


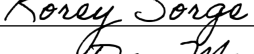
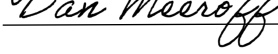
 <b>FLORIDA ATLANTIC UNIVERSITY</b>	<b>NEW COURSE PROPOSAL</b> <b>Undergraduate Programs</b>		UUPC Approval <u>9/8/25</u> UFS Approval _____ SCNS Submittal _____ Confirmed _____ Banner Posted _____ Catalog _____	
	<b>Department</b>  <b>College</b> (To obtain a course number, contact <a href="mailto:erudolph@fau.edu">erudolph@fau.edu</a> )			
<b>Prefix</b>  <b>Number</b>	(L = Lab Course; C = Combined Lecture/Lab; add if appropriate)  <b>Lab Code</b>	<b>Type of Course</b>	<b>Course Title</b>	
<b>Credits</b> (See <a href="#">Definition of a Credit Hour</a> )  <b>Effective Date</b> (TERM & YEAR) Spring 2026	<b>Grading</b> (Select One Option)  <b>Regular</b>  <b>Sat/UnSat</b>	<b>Course Description</b> (Syllabus must be attached; see <a href="#">Template</a> and <a href="#">Guidelines</a> )		
<b>Prerequisites, with minimum grade*</b>		<b>Corequisites</b>	<b>Registration Controls</b> (Major, College, Level)	
<b>*Default minimum passing grade is D-. Prereqs., Coreqs. &amp; Reg. Controls are enforced for all sections of course</b>				
<b>WAC/Gordon Rule Course</b>  Yes                      No  WAC/Gordon Rule criteria must be indicated in syllabus and approval attached to proposal. See <a href="#">WAC Guidelines</a> .		<b>Intellectual Foundations Program (General Education) Requirement</b> (Select One Option)  General Education criteria must be indicated in the syllabus and approval attached to the proposal. See <a href="#">Intellectual Foundations Guidelines</a> .		
<b>Minimum qualifications to teach course</b> Master's in Criminology and Criminal Justice or related field				
<b>Faculty Contact/Email/Phone</b>		<b>List/Attach comments from departments affected by new course</b>		
<b>Approved by</b> Department Chair <u></u> College Curriculum Chair <u></u> College Dean <u></u> UUPC Chair <u></u> Undergraduate Studies Dean <u></u> UFS President _____ Provost _____			<b>Date</b> <u>8/28/25</u> <u>8/28/25</u> <u>8/28/25</u> <u>9/8/25</u> <u>9/8/25</u> _____ _____	

Email this form and syllabus to [mjenning@fau.edu](mailto:mjenning@fau.edu) seven business days before the UUPC meeting.



FLORIDA ATLANTIC UNIVERSITY

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## **CCJ 2094**

### **CJ Careers and Professional Development**

**Date:** Tuesday, Thursday 12:30 PM - 1:50 PM **Building:** Social

Science Boca **Room:** 207 **3 Credit(s)**

**Spring 2026 - 1 Full Term**

## **Instructor Information**

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Anita Blowers

**Email:** [ablowers@fau.edu](mailto:ablowers@fau.edu)

Office: SO 220

Office Hours: T,Th 2:00 - 3:00 and by appointment

Phone: 561-297-3684

## **Course Description**

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### Special Topics

In-depth analysis of current and emerging issues in criminal justice (lower division).

The goal of this course is to introduce students to work habits, skillsets and attitudes that promote academic and professional development. The course engages students in the use of critical thinking skills in evaluating their interests, values, and skills to understand how personal characteristics influence academic and professional success in the field of criminal justice. There will be a strong emphasis on the development of oral and written communication skills.

CCJ 2094 is an elective course. There are no required prerequisites.

## **Required Texts/Materials**

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No textbooks are required. Readings will be made available on Canvas.

## Course Objectives/Student Learning Outcomes

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Upon successful completion of the course students will be expected to:

1. To build and encourage personal, social, and academic growth.
2. To develop and practice academic success skills.
3. To build supportive relationships within the classroom.
4. To provide an overview of the university's resources and services
5. To develop and strengthen writing and critical thinking skills
6. To develop skills in reading and assessing scholarly research in criminal justice
7. To explore different careers in the field of criminal justice
8. To examine the influence professionalism and positive human relations have on personal, academic, and career success
9. To develop short-term and long-term career goals

## Faculty Rights and Responsibilities

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Florida Atlantic University respects the rights of instructors to teach and students to learn. Maintenance of these rights requires classroom conditions that do not impede their exercise. To ensure these rights, faculty members have the prerogative to:

- Establish and implement academic standards.
- Establish and enforce reasonable behavior standards in each class.
- Recommend disciplinary action for students whose behavior may be judged as disruptive under the Student Code of Conduct [University Regulation 4.007](#).

## Disability Policy

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In compliance with the Americans with Disabilities Act Amendments Act (ADAAA), students who require reasonable accommodations due to a disability to properly execute coursework must register with Student Accessibility Services (SAS) and follow all SAS procedures. SAS has offices across three of FAU's campuses – Boca Raton, Davie and Jupiter – however disability services are available for students on all campuses. For more information, please visit the SAS website at [www.fau.edu/sas/](http://www.fau.edu/sas/).

## Course Evaluation Method

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Class Participation - It should be understood that your class participation grade is based on a combination of attendance and participation. Merely coming to class each day will yield a minimally passing grade for participation, while missing more than two classes will negatively affect your participation grade.

Discussion Posts and Reflective Essays – There will be periodic discussion questions and other brief writing assignments. Details regarding these assignments will be provided in class.

Career & Professional Development Portfolio –Throughout the semester you will be compiling an academic/career plan through a variety of separate assignments. The final course portfolio will showcase your personal and professional growth, your “blueprint” for creating a successful path from student to professional, your reflections and self-assessment. Specific guidelines for the assignment will be given in class.

Oral Presentation – At the end of the semester students will present their course portfolios to the class

*Elective courses in the major must be completed with a grade of “C-“ or better. A grade of “D+” or lower in general elective courses does not satisfy any graduation requirement and will not count toward the 120 credits required for a degree.*



## Code of Academic Integrity

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Students at Florida Atlantic University are expected to maintain the highest ethical standards. Academic dishonesty is considered a serious breach of these ethical standards, because it interferes with the university mission to provide a high quality education in which no student enjoys an unfair advantage over any other. Academic dishonesty is also destructive of the university community, which is grounded in a system of mutual trust and places high value on personal integrity and individual responsibility. Harsh penalties are associated with academic dishonesty. For more information, see [University Regulation 4.001](#).

Plagiarism is unacceptable in the University community. Academic work that is submitted by students is assumed to be the result of their own thought, research, or self-expression. When students borrow ideas, wording, or organization from another source, they are expected to acknowledge that fact in an appropriate manner. Plagiarism is the deliberate use and appropriation of another's work without identifying the source and trying to pass-off such work as one's own. Any student who fails to give full credit for ideas or materials taken from another has plagiarized. This includes all discussion board posts, journal entries, wikis, and other written and oral presentation assignments. If in doubt, cite your sources.

## **Classroom Etiquette**

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A quality learning experience rests heavily on a high degree of class participation. It is expected that students conduct themselves in a professional manner at all times (in person and via online communications). Students are expected to come to class on time, be actively engaged in the class discussions, treat students and professor with respect, and use professional language. Use of electronic devices is prohibited unless it is relevant to the class activity. Cellular phones should be turned off during class time.

## **Attendance Policy Statement**

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Students are expected to attend all their scheduled University classes and to satisfy all academic objectives as outlined by the instructor. The effect of absences upon grades is determined by the instructor, and the University reserves the right to deal at any time with individual cases of non-attendance. Students are responsible for arranging to make up work missed because of legitimate class absence, such as illness, family emergencies, military obligation, court-imposed legal obligations, or participation in University-approved activities. Examples of University-approved reasons for absences include participating on an athletic or scholastic team, musical and theatrical performances, and debate activities. It is the student's responsibility to give the instructor notice prior to any anticipated absences and within a reasonable amount of time after an unanticipated absence, ordinarily by the next scheduled class meeting. Instructors must allow each student who is absent for a University-approved reason the opportunity to make up work missed without any reduction in the student's final course grade as a direct result of such absence.

Students are graded on class participation. More than 2 unexcused absences will reduce your participation grade.

## **Religious Accommodation Policy Statement**

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In accordance with the rules of the Florida Board of Education and Florida law, students have the right to reasonable accommodations from the University in order to observe religious practices and beliefs regarding admissions, registration, class attendance, and the scheduling of examinations and work assignments. University Regulation 2.007, Religious Observances, sets forth this policy for FAU and may be accessed on the FAU website at [www.fau.edu/regulations](http://www.fau.edu/regulations).

Any student who feels aggrieved regarding religious accommodations may present a grievance to the executive director of The Office of Civil Rights and Title IX. Any such grievances will follow Florida Atlantic University's established grievance procedure regarding alleged discrimination.

## **Time Commitment Per Credit Hour**

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For traditionally delivered courses, not less than one (1) hour of classroom or direct faculty instruction each week for fifteen (15) weeks per Fall or Spring semester, and a minimum of two (2) hours of out-

of-class student work for each credit hour. Equivalent time and effort are required for Summer Semesters, which usually have a shortened timeframe. Fully Online courses, hybrid, shortened, intensive format courses, and other non-traditional modes of delivery will demonstrate equivalent time and effort.

## Course Grading Scale

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Letter Grade	Letter Grade
A	94 - 100%
A-	90 - 93%
B+	87 - 89%
B	83 - 86%
B-	80 - 82%
C+	77 - 79%
C	73 - 76%
C-	70 - 72%
D+	67 - 69%
D	63 - 66%
D-	60 - 62%
F	Below 60

## Grade Appeal Process

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You may request a review of the final course grade when you believe that one of the following conditions apply:

- There was a computational or recording error in the grading.
- The grading process used non-academic criteria.
- There was a gross violation of the instructor's own grading system.

[University Regulation 4.002](#) of the University Regulations contains information on the grade appeals process

## Policy on Make-up Tests, Late work, and Incompletes

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All assignments must be properly submitted on Canvas by the assigned date and time. **Late assignments will not be accepted unless extenuating circumstances have been approved by the instructor prior to the due date.**

## **Policy on the Recording of Lectures**

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Students enrolled in this course may record video or audio of class lectures for their own personal educational use. A class lecture is defined as a formal or methodical oral presentation as part of a university course intended to present information or teach students about a particular subject. Recording class activities other than class lectures, including but not limited to student presentations (whether individually or as part of a group), class discussion (except when incidental to and incorporated within a class lecture), labs, clinical presentations such as patient history, academic exercises involving student participation, test or examination administrations, field trips, and private conversations between students in the class or between a student and the lecturer, is prohibited. Recordings may not be used as a substitute for class participation or class attendance and may not be published or shared without the written consent of the faculty member. Failure to adhere to these requirements may constitute a violation of the University's Student Code of Conduct and/or the Code of Academic Integrity.

## **Artificial Intelligence Preamble**

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FAU recognizes the value of generative AI in facilitating learning. However, output generated by artificial intelligence (AI), such as written words, computations, code, artwork, images, music, etc., for example, is drawn from previously published materials and is not your own original work.

FAU students are not permitted to use AI for any course work unless explicitly allowed to do so by the instructor of the class for a specific assignment. [\*\*\[Policy 12.16 Artificial Intelligence\]\*\*](#)

Class policies related to AI use are decided by the individual faculty. Some faculty may permit the use of AI in some assignments but not others, and some faculty may prohibit the use of AI in their course entirely. In the case that an instructor permits the use of AI for some assignments, the assignment instructions will indicate when and how the use of AI is permitted in that specific assignment. It is the student's responsibility to comply with the instructor's expectations for each assignment in each course. When AI is authorized, the student is also responsible and accountable for the content of the work. AI may generate inaccurate, false, or exaggerated information. Users should approach any generated content with skepticism and review any information generated by AI before using generated content as-is.

If you are unclear about whether or not the use of AI is permitted, ask your instructor before starting the assignment.

Failure to comply with the requirements related to the use of AI may constitute a violation of the [Florida Atlantic Code of Academic Integrity, Regulation 4.001.](#)

Proper Citation: If the use of AI is permitted for a specific assignment, then use of the AI tool must be properly documented and cited. For more information on how to properly cite the use of AI tools, visit <https://fau.edu/ai/citation>

The use of AI to assist in any work assigned in this specific course is prohibited.

## **Counseling and Psychological Services (CAPS) Center**

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Life as a university student can be challenging physically, mentally and emotionally. Students who find stress negatively affecting their ability to achieve academic or personal goals may wish to consider utilizing FAU's Counseling and Psychological Services (CAPS) Center. CAPS provides FAU students a range of services – individual therapy, group therapy, and crisis services, to name a few - offered to help improve and maintain emotional well-being. For more information, go to <http://www.fau.edu/counseling/>

## **Student Support Services and Online Resources**

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- [Center for Learning and Student Success \(CLASS\)](#)
- [Counseling and Psychological Services \(CAPS\)](#)
- [FAU Libraries](#)
- [Math Learning Center](#)
- [Office of Information Technology Helpdesk](#)
- [Center for Global Engagement](#)
- [Office of Undergraduate Research and Inquiry \(OURI\)](#)
- [Science Learning Center](#)
- [Speaking Center](#)
- [Student Accessibility Services](#)
- [Student Athlete Success Center \(SASC\)](#)
- [Testing and Certification](#)
- [Test Preparation](#)
- [University Academic Advising Services](#)
- [University Center for Excellence in Writing \(UCEW\)](#)
- [Writing Across the Curriculum \(WAC\)](#)

## Course Topical Outline

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**You should use this only as a general guide. Topics and timeline may change based upon pace of discussions and student interest. Refer to the class Canvas site for specific details about topics and assignments. Please check the Canvas site at least twice a week to make sure you have all current information.**

Week 1	Academic Success: Being a Successful Owl and CCJ Major
Week 2	Self-Awareness & Personal Development / Major Knowledge Assessment
Week 3	Career Exploration & Creating a Path from Student to Professional
Week 4	Career Exploration & Creating a Path from Student to Professional
Week 5	Managing Stress / Work-Life Balance/ Time Management
Week 6	Academic Writing in Criminal Justice
Week 7	Interpersonal Communication
Week 8	Electronic Communication
Week 9	Individual Conferences
Week 10	Effective Presentations & Speeches
Week 11	Job Search Skills: LinkedIn, Jobscan
Week 12	Interviewing for Jobs
Week 13	Negotiating & Evaluating Job Offers
Week 14	Student Portfolio Presentations
Week 15	Student Portfolio Presentations

### **Advice to Students:**

If you find yourself having difficulty with the course, please see me immediately, especially if you are experiencing a personal problem that is interfering with your performance in this class. If I know you are having difficulty, I will try to work with you. However, there is nothing I can do to "fix" a bad grade once you receive it. I will work with students as much as I possibly can, but keep in mind that the responsibility for your course performance falls on you.

*The standards, requirements and schedule set forth in this syllabus may be modified at any time by the course instructor. Notice of such changes will be by announcement through the class Canvas site*

## **Title IX Statement**

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In any case involving allegations of sexual misconduct, you are encouraged to report the matter to the University Title IX Coordinator in the Office of Civil Rights and Title IX (OCR9). If University faculty become aware of an allegation of sexual misconduct, they are expected to report it to OCR9. If a report is made, someone from OCR9 and/or Campus Victim Services will contact you to make you aware of available resources including support services, supportive measures, and the University's grievance procedures. More information, including contact information for OCR9, is available at <https://www.fau.edu/ocr9/title-ix/>. You may also contact Victim Services at [victimservices@fau.edu](mailto:victimservices@fau.edu) or 561-297-0500 (ask to speak to an Advocate) or schedule an appointment with a counselor at Counseling and Psychological Services (CAPS) by calling 561-297-CAPS.