       |      |       |
| CJ  | 419 | From the Street to the Courtroom   | 4     | 0    | 4     |
| CJ  | 426 | Senior Internship  | 1     | 10   | 3     |
|   |     |  | 16-19 | 2/12 | 19/20 |
| <i>Total Quarter Credit Hours = 98/99</i> |     |  |       |      |       |

**Legend**

*C = Number of lecture hours per week*

*L = Number of laboratory hours per week*

*T = Total Quarter Credit Hours where each lecture hour per week is one credit, every 2-4 laboratory hours are one credit depending on the expected amount of pre- or post-lab work.*

*PLEASE NOTE: All liberal arts core courses are listed in italics.*

All bachelor's degree students are required to take 28 credits of liberal arts and math/science courses as selected from the liberal arts core. See the course descriptions section of this catalog for a list of the core area courses.

*Subject to change*

### **Liberal Arts Core Electives**

All programs must meet certain minimum requirements in both the major and in the liberal arts. Course requirements for each program are listed in each curriculum along with liberal arts selections. Courses listed as “Core Electives” in a curriculum can be chosen by students from one of the several core areas listed below. Each core area provides a variety of courses for student choice. Students must take a minimum of 32 credits in core electives for the associate degree and an additional minimum of 28 credits for the bachelor’s degree. Individual majors have specific requirements and may require more than the minimum number of liberal arts credits or may specify certain courses in a particular core area. All liberal arts core elective courses are 4 credits. Please refer to the curriculum of the major for specific requirements.

### **Bachelor’s Degree Core Elective Areas<sup>1</sup>**

**To obtain a minimum of 7 courses (28 credits), students may choose from the following course selections:**

- 2 courses from the Communications Core**
- 2 courses from the Math/Science Core**
- 1 course from the Humanities Core**
- 1 course from the Social Sciences Core**
- 1 course from either the Humanities Core  
OR from the Arts/Foreign Language Core  
OR from the Social Sciences Core**

### **Bachelor’s Degree Courses by Core<sup>1</sup>**

#### **Communications Core Electives (Minimum 8 Credits)**

EN 322 Argumentative Research Writing  
EN 331 Research Writing in the Social Sciences  
EN 421 Technical Communications  
EN 422 Writing in the Health Sciences  
SS 303 Communication in the Global Workplace

#### **Math/Science Core Electives (Minimum 8 Credits)**

CHM 300 Chemistry I and Lab  
CHM 400 Chemistry II and Lab  
MA 300 Statistics  
MA 301 Math for Management Studies  
MA 310 Calculus I  
MA 315 Math for Game Developers  
MA 320 Calculus II  
PHY 300 Physics II & Lab  
SCI 304 Development of Western Science  
SCI 307 Understanding Science Through Photography  
SCI 310 Perception of Green Living  
SCI 320 Understanding Flight  
SCI 330 Our History and Future in Space  
SCI 333 Sports Performance Metrics  
SCI 340 Introduction to Environmental Health  
SCI 350 Introduction to Genetics and Evolution  
SCI 351 Sustainable Technology  
SCI 360 Wellness for Life

**Arts/Foreign Language Core Electives (Maximum of 4 Credits in Place of a Humanities**

**Course)**

JP 201 Introduction to Japanese  
SP 201 Introduction to Spanish  
SP 203 Spanish for Healthcare Workers

**Humanities Core Electives (Minimum 4 Credits)**

HU 311 The Art of Film  
HU 313 World War II in Film  
HU 315 Cultural Competence in the Workplace  
HU 320 Multicultural Voices  
HU 321 Representations of Gender  
HU 331 Ethics and Technology  
HU 341 World Religions  
HU 350 Literature and Health  
HU 352 History of Rock and Roll  
HU 432 History of Western Art  
HU 433 Encountering 20<sup>th</sup> Century Art  
HU 441 World Literature

**Social Sciences Core Electives (Minimum 4 Credits)**

EC 301 The Global Economy  
PS 330 Marriage and the Family  
PS 350 Forensic Psychology  
PS 410 Applied Research Statistics  
SCI 360 Wellness for Life  
SO 461 Language and Society  
SS 302 The United States Legal System  
SS 303 Communication in the Global Workplace  
SS 304 Digital Media & the Law  
SS 330 Contemporary Social Issues  
SS 350 Everything is a Negotiation

1. Subject to Change

**Degree Progress Checklist**

Check off each completed course.  
**Program Requirements**

|                              |    |     |       |
|------------------------------|----|-----|-------|
| T7                           | CJ | 371 | _____ |
|                              | CJ | 372 | _____ |
|                              | CJ | 374 | _____ |
| T8                           | CJ | 380 | _____ |
|                              | CJ | 382 | _____ |
|                              | CJ | 384 | _____ |
| T9                           | CJ | 389 | _____ |
|                              | CJ | 393 | _____ |
|                              | CJ | 394 | _____ |
| T10                          | CJ | 400 | _____ |
|                              | CJ | 404 | _____ |
|                              | CJ | 410 | _____ |
| T11                          | CJ | 402 | _____ |
|                              | CJ | 412 | _____ |
|                              | CJ | 414 | _____ |
|                              | CJ | 418 | _____ |
| T12                          | CJ | 420 | _____ |
|                              | CJ | 421 | _____ |
|                              | CJ | 424 | _____ |
|                              | CJ | 430 | _____ |
| Choose one of the following: |    |     |       |
|                              | CJ | 419 | _____ |
|                              | CJ | 426 | _____ |

**Liberal Arts Core Requirements**  
**7 Required Courses**

Each course = 4 credits (total of 28 credits)

| <b>Communications Core</b> |                            |     |       |
|----------------------------|----------------------------|-----|-------|
| <b>#1</b>                  | EN 322* or EN 331          | T7  | _____ |
| <b>#2</b>                  | 300-400 level COM elective | T11 | _____ |

\* Recommended

| <b>Math/Science Core</b> |                               |     |       |
|--------------------------|-------------------------------|-----|-------|
| <b>#3</b>                | 300-400 level MA/SCI elective | T8  | _____ |
| <b>#4</b>                | 300-400 level MA/SCI elective | T10 | _____ |

| <b>Humanities Core</b> |                           |    |       |
|------------------------|---------------------------|----|-------|
| <b>#5</b>              | Choose elective this core | T9 | _____ |

| <b>Social Sciences Core</b> |                           |    |       |
|-----------------------------|---------------------------|----|-------|
| <b>#6</b>                   | 300-400 level SS elective | T8 | _____ |

| <b>Arts/Foreign Language*,<br/>Humanities, Social Sciences<br/>Choice</b> |  |     |       |
|---|--|-----|-------|
| <b>#7</b>   | 300-400 level HU, SS or 200-<br>level AR/FL elective | T12 | _____ |

\*Only foreign language courses are allowed as AR/FL electives.

**Subject to change.  
Please see your advisor for any  
questions.**

Students are advised to take courses in the order and in the quarter in which they appear on this checklist. Any deviation may result in an extended time required to complete your degree as well as additional tuition and fees. Please contact your Student Advisor prior to making any changes to the course sequence.

## Course Descriptions

### **CJ 371 Evidence and the Law**

*4 Class Hours 4 Quarter Credit Hours*

This course concentrates on criminal, rather than civil, evidence. The aim of the course is to teach students how to legally obtain evidence, as well as develop the ability to reason about evidence, and encourage them to reflect critically on the ever-changing legal climate. At a more detailed level, we will look at issues such as the standard of proof, asking why the standard of proof in criminal trials is beyond a reasonable doubt and what reasonable doubt means. Students will consider how inferences are drawn from evidence, and how basic ideas of probability can give insights on this process. Examination of how the police gain confessions from suspects and how the law regulates the admissibility of confessions will be reviewed. An important theme of the course relates to questions about what makes a trial fair and whether courts should admit illegally or improperly obtained evidence; it will also ask what the privilege against self-incrimination is and whether it can be justified. The concept of expert evidence will be explored, concentrating on particular examples such as DNA evidence, fingerprint evidence, and modern-day mobile forensic evidence.

### **CJ 372 Case Studies in Criminal Forensics**

*3 Class Hours 2 Lab Hours 4 Quarter Credit Hours*

This course is designed to explore actual homicide and/or violent crime cases as seen through the eyes of the investigator, using actual crime scene photographs, sketches, photographed evidence and autopsy photographs. A visit to the original outdoor crime scene will be conducted, if possible, with the instructor/investigator on scene for questions. This course will test the knowledge and analytical skills of students and their ability to fully develop the investigative plan needed to move forward in the case analysis. Labs will focus on processing evidence similar to the type seized from the original crime scenes attempting to yield and analyze similar results from the actual cases.

### **CJ 374 Domestic and Family Law Issues**

*2 Class Hours 2 Lab Hours 3 Quarter Credit Hours*

This course introduces the elements of family law and explores its influence on American social life and contemporary notions of justice. Topics include marriage and parenting implications on the justice system, divorce, custody and support, nontraditional families, and domestic violence. Issues of child abuse and classification of child predators will also be explored.

### **CJ 380 Criminal Justice and the Media**

*3 Class Hours 2 Lab Hours 4 Quarter Credit Hours*

*Prerequisite: EN 322 or EN 331 or permission of Dept. Chair*

An in-depth analysis of the effect of the news media on crime levels and public fear of crime. The relationship between media coverage and public perception, as well as the media's role in crime prevention, is explored. Federal and state legislation related to freedom of the press, privacy protection, and freedom of information requests will also be discussed.

### **CJ 382 Integration of Criminal Law and Criminal Procedure**

*2 Class Hours 2 Lab Hours 3 Quarter Credit Hours*

This course will build upon the principles and concepts learned in CJ 122 Criminal Law and CJ 132 Criminal Procedure. Students will examine hypothetical and actual cases and identify the strengths and weaknesses of the matter using principles of both statutory and constitutional analysis. Upon completion of the case reviews, students will be expected to furnish an opinion on the merits of the case and the likelihood of a successful prosecution or identify the need for additional investigation and evidence to bring the matter to a resolution.



**CJ 384 Contemporary Issues in Corrections**

*2 Class Hours 2 Lab Hours 3 Quarter Credit Hours*

This course looks at the many complex issues that corrections professionals face in a constantly-changing environment. Topics include: political and social outlooks on corrections, legal liability issues as they pertain to both prisons and jails, use of force, medical needs and rights of prisoners, religious issues, food services, workforce recruitment and retention, administrative and management challenges. Students will use assigned lab time to develop a paper layout and set-up of a small prison/jail, to include addressing construction, security, staffing, emergency protocols and budgeting.

**CJ 389 Mobile Device Forensics**

*2 Class Hours 4 Lab Hours 4 Quarter Credit Hours*

Students will learn the techniques and methods used in the acquisition and analysis of data from mobile devices; the tools and methods used in the forensic investigation and analysis of mobile devices and SIM cards. Topics include: discussion of cell phones, iPods, iPhones, PDAs and BlackBerry basics; SIM cards; preparation and writing of forensic reports; and preparation of court testimony. These topics will be reinforced through case studies, hands-on laboratory exercises and video presentations.

**CJ 393 Advanced Reporting Writing Skills**

*4 Class Hours 4 Quarter Credit Hours*

*Prerequisite: EN 322 (or EN 331)*

This is an advanced course emphasizing gathering, organizing, and preparing information for more complex investigative reports. Topics include: communicating facts, information, and ideas effectively in a simple, clear and logical manner for various types of criminal justice system reports, agency memoranda, and administrative reports. Using video scenarios as a basis for the information, students will gain practical experience in field note-taking, report writing and presenting testimony in court-like settings. In addition, students will learn the practical aspects of computer-assisted report writing and the integration of traditional report writing techniques with these types of programs.

**CJ 394 Issues of Diversity in Criminal Justice**

*2 Class Hours 2 Lab Hours 3 Quarter Credit Hours*

This course explores a broad range of populations as they interact with the criminal justice system. Populations studied include: Asian-Americans, gays and lesbians, Latinos, Arab-Americans, Native Americans, and the elderly in addition to the more “traditional” minority groups. Topics include: historical development, societal issues, crime and punishment, discrimination, and employment. Students will examine special populations in various roles throughout the criminal justice system to get a more balanced view of the numerous issues facing these particular groups.

**CJ 400 Ethics and the Criminal Justice Professional**

*3 Class Hours 3 Quarter Credit Hours*

This course examines ethical questions that can arise during the career of a criminal justice professional. Students will use analytical tools to recognize and address contemporary ethical dilemmas within the American judicial system. Students will also explore issues of morality, virtue, honesty, and ethical decision-making in the United States criminal justice system. Topics include: behavior on and off duty, leading by example, corruption and using positions for personal gain. This course will incorporate hypothetical situations as well as real cases so that students can evaluate and discuss the reasons a case/ethical dilemma developed and possible avoidance techniques that could/should have been employed.

**CJ 402 Use of Force and the Consequences**

*4 Class Hours 4 Quarter Credit Hours*

This course will expose students to the legally established use of force standards in our justice system. Students will receive a historical and comprehensive review of U.S. State Supreme Court cases that have established the legal standards pertaining to the use of force. Students will also study the use of force continuum and the civil and criminal consequences if violations of the use of force standards occur.

**CJ 404 Digital Forensics Investigations and Applications**

*4 Class Hours 4 Quarter Credit Hours*

*Prerequisite: CJ 382*

This course explores the statutes and court procedures associated with the digital forensic investigation for both the criminal and civil systems. Topics include 4<sup>th</sup> Amendment implications and protocols, as well as law enforcement practices designed to prevent, investigate and prosecute these crimes. In addition, traits of the “typical” computer hacker, virus writer, and cyber terrorist offender will be explored using review of real-life examples and case studies.

**CJ 410 Advanced Techniques in Criminal Forensics**

*4 Class Hours 4 Quarter Credit Hours*

*Prerequisite: CJ 372*

This course is designed for students that have a background in basic crime scene investigation and processing. Students will be assisted in achieving a higher level of proficiency in crime scene investigation and upon completion of this course, will have the necessary skills to process or coordinate the processing of complex crime scenes. Building upon the knowledge and skills obtained in CJ 130 Forensics II/Portfolio Management and CJ 372 Case Studies in Criminal Forensics, students will expand upon the shooting reconstruction and blood spatter analysis instructions. Methods of instruction include: analysis of bloodstain spatter using mathematical formulations and stringing to calculate angles of impact spatter to establish points of origin; expanded shooting reconstruction with the use of lasers and mathematical formulations to calculate bullet trajectory to establish shooter/victim position; and detection and enhancement of blood evidence at crime scenes with a focus on chemical processing of bloody latent fingerprints.

**CJ 412 Critical Incident Response and Tactics**

*2 Class Hours 2 Lab Hours 3 Quarter Credit Hours*

This course is designed to assist students in analyzing the methods and techniques used by law enforcement professionals as they handle dangerous and stressful situations in a legal, positive manner. This course will present an overview of critical incident management by discussing planning, prevention, response, and post-incident management, as well as inter-agency coordination. Topics include the various types of critical incidents (such as serious accidents, crimes in progress, natural disasters, and terrorist acts), identification and description of the objectives and benefits of a coordinated critical incident response, review of critical incidents and critique of the positive and negative outcomes of critical incident responses. Students will examine critical incident response both pre-9/11 and post-9/11.

**CJ 414 Corporate and Private Security**

*3 Class Hours 3 Quarter Credit Hours*

This course looks at the many facets of corporate and private security. Students will examine the historical background of security, as well as an analysis of corporate security methods, advancements in private security technology, camera systems, alarms, and anti-breaching systems. Students will discuss the theory that private security can help be the eyes and ears for law enforcement and if that approach could result in security at less cost to society and the taxpayer.

**CJ 418 Capstone Investigation and Preparation**

*1 Class Hour 5 Lab Hours 2 Quarter Credit Hours*

*Prerequisite: Successful completion of all technical courses in Term VII through Term IX*

In this course, students will take part in a multi-session mock crime event and be expected to utilize the skills learned and studied throughout the program as they investigate the event. Students will respond to the mock scene, set up an incident command, and gather evidence and statements. After finishing the on-site investigation, students will analyze evidence in the lab and draft the necessary investigative documents and reports to prepare the case for court. The focus will be on the student's ability to organize and investigate a complex mock crime event and properly present convincing testimony/argument based on the facts they are able to develop during the investigation.

**CJ 419 From the Street to the Courtroom**

*4 Class Hours 4 Quarter Credit Hours*

Students will review selected cases from the U.S. Supreme Court, First Circuit Court(s), as well State Supreme/Superior Court and, through a series of assignments and discussions, determine the impact of the various court rulings on the best practices of law enforcement agencies. Additional discussion will revolve around any possible community reaction and impact from the decisions of the Court.

**CJ 420 Criminal Justice Administration Issues**

*3 Class Hours 3 Quarter Credit Hours*

*Prerequisite: CJ 400*

This course will identify, analyze, and offer solutions to various contemporary management problems in a criminal justice organization. Students should be prepared to review case studies related to management problem recognition and review the role of supervisors and managers in a typical criminal justice agency. Students will be exposed to civil liability issues at the local, state, and federal law levels and learn proactive methods that may minimize personal and organizational liability risks. Constitutional requirements, court decisions, and legislation (such as EEOC requirements) and their impact on management in criminal justice organizations are discussed.

**CJ 421 Women and Crime**

*4 Class Hours 4 Quarter Credit Hours*

*Prerequisite: EN 322 or EN 331 or permission of Dept. Chair*

This course will focus on women's experiences with crime and the criminal justice system in America. The primary areas of study will be: women as victims, lawbreakers, prisoners, and professionals in the criminal justice system. Students will explore the problems and issues facing women in the criminal justice system and develop an understanding of these issues and their importance.

**CJ 424 Senior Capstone**

*2 Class Hours 2 Lab Hours 3 Quarter Credit Hours*

*Prerequisite: Successful completion of all CJ courses in Term VII through Term XI*

Senior Capstone is the culmination of the Bachelor of Science - Criminal Justice program of study. Students will finalize their investigation of a multi-segmented mock crime event and be expected to utilize the skills learned and studied throughout the program as they present testimony and documents about the event. Students will use their gathered evidence, facts, and statements to complete an analysis of the case and draft the necessary investigative documents and reports to prepare the case for mock court. The focus will be on the student's ability to organize and investigate a complex mock crime event and properly present convincing testimony/argument at a simulated adversarial court hearing event based on the facts they have developed during the investigation.

**CJ 426 Senior Internship**

*1 Class Hour 10 Lab Hours 3 Quarter Credit Hours*

*Prerequisite: Successful completion of all CJ courses in Term VII through Term XI*

The Internship offers students the opportunity to apply the criminal justice theories learned to practical application in the field. Placement in an appropriate agency is achieved through the approval of the Criminal Justice Department Chair/supervising faculty member. A log of activities and duties performed will be maintained, and the final grade will be based on the log, the assessment provided by the placement agency, and a final comprehensive report detailing the student's experience.

**CJ 430 Career Preparation for the Criminal Justice Professional**

*2 Class Hours 2 Quarter Credit Hours*

Seeking employment within the field of criminal justice can be challenging for many without prior preparation. This course will take an in-depth look into written, physical/agility and psychological testing requirements as applicable, interviewing techniques, professional appearance and resume building. A detailed examination of the background investigation process to include social media activity, credit reporting, criminal activity, polygraph use and other investigative tools will also be undertaken.

**Liberal Arts, Math and Science Courses  
Bachelor's Degree**

**Community Enrichment (Social Science Core)**

**CE 301 Community Enrichment**

*1 Quarter Credit Hour*

This online course is offered through the Feinstein Enriching America Program. Weekly assignments include topics such as B Corporations, civic and social responsibility, and Non-Governmental Organizations. A 15-hour community enrichment project is also required. Community engagement six months prior to taking the course may be accepted with proper documentation. Current or prior military service and concurrent clinical experiences are accepted in lieu of the community enrichment project. After successful completion of the course, students are eligible to apply for a Feinstein Scholarship, which is awarded each term.

**Chemistry (Math/Science Core)**

**CHM 300 Chemistry I and Lab**

*3 Class Hours 2 Lab Hours 4 Quarter Credit Hours*

*Prerequisites: MA 125*

Topics covered include atomic structure, the periodic law, and nature of the chemical bond, chemical reactivity, stoichiometry, and acid base reactions.

**CHM 400 Chemistry II and Lab**

*3 Class Hours 2 Lab Hours 4 Quarter Credit Hours*

*Prerequisites: CHM 101 or CHM 300 and MA 125*

This course focuses on chemical reactions and related concepts. Topics include chemical bonds, solution chemistry, acids and bases, chemical equilibria, kinetics, thermodynamics and descriptive chemistry. Lecture and lab.

**Economics (Social Sciences Core)**

**EC 301 The Global Economy**

*4 Class Hours 4 Quarter Credit Hours*

*Prerequisite: EN 322 or EN 331*

This course is an exploration of the increasingly complex global economy with particular attention to the competing political economies of Europe, the United States, and the Pacific Rim.

**English (Communications Core)**

**EN 322 Argumentative Research Writing**

*4 Class Hours 4 Quarter Credit Hours*

*Prerequisite: EN 100*

In EN 322, "Argumentative Research Writing," students engage in critical thinking, credible research, and persuasive writing. Beginning with the idea that academic and professional arguments result in a collegial exchange of ideas to pursue knowledge, this course prompts students to examine various viewpoints of a debate. The central goal for students is to produce an argument essay based on meaningful dialogue and thoughtful reflection. Students are introduced to different models of argument, persuasive appeals, logical reasoning, and visual rhetoric. The course breaks the writing process down into a series of comprehensible habits of mind and investigative skills: inquiry, active reading, critical analysis, research, communication, and documentation of sources.

**EN 331 Research Writing in the Social Sciences**

*4 Class Hours 4 Quarter Credit Hours*

*Prerequisite: EN 100*

In this advanced research writing course, students will read, research and evaluate social science articles and other materials in order to understand their claims, credibility and conclusions. Students will conduct an extensive literature review on a topic of their choice resulting in an APA-formatted research paper including an abstract and reference section. Utilizing writing workshops, students will write coherent and unified texts, including effective introductions, clear thesis statements, supporting details, transitions, and strong conclusions.

**EN 421 Technical Communications**

*4 Class Hours 4 Quarter Credit Hours*

*Prerequisite: EN 322 or EN 331*

EN 421 is an advanced writing course designed to help students achieve mastery in presenting complex content. This course encompasses writing for a broad range of technical and general audiences in virtually all media. Students will reinforce their ability to analyze audience, purpose, and content. Additionally, students will learn how to plan and organize content to meet goals, use graphics effectively, and deliver an oral presentation.

**EN 422 Writing in the Health Sciences**

*4 Class Hours 4 Quarter Credit Hours*

*Prerequisite: EN 322 or EN 331*

EN 422 is an advanced writing course focusing on written communication common in the health science professions. To better prepare students for the challenges of successful professional communication, Writing in the Health Sciences targets the three main audiences of the health provider: other professionals, patients and clients, and the public. For each of these audiences, students will master writing techniques and practices to ensure that their message is being understood and that their professional voices are being heard at all levels of the health care organization.

**Humanities (Humanities Core)**

**HU 311 The Art of Film**

*4 Class Hours 4 Quarter Credit Hours*

*Prerequisite: EN 100*

This course is a survey of films that have significantly contributed to the development of film as an art and as an industry. Topics of discussion include filmmaking techniques and theories of criticism.

**HU 313 World War II in Film**

*4 Class Hours 4 Quarter Credit Hours*

*Prerequisite: EN 100*

The Second World War has remained a great thematic source for today's filmmakers. This course will examine films made about World War II. After watching each film, students will analyze the way the films address such themes as patriotism, leadership, moral responsibility, heroism, cowardice, survival, comradeship, and readjustment to peacetime conditions. The films will also be analyzed through discussion, reading, research and writing, in terms of the contribution of these films in developing a better understanding of current military conflicts.

**HU 315 Cultural Competence in the Workplace**

*4 Class Hours 4 Quarter Credit Hours*

*Prerequisite: EN 100*

Students of all disciplines must be ready to engage in a globally connected world requiring an understanding of cultural norms, differences, and beliefs which effect the workplace. This course will examine the students' understanding of what culture is and what each citizen of a global world will need to provide knowledge, skills, and an attitude inherent in a culturally responsive manner.

**HU 320 Multicultural Voices**

*4 Class Hours 4 Quarter Credit Hours*

*Prerequisite: EN 100*

This course will examine literary works that cross the boundaries of national lines and cultures and reflect the experiences that occur in the diverse United States. How do we learn to understand our own and different cultural identities and practices through interactions with others? What role does the experience of immigrants play in how we decide what is American culture? The purpose of this course is for all of us to gain an understanding and appreciation of culture, cultural values, and perspectives by reading various works, in different genres, written by authors of a variety of racial, ethnic, and national backgrounds.

**HU 321 Representations of Gender**

*4 Class Hours 4 Quarter Credit Hours*

*Prerequisite: EN 100*

HU 321 is an advanced course that analyzes portrayals of gender in both written and visual text including literature, film, and television to find patterns of meaning that illuminate human nature and society. Additionally, it will explore how gender intersects with other social constructs like race, ethnicity, and sexual orientation.

**HU 331 Ethics and Technology**

*4 Class Hours 4 Quarter Credit Hours*

*Prerequisite: EN 100*

This course will explore the basic concepts of ethical theories and ethical values and apply these to technologically-based dilemmas through case studies. These dilemmas will be considered in terms of their implications both for individuals, and for professionals involved in creating and maintaining technology, and mechanisms will be developed to guide ethical discussions and decision-making.

**HU 341 World Religions**

*4 Class Hours 4 Quarter Credit Hours*

*Prerequisite: EN 100*

In this course, students will examine religious practices surrounding life passages (birth, marriage, death), and the food, clothing, sacred calendars, sacred texts, and ethics of several major world religions.

**HU 350 Literature and Health**

*4 Class Hours 4 Quarter Credit Hours*

*Prerequisite: EN 100 or its equivalent*

Through the study of fiction and poetry, students broaden their understanding of two important perspectives in healthcare – that of patient and caregiver. With the ultimate goal of engendering empathy for both parties, this course requires students to read a variety of literary texts that address the social, cultural, psychological, familial, institutional, and professional dimensions of healthcare. Course requirements include close reading, lively class discussion, short oral presentations, original research, and thoughtful writing.

**HU 352 History of Rock and Roll**

*4 Class Hours 4 Quarter Credit Hours*

*Prerequisite: EN 100*

This course will trace the various musical forms and technological advances that have led to the American popular music of today. Particular emphasis will be given to blues and jazz and their influence on early rock and roll. In addition, a substantial portion of the course will be devoted to the technology that has led to today's sophisticated performance and recording techniques. Students will also experience some hands-on musical activities with instruments such as the guitar and keyboard that are vital components of today's music.

**HU 432 History of Western Art**

*4 Class Hours 4 Quarter Credit Hours*

This course offers students the opportunity to explore the visual arts throughout Western history. Students will develop knowledge of artists and artistic development, and increase their ability to critically appreciate a wide range of art across media, styles, and time periods. The course will emphasize painting, and will additionally examine sculpture, architecture and photography, as time permits.

**HU 433 Encountering 20th Century Art**

*4 Class Hours 4 Quarter Credit Hours*

Students will examine art produced in the 20th Century by exploring a variety of factors including: the differences in this art from what had come before; the role of the machine and technology in subject matter, technique and production; the major social movements and political events of the 20th Century and how they were represented in art; and the major movements in art in this century. Important works by major artists of this period will be studied, so that students can recognize these and similar works, and appreciate their place in popular culture. Students will learn to be comfortable with art and be able to “read” art for their own enjoyment. They will come to appreciate the notion that art, in the final analysis, is a creative expression of their world, their lives, what they see and feel and experience every day.

**HU 441 World Literature**

*4 Class Hours 4 Quarter Credit Hours*

*Prerequisite: EN 100*

As a result of globalization, we are interacting more often with people from other cultures. This course uses fiction, poetry, and drama from around the world to learn about other cultures.

**Japanese (Arts/Foreign Language Core)**

**JP 201 Introduction to Japanese**

*4 Class Hours 4 Quarter Credit Hours*

Students will be introduced to the basics of Japanese, (speaking, listening, reading, and writing) with an emphasis on comprehension and speaking. Vocabulary used in everyday communication in the workplace, school, and common social situations will be covered. Contemporary Japanese society will be addressed in class discussions and video presentations including, but not limited to art, education, film (in particular animé), food, literature, music, sports, and technology. Japanese technological invention and know-how, as well as the unique challenges of doing business with the Japanese will be studied. Japanese guest speakers will be invited to share their expertise and experiences.

**Mathematics (Math/Science Core)**

**MA 300 Statistics**

*4 Class Hours 4 Quarter Credit Hours*

*Prerequisite: MA 125 or MA 200 or MA 301*

This introductory course stresses the use of statistics as a management tool for decision-making. The focus is on descriptive statistics, communicating statistical data, concepts of probability distribution, estimation, and hypothesis testing.

**MA 301 Math for Management Studies**

*4 Class Hours 4 Quarter Credit Hours*

*Prerequisite: MA 100/110 or MA 105 or above*

MA 301 is designed to transition students from basic algebra to more advanced business applications. Specific topics include: percent increase and decrease problems; linear and quadratic functions with cost, revenue, profit, supply and demand function applications; descriptive statistics; exponential and logarithmic functions with exponential growth and decay applications; compound interest and annuities. There are video examples of how to do some problems in Excel as an introduction to that program.



**MA 310 Calculus I**

*4 Class Hours 4 Quarter Credit Hours*

*Prerequisite: MA 210*

Limits will be introduced, and the derivatives and integrals of algebraic functions will be studied at length. Applications include rectilinear motion, curve sketching, maxima and minima problems, related rates, and area under a curve.

**MA 315 Math for Game Developers**

*4 Class Hours 4 Quarter Credit Hours*

*Prerequisite: MA 310*

Students will study the essential math necessary to become a successful game developer. Topics include vectors, matrices, transformations, collision detection, random numbers, rendering techniques and optimizations.

**MA 320 Calculus II**

*4 Class Hours 4 Quarter Credit Hours*

*Prerequisite: MA 310*

This continuation of Calculus I begins with derivatives of transcendental functions and proceeds with their integration. Additional topics include integration by parts, partial fractions, and numerical methods. Applications of the integral to area, volume, motion, and work will be stressed.

**Physics Courses (Math/Science Core)**

**PHY 300 Physics II & Lab**

*3 Class Hours 2 Lab Hours 4 Quarter Credit Hours*

*Prerequisites: MA 125 and PHY 200 (or PHY 126)*

This is an algebraic approach to a second course in physics. The topics include: centripetal force, temperature, heat energy, mechanical waves, sound, electrostatics, and basic circuit elements. The laboratory component is designed to give students the opportunity to have hands-on experience with the fundamental concepts of physics studied in the theory portion of the course. Laboratory experiments will be performed to reinforce these concepts.

**Psychology (Social Science Core)**

**PS 330 Marriage and the Family**

*4 Class Hours 4 Quarter Credit Hours*

*Prerequisite: EN 100 or its equivalent*

This course is a review of psychological concepts relevant to understanding marital and family functioning. Topics will include mate selection, marital communication, intimacy, conflict resolution, transitioning to parenthood, managing crises, family violence, divorce, and balancing work, leisure and family.

**PS 350 Forensic Psychology**

*4 Class Hours 4 Quarter Credit Hours*

*Prerequisite: EN 100*

This course addresses the psychological issues of human behavior that surround law enforcement and the legal system. It supplements information provided by physical evidence forensics courses and offers hands-on practice by utilizing psychological techniques implemented in the field. It familiarizes students with new technologies and available databases used in investigations. The course goes beyond criminal profiling popular in today's media and explores the findings of psychological research behind such issues as eyewitness identification (memory retrieval) and interviewing (conformity and obedience). Forensic

Psychology also covers newer areas of concern such as psychological assistance in all career aspects of policing from personnel selection to dealing with the demands of the job.

**PS 410 Applied Research Statistics**

*4 Class Hours 4 Quarter Credit Hours*

PS 410 is an intermediate-level course designed to develop in students an expertise in identifying statistical approaches to research problems. Students will examine statistics and the rationale behind them. They will comprehend and interpret statistical results as they apply to their programs. Students will master the APA style of writing by dissecting the results and discussion sections of journal articles in their programs and by writing those sections using statistics learned in the course.

**Science (Math/Science Core)**

**SCI 304 Development of Western Science**

*4 Class Hours 4 Quarter Credit Hours*

This course centers on the interaction of science, scientists, technology and society over the past five hundred years, primarily focusing on the development of Western science. The scientific method will be examined utilizing selected case studies. Underlying principles and methodologies of science will be illustrated by comparing and contrasting both the successes and failures of science. Factors affecting the acceptance and use of science and related technologies will be examined.

**SCI 307 Understanding Science Through Photography**

*4 Class Hours 4 Quarter Credit Hours*

*Prerequisite: EN 322 or EN 331*

This course integrates photography and science. Students will demonstrate their understanding of science concepts through photography and written artifacts. A key to understanding concepts in science is the ability to recognize their applications in everyday use. Problem solving and evaluating discussion board postings are also part of this course. Science concepts such as motion and forces are combined with physical elements of photography such as shutter speed, focal length, and aperture. Students will design and complete a capstone project that focuses on their area of study as it relates to science. Students are expected to have basic knowledge of digital images and have the ability to upload photos. Cameras are not provided by NEIT.

**SCI 310 Perception of Green Living**

*4 Class Hours 4 Quarter Credit Hours*

This project-oriented course explores how our world views affect our perception of green living with the main focus on environmental economics. Students will engage in critical analysis of consumerism and the interaction and interdependence between our lifestyle (consumption rate) and environmental sustainability. Students will examine the shift in economic and environmental perceptions by comparing conventional economics with emerging plenitude economics. Students will apply the knowledge gained in this course to technology development strategy, career planning and personal reflection on sustainable living.

**SCI 320 Understanding Flight**

*4 Class Hours 4 Quarter Credit Hours*

This course explores a variety of real-world examples of objects moving through the air. While not an applied math course, the concepts that help understand the flight of objects are explored. Freefall, gliding, ballistics, and powered flight will be explained and studied. Both the historical development of manned flight as well as examples of flight in nature as exemplified by both birds and seeds will be investigated.

**SCI 330 Our History and Future in Space**

*4 Class Hours 4 Quarter Credit Hours*

A course investigating the history, current programs, and future of space exploration. Topics will focus on our solar system, the current search for water on Mars, and evidence of life on other planets and moons.

Current events related to space exploration and Near-Earth Objects will be incorporated whenever possible. Weekly writing assignments pertaining to weekly reading assignments will be required.

**SCI 333 Sports Performance Metrics**

*4 Class Hours 4 Quarter Credit Hours*

This introductory course is intended for any student with an interest in physical fitness, exercise or wellbeing. The course will focus on the foundations of exercise testing and training while exploring the various elements of an individual's fitness profile including strength, flexibility, power, balance, speed, agility, aerobic capacity, body composition and anthropometrics. The course will also help explain how each of those fitness parameters relates to a student's ability to play a sport or participate in a hobby such as hiking, running or gardening. Finally, the course will explore various exercise program variables and designs to maintain and improve health and human performance.

**SCI 340 Introduction to Environmental Health**

*4 Class Hours 4 Quarter Credit Hours*

Environmental health is the study of the interactions between humankind and our environment. This course will explore health issues arising from exposure to environmental hazards which are the direct result of human activity – such as energy production, industry, and agribusiness. Within the framework of environmental health and sustainability, students will explore core principles of toxicology, epidemiology and risk assessment; and will apply these concepts to the analysis of emerging environmental health problems in a rapidly growing and increasingly industrialized world.

**SCI 350 Introduction to Genetics and Evolution**

*4 Class Hours 4 Quarter Credit Hours*

No prior coursework in the subject is assumed. This course begins by looking at cells and what they are. Concepts such as mitosis and meiosis will be explored. What a gene is, how it functions, and how it may be mutated will be covered. The basic principles of genetics, including patterns of inheritance (Mendelian genetics) will be studied. Additional topics include the genetic basis of genotype and phenotype, natural selection, evolution, and speciation. Students will explore recombinant DNA and genetic engineering (genetically modified foods and livestock) and the future of genetics.

**SCI 351 Sustainable Technology**

*4 Class Hours 4 Quarter Credit Hours*

*Prerequisite: EN 100*

What do climate changes and carbon emissions have in common? The carbon cycle. In this course students will engage in critical analysis of science components of economic and environmental sustainability. Students will analyze case study scenarios from current events and other sources and propose comprehensive steps for sustainable technology development in the context of their subject specialty. Through various projects, student will apply the knowledge gained in this course to technology development strategy, career planning and personal reflection on sustainable living.

**SCI 360 Wellness for Life**

*4 Class Hours 4 Quarter Credit Hours*

*Core Fulfillment: Both Math/Science Core and Social Sciences Core*

Lifestyle-related diseases are at epidemic proportions in this country. There is scientific evidence that links physical activity and positive habits to improved quality of life. This course will explore topics of health promotion, wellness, risk screening, and behavior change. Students will evaluate how lifestyle-related health problems can be impacted by positive lifestyle choices. Since optimal wellness goes beyond physical fitness and the absence of disease, students will examine the eight dimensions of wellness and design a personal wellness program to attain their health goals.

**Sociology (Social Sciences Core)**

**SO 461 Language and Society**

*4 Class Hours 4 Quarter Credit Hours*

*Prerequisite: EN 100*

This course provides students with knowledge about the role that language plays in our cognitive and social development in order to give us greater power over our interactions with others at home, at work, and elsewhere. Topics covered include: how we speak and why; is language biological or cultural; do men and women speak differently; and what is the connection between language and thought.

**Spanish (Arts/Foreign Language Core)**

**SP 201 Introduction to Spanish**

*4 Class Hours 4 Quarter Credit Hours*

This course will introduce students to the Spanish language with an emphasis on the use of Spanish in the workplace. Students will learn to communicate with customers and other employees in Spanish with a focus on basic vocabulary words used in everyday interactions at the workplace. While each class will emphasize conversational skills, the course will also cover some key principles of Spanish grammar and provide some exposure to a variety of cultural traditions in Spanish-speaking countries. The course is designed for students with no prior knowledge of Spanish. ***Students who speak Spanish fluently or who grew up in a home where Spanish was the primary language spoken will not be eligible to take the course.***

**SP 203 Spanish for Healthcare Workers**

*4 Class Hours 4 Quarter Credit Hours*

This course will introduce students to the Spanish language with an emphasis on the use of Spanish in the workplace. Students will learn to communicate with Spanish speaking patient and family and other employees in Spanish with a focus on basic vocabulary words used in everyday interactions at the workplace. While each class will emphasize conversational skills, the course will also cover some key principles of Spanish grammar and provide some exposure to a variety of cultural traditions in Spanish-speaking countries. **The course is designed for students with no prior knowledge of Spanish.**

**Social Sciences (Social Sciences Core)**

**SS 302 The United States Legal System**

*4 Class Hours 4 Quarter Credit Hours*

*Prerequisite: EN 100*

This course will critically analyze whether the American legal system is truly providing equal justice for all members of our society. We will examine how legal disputes are handled and the influences that shape the structure, process and personnel of the legal system.

**SS 303 Communication in the Global Workplace**

*4 Class Hours 4 Quarter Credit Hours*

*Prerequisite: EN 100*

*Core Fulfillment: Both Communications Core and Social Sciences Core*

This course is designed to acquaint students with intercultural communication issues that arise in the workplace, culminating in a final project: making a business/occupational presentation to an audience from another culture.

**SS 304 Digital Media & The Law**

*4 Class Hours 4 Quarter Credit Hours*

In this course, students will examine how the existing legal structure within digital and social media operates and understand how the global shift to digital media has profoundly affected the production and control of information from a global and domestic perspective. The course is designed to introduce students to legal issues that are most relevant to careers in digital media and to individuals using digital and social media for personal interests. These topics include information access and protection, intellectual property, defamation, invasion of privacy, commercial speech, jurisdiction, internet regulations, and, of course, freedom of expression.

**SS 330 Contemporary Social Issues**

*4 Class Hours 4 Quarter Credit Hours*

This course will examine contemporary social issues from multiple perspectives. Attempts to see the ethics, the arguments and the policy outcomes involved in problems such as drug abuse, crime, poverty and the global environment.

**SS 350 Everything is a Negotiation**

*4 Class Hours 4 Quarter Credit Hours*

*Prerequisite: EN 100*

***Program Restriction: This course not open to students in the Business Management program.***

This course is intended to help students develop the skills they need to successfully negotiate their way through their work situations. Students will practice both face-to-face negotiations and negotiations carried on electronically.

## Questions & Answers

### 1. When do my classes meet?

Day Classes: Technical classes normally meet for at least three hours a day for up to five days a week. Classes normally begin in the early morning (7:45 a.m.), late morning (usually 11:25 a.m.), or mid-afternoon. The time slot for your program may vary from quarter to quarter.

Evening Classes: Technical classes meet on the average of three nights a week, although there may be times when they will meet four nights a week. Classes normally begin at 5:45 p.m.

In addition, to achieve your bachelor's degree, you will take a total of approximately seven liberal arts courses, which will be scheduled around your technical schedule over the course of your entire program. Each liberal arts course meets approximately four hours per week. Liberal arts courses are offered days, evenings, and Saturdays.

At the beginning of each quarter you will receive a detailed schedule giving the exact time and location of all your classes. The College requires that all students be prepared to take classes and receive services at any of NEIT's locations where the appropriate classes and services are offered.

When a regularly scheduled class falls on a day which is an NEIT observed holiday (Columbus Day, Veterans Day, Martin Luther King, Jr. Day, and Memorial Day), an alternate class will be scheduled as a make up for that class. The make-up class may fall on a Friday. It is the student's responsibility to take note of when and where classes are offered.

### 2. How large will my classes be?

The average size for a class is about 20 to 25 students; however, larger and smaller classes occur from time to time.

### 3. How much time will I spend in lab?

Almost half of your technical courses consist of laboratory work. In order for you to get the most out of your laboratory experiences, you will first receive a thorough explanation of the theory behind your lab work.

### 4. Where do my classes meet?

Students should be prepared to attend classes at any of NEIT's classroom facilities: either at the Post Road, Access Road, or East Greenwich campuses.

### 5. How long should it take me to complete my program?

To complete your degree requirements in the shortest possible time, you should take the courses outlined in the prescribed curriculum. For a typical six-quarter curriculum, a student may complete the requirements in as little as 18 months.

To complete all your degree requirements in the shortest time, you should take at least one liberal arts course each quarter. Students who need more time to complete their curriculum may postpone some of the liberal arts courses until after the completion of the technical requirements. Students are provided up to two additional quarters of study to complete the liberal arts requirements without any additional tuition assessment fee. During these additional quarters of study, students are required to pay all applicable fees.

Students may also elect to complete some of their liberal arts requirements during Intersession, a five-week term scheduled between Spring and Summer Terms. Students will not be assessed any additional tuition for liberal arts courses taken during the Intersession but may be assessed applicable fees.

Students wishing to extend the number of quarters needed to complete the required technical courses in their curriculum will be assessed additional tuition and fees.

**6. Is NEIT accredited?**

NEIT is accredited by the New England Commission of Higher Education (formerly the Commission on Institutions of Higher Education of the New England Association of Schools and Colleges, Inc.). Accreditation by NECHE is recognized by the federal government and entitles NEIT to participate in federal financial aid programs. Some academic departments have specialized professional accreditations in addition to accreditation by NECHE. For more information on accreditation, see NEIT's catalog.

**7. Can I transfer the credits that I earn at NEIT to another college?**

The transferability of a course is always up to the institution to which the student is transferring. Students interested in the transferability of their credits should contact the Office of Teaching and Learning for further information.

**8. Can I transfer credits earned at another college to NEIT?**

Transfer credit for appropriate courses taken at an accredited institution will be considered upon receipt of an official transcript for any program, biology, science, and mathematics courses in which the student has earned a "C" or above within the past three years and for English or humanities courses in which the student has earned a "C" or above within the last ten years. An official transcript from the other institution must be received before the end of the first week of the quarter for transfer credit to be granted for courses to be taken during that quarter. Students will receive a tuition reduction for the approved technical courses based on the program rate and will be applied against the final technical quarter of the curriculum's tuition amount. No tuition credit is provided for courses which are not a part of the technical curriculum.

**9. What is the "Feinstein Enriching America" Program?**

New England Institute of Technology is the proud recipient of a grant from the Feinstein Foundation. To satisfy the terms of the grant, the College has developed a one-credit community enrichment course which includes hands-on community enrichment projects. The course can be taken for a few hours per quarter, spread over several quarters. Students who are already engaged in community enrichment on their own may be able to count that service towards course credit.

**10. How many credits do I need to acquire my Financial Aid?**

In order to be eligible for the maximum financial aid award, you need to maintain at least 12 credits per academic quarter.

**11. What does my program cost?**

The cost of your program will be as outlined in your enrollment agreement, along with the cost for books and other course materials. Students who decide to take more quarters than the enrollment agreement describes to complete the technical courses in their curriculum will be subject to additional fees and possible additional tuition costs. Students who elect to take the technical portion of the degree requirements at a rate faster than the rate prescribed in the curriculum and the enrollment agreement will be assessed additional tuition.

Students who require prerequisite courses will incur additional tuition and fees above those outlined in their enrollment agreement.

If a student elects to take a course(s) outside of the prescribed curriculum, additional tuition and fees will be assessed.

Remember, students who withdraw and re-enter, one time only, pay the tuition rate that was in effect for them at the time of their last day of attendance for up to one year from their last day of attendance. Second re-entries and beyond pay the tuition rate in effect at the time they re-enter. The most

economical way for you to complete your college degree is to begin your program now and continue your studies straight through for the six quarters necessary to complete your degree requirements.

**12. What kind of employment assistance does NEIT offer?**

The Career Services Office assists NEIT students and graduates in all aspects of the job search, including resume writing, interviewing skills, and developing a job search strategy. Upon completion of their programs, graduates may submit a resume to the Career Services Office to be circulated to employers for employment opportunities in their fields. Employers regularly contact us about our graduates. In addition, our Career Services Office contacts employers to develop job leads. A strong relationship with employers exists as a result of our training students to meet the needs of industry for over fifty years. No school can, and NEIT does not, guarantee to its graduates employment or a specific starting salary.

**13. Where will job opportunities exist?**

Graduates have obtained employment in the local area. However, one of the most exciting aspects of this programs is the ability to look nationally for employment opportunities.

**14. Am I required to attend classes during the Intersession?**

The intense curriculum, especially in Term VI, VIII and Term XII, will truly challenge the students' commitment to success. Due to the extremely heavy course load during that those Terms, students may also elect, and are strongly encouraged, to complete some of their liberal arts requirements during Intersession, a special five-week term scheduled between Spring and Summer Terms. Students will not be assessed any additional tuition for liberal arts courses taken during the Intersession but may be assessed applicable fees. Students wishing to extend the number of quarters needed to complete the required technical courses in their curriculum will be assessed additional tuition and fees.

**15. Will poor attendance impact my progress at NEIT?**

Due to the ongoing nature of the program and the intense course curriculum, students will be required to attend classes and labs when they are scheduled. Students that do not attend classes on a regular basis will be negatively affected and find it difficult to make up the time and instruction lost.

**16. What types of materials will be included in the Criminal Justice program curriculum?**

Students will be exposed to a significant amount of very graphic and potentially disturbing information, photos, videos and other types of physical evidence. The curriculum is designed to expose students to the actual nature of material that criminal justice professionals come into contact with on a daily basis and is necessary for a comprehensive educational experience. Therefore, students with sensitivity to such materials will not be excluded from the requirements of the program.

Additionally, students will be required to compile a portfolio of work throughout their educational career for use and presentation complete a challenging week long Criminal Justice Senior Capstone in Term XII. The Senior Capstone is a real time investigative assignment beginning with a mock crime event and involves gathering information from victims and/or witnesses, processing the crime scene and culminates with drafting a comprehensive report that will be presented to a panel of law enforcement professionals. The Senior Capstone experience will include a portfolio that is an organized and comprehensive source of material and information that will be necessary and beneficial to support successful completion of program outcomes. Instruction will be given in the preparation of the Capstone Project and maintenance of the portfolio throughout the program.

**17. What is the Criminal Justice Senior Capstone Project? portfolio?**

The Criminal Justice portfolio Senior Capstone requires that students participate in a challenging week-long series of events that will mirror a life-like criminal investigation. Contains materials and evidence collected throughout the quarters 2 through 6 that demonstrate a student's academic progression and acquisition of various Criminal Justice skills. The Project will be used as a means for evaluation of



proficiency and ability and will demonstrate a comprehensive picture of each level of skill and knowledge the student's has attained during the program. The Senior Capstone is an individual learning experience.

A portfolio will typically include the initial investigation of a mock crime event, gathering information, processing evidence and drafting a comprehensive report of the student's activities that will sample reports, completed assignments, submission and evaluation of evidence and materials gathered in Forensics I and II, case studies, skill evaluations and information to be presented during the Senior Capstone in Term XII. The main requirement is that students provide some type of documentation of the learning activities during his/her educational career.

**18. Is there any open lab time?**

Open lab time will be available to students with permission of a CJ instructor or the CJ Department Chair. Students may arrange with an instructor to utilize the lab in order to complete an assignment or as specific needs arise. However, all lab work is limited to what is being taught at the particular time.

**19. What are the typical requirements for Criminal Justice and related fields of employment?**

Many Criminal Justice occupations, particularly law enforcement positions, require civil service or other form of aptitude testing. Other requirements often include an active driver's license, U.S. citizenship, the ability to successfully pass drug screening, polygraph testing and psychological examinations; firearms proficiency testing and the ability to obtain security clearance, if necessary. Additionally, pre-employment medical testing and physical fitness/agility testing are necessary components of any law enforcement position. **(Please note: a criminal record may affect a graduate's ability to qualify for some Law Enforcement positions.)**

For examples of the regional standards that police officers must meet, go to [www.rimpa.ri.gov/fitnessstandards.php](http://www.rimpa.ri.gov/fitnessstandards.php) (RI); [www.mptc.org/patfitindex.html](http://www.mptc.org/patfitindex.html) (MA); [www.ct.gov/post/site](http://www.ct.gov/post/site) (CT); for correctional officer standards, go to [www.doc.ri.gov/administration/training/index.php](http://www.doc.ri.gov/administration/training/index.php) (RI); [www.mass.gov/Eeops/docs/doc/physical\\_abilities\\_test\\_rationale.pdf](http://www.mass.gov/Eeops/docs/doc/physical_abilities_test_rationale.pdf) & [www.mass.gov/Eeops/docs/doc/pat\\_preparation.pdf](http://www.mass.gov/Eeops/docs/doc/pat_preparation.pdf) (MA); <https://www.das.state.ct.us/LawExam> (CT); for federal standards go to [www.usajobs.com](http://www.usajobs.com). Students should also refer to the Technical Standards for the Criminal Justice program or see the Department Chair or supervising instructor for assistance in obtaining additional information.

**20. Am I required to obtain a criminal background check as part of the admission process?**

No. However, certain technical courses include visits to secure facilities and students will be subject to a criminal background check in order to enter these locations. Secure facilities reserve the right to restrict entrance to those persons that do not satisfy their security protocols and regulations. **(Please note: a criminal record may affect a graduate's ability to qualify for some Law Enforcement positions.)**

**21. What kind of jobs will I be qualified to look for upon completion of the Criminal Justice program?**

Upon completion of your Bachelor in Science degree in Criminal Justice program, you will be qualified to seek entry-level employment in a number of challenging criminal justice professions, including police officer, state trooper, correctional officer, court officer, criminal justice counselor, federal law enforcement officer, private security officer, crime scene investigator, corporate loss prevention, and insurance claims investigator. **(Please note: a criminal record may affect a graduate's ability to qualify for some Law Enforcement positions.)**

## **Technical Standards**

These technical standards set forth by the Criminal Justice Department, establish the essential qualifications considered necessary for the students admitted to the program. The student must possess the following skills and abilities or be able to demonstrate that they can complete the requirements of the program with or without reasonable accommodation, using some other combination of skills and abilities.

### **Cognitive Ability**

- Good reasoning and critical thinking skills.
- Ability to process, synthesize, organize and learn new material.
- Ability to learn, remember and recall detailed information and to integrate it for problem solving.
- Ability to organize or reorganize information presented in curriculum materials and problems.
- Ability to use abstractions in specific concrete situations.
- Ability to separate complex information into its component parts.
- Ability to perform tasks by observing demonstrations.
- Ability to role play.
- Ability to perform tasks following written and verbal instructions.
- Ability to perform multiple, complex tasks efficiently and competently.
- Ability to problem solve independently and in groups.

### **Communications Skills**

- Ability to work and communicate effectively with faculty, students and staff, as well as law enforcement, correctional and court professionals.
- Ability to communicate effectively in a classroom, crime scene, laboratory or courtroom setting on a one-to-one basis as well as before a group.
- Ability to read English sufficiently to understand and comprehend college level text books, written protocols, laboratory results, as well as information necessary for documentation, evaluation and instruction.
- Ability to demonstrate and use the knowledge acquired in the classroom and in the forensics laboratory to appropriately identify pertinent information and transmit the information effectively, efficiently and promptly as appropriate even when there are time constraints.
- Ability to express thoughts clearly, both in writing and speech.
- Ability to write English sufficiently to document and record information, as well as to complete course assignments.
- Ability to orally report data, observations and information.

### **Adaptive Ability**

- Ability to follow instructions and complete tasks under stressful and demanding conditions.
- Ability to work in an environment which may change rapidly in unpredictable ways, without warning.
- Ability to think clearly and act quickly and appropriately in an emergency situation.
- Ability to maintain emotional stability and the maturity necessary to interact with other members of the faculty, students and professionals in a responsible manner.
- Ability to perform tasks and make appropriate decisions under stressful and demanding conditions.
- Ability to adapt to new and changing situations with an open mind and flexibility.
- Ability to adjust to a variety of individuals and their distinct needs.
- Ability to maintain a professional attitude during all work performance.
- Ability to identify one's strengths and weaknesses and to request assistance when necessary.
- Ability and willingness to view potentially graphic and disturbing materials in a professional manner.

**Physical Ability**

- Ability to stand and walk for 1-2 hours at a time with no breaks.
- Ability to sit for 1-2 hours at a time with no breaks.
- Ability to bend, stretch, stoop or lie on the ground to collect evidence, view the mock crime scene, or perform testing or necessary tasks.
- Sufficient strength to perform CPR (Cardiopulmonary Resuscitation) on both adults and children.
- Sufficient upper body strength great enough to carry 20 pounds.
- Sufficient strength and agility to lift, move or utilize large and small pieces of equipment.
- Ability to wear and tolerate masks and gloves and other protective equipment including lead aprons.
- Ability to work in an environment where there are latex/latex based products.
- Ability to perform learned skills, independently, with accuracy and completeness within reasonable time frames in accordance with accepted protocol.

**Manual Ability**

- Sufficient manual dexterity and mobility to move equipment independently.
- Sufficient motor function and sensory abilities to participate effectively in the classroom and laboratory setting.
- Sufficient manual dexterity and motor coordination to coordinate hands, eyes and fingers in the operation of equipment/instruments.
- Sufficient fine motor control to manipulate small equipment and instruments.
- Ability to grasp, lift and carry various items of equipment.

**Sensory Ability**

Visual

- Visual ability, with or without correction, to enable the student to differentiate between instruments/equipment.

Auditory

- Acute enough to hear and understand words spoken by staff, students and other staff in an environment with background noise. \*Individuals with auditory processing disorder may not have the visual cues needed to assist in processing the spoken word.