



School of Education & Behavioral Sciences
Criminology and Criminal Justice

CJ 399 Career Development in Criminal Justice

Location meeting and Class meeting schedule: M/W/F 1130-1220 HHOA 102
Credits: 3 Section: # 01-1 Term: Fall 2026

Instructor Information



Instructor: Kelly Treece, Ph.D.

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Phone: 808-739-4659

Office Location: Hale Hoaloha, Suite 203A

Office Hours: By appointment

Virtual Office: <https://chaminade.zoom.us/j/2496491331>

Virtual Office Hours: By appointment

Communication

My primary preferred method of communication is email. As I am frequently out of the office, voicemail may take an extended amount of time to return. I will respond to trails within 24hrs/48hrs.

School & Department Information

College of Arts and Sciences

School of Justice Studies

Department of Criminal Justice Studies

Course Description & Materials

Catalog Course Description

This course is designed to help students explore careers in criminal justice. There is a focus on career planning strategies along with pursuing future employment in the field of criminal justice.

Time Allocation

This is a three-credit hour course requiring 135 clock hours of student engagement, per the official CUH Credit Hour Policy. Over the 16 weeks of this course, students will spend 162 hours on course readings, ebook work, assignments, and discussions.

Required Materials

Yena, D. J., (2020). Career Directions: New Paths to Your Ideal Career (7th ed). McGraw Hill.

Additional reading/viewing materials will be used in supplement to the text.

Recommended Items

Publication Manual of the American Psychological Association, Seventh Edition (2020)

Canvas (<https://chaminade.instructure.com>)

Canvas is the learning management system (LMS) used for this course. All course work will be obtained and submitted through Canvas.

Learning Outcomes

Program Learning Outcomes (PLOs)

Upon completion of the B.S. in Criminology and Criminal Justice (Online Program), the student will be able to:

1. Describe the interrelated institutions and processes of the criminal justice system, including the basic rights guaranteed to each individual by both state and federal constitutions and laws.
2. Apply theories of crime and criminal justice to explain actual and hypothetical scenarios, behaviors, and trends.
3. Evaluate social, cultural, and technological change and its impact on the criminal justice system.
4. Assess social inequities in crime and criminal justice processes by race, social class, gender, region and age.
5. Articulate a working knowledge of qualitative and quantitative research methods by explaining the various social science methods of inquiry and use these to test specific criminological research questions.
6. Engage the Marianist tradition of education for service, peace, and justice as it pertains to local and national social justice, injustices, and inequities in the criminal justice field.

Course Learning Outcomes (CLOs)

Upon completion of CJ 399, the student will be able to:

1. Identify future careers in criminal justice.
2. Illustrate skills in job searching, resume building, and interviewing for employment in criminal justice.
3. Assess personal skills and values related to employment in a criminal justice agency.
4. Develop a personal action plan: locations, organizations, contacts, and job-application packets for post-graduation career strategies.

Marianist Values

This class represents one component of your education at Chaminade University of Honolulu. An education in the Marianist Tradition is marked by five principles and you should take every opportunity possible to reflect upon the role of these characteristics in your education and development:

1. Education for formation in faith.
2. Provide an integral, quality education.
3. Educate in family spirit.
4. Educate for service, justice and peace, and integrity of creation.
5. Educate for adaptation and change.

Native Hawaiian Values

Education is an integral value in both Marianist and Native Hawaiian culture. Both recognize the transformative effect of a well-rounded, value-centered education on society, particularly in seeking justice for the marginalized, the forgotten, and the oppressed, always with an eye toward God (Ke Akua). This is reflected in the 'Ōlelo No'eau (Hawaiian proverbs) and Marianist core beliefs:

1. Educate for Formation in Faith (Mana) E ola au i ke akua ('Ōlelo No'eau 364) May I live by God.
2. Provide an Integral, Quality Education (Na'auao) Lawe i ka ma'alea a kū'ono'ono ('Ōlelo No'eau 1957) Acquire skill and make it deep.
3. Educate in Family Spirit ('Ohana) 'Ike aku, 'ike mai, kōkua aku kōkua mai; pela iho la ka nohana 'ohana ('Ōlelo No'eau 1200) Recognize others, be recognized, help others, be helped; such is a family relationship.
4. Educate for Service, Justice and Peace (Aloha) Ka lama kū o ka no'eau ('Ōlelo No'eau 1430) Education is the standing torch of wisdom.

5. Educate for Adaptation and Change (Aina) ‘A’ohe pau ka ‘ike i ka hālau ho’okahi (‘Ōlelo No‘eau 203) All knowledge is not taught in the same school

Alignment of Course Learning Outcomes

	CLO 1	CLO 2	CLO 3	CLO 4
Marianist Values	2,3,4,5	2,3,4,5	2,3,4,5	2,3,4,5
PLOs	3	1,2,3,5	5	5
Native Hawaiian Values	2,3,4,5	2,3,4,5	2,3,4,5	2,3,4,5
Gen Ed Learning Outcomes (if applicable)				

Course Activities

Discussions

For discussions, you are expected to provide a substantive and thorough original post that demonstrates depth of thought, critical analysis, and a clear understanding of the topic. While there is no formal word count requirement, your response should fully address the prompt with well-developed ideas, supporting evidence where appropriate, and thoughtful reflection.

In addition to your original post (worth 10 points), you must also respond to at least two classmate's posts (worth 5 points each). Your response should go beyond agreement or simple comments—it should add to the conversation by offering additional insights, asking thoughtful questions, or respectfully challenging ideas to deepen the discussion. Discussions are weighted at 40% of the final grade.

Assignments

All written assignments should reflect substance, depth, and critical thinking. Your work must fully address all aspects of the prompt or assignment instructions, demonstrating a clear understanding of the material and an ability to apply, analyze, or evaluate relevant concepts. There is no strict word count (unless stated in the directions); instead, focus on thorough and well-developed responses that clearly convey your ideas.

Please ensure that all content is written in your own words. Direct quotes are not permitted. Instead, paraphrase information from your sources and properly cite them using APA formatting (7th edition). This includes in-text citations and a reference list at the end of your assignment. Be sure to proofread your work for clarity, grammar, and adherence to academic standards. Assignments are weighted at 60% of the final grade.

Participation

The field of Criminal Justice requires personal and professional dedication. It is also a profession that requires teamwork. There are no substitutions when a squad member calls in sick or chooses not to come to work. This class shall be conducted to imitate “real world” experiences, thus ***attendance is mandatory***. Failure to attend class will be reflected in your final grade. Medical documentation for a missed class does not apply. Participation requires you to be in class so if you miss a class you do not receive the points. It is also important to note that I will not teach this class twice. If you miss a class it is up to you to meet with a classmate to obtain notes or other information you missed. Do not ask me what you missed in class! Additionally, participation in classroom discussions is expected. This can only be accomplished if you have read and understood the material prior to class. Arriving late results in a 20% point deduction for the day.

Course Policies

Late Work

Late work is subjected to the following percentage deductions. Since all assignments/discussions are open on the first day of class it is recommended that students work ahead if/when possible if they anticipate a late submission. The ONLY exception to this policy is a catastrophic emergency (at my discretion, not the students).

- 1 day = 10% deduction
- 2 days - 20% deduction
- 3 days = 30% deduction
- 4 days = 40% deduction
- 5 or more days = no points awarded

Extra Credit

There is no extra credit scheduled for this course.

Changes to the Syllabus

While the provisions of this syllabus are as accurate and complete as possible, your instructor reserves the right to change any provision herein at any time. Every effort will be made to keep you advised of such changes, and information about such changes will be available from your instructor.

Grades of Incomplete

The current university policy concerning incomplete grades will be followed in this course. A student in good standing in a course may petition the instructor for an “I” grade. All petitions must be requested in writing via email. Good standing means that the student has fulfilled the following three requirements:

1. Has completed more than 50% of the coursework
2. Has had continued communication with the instructor throughout the term regarding the issue/extraordinary condition preventing completion of the work.
3. The extraordinary condition reported are beyond the control of the student and have led to an inability to complete course requirements.

Your instructor is the final authority on whether you qualify for an incomplete. Only one extension of 30 days per course will be allowed. Incomplete work must be finished by the end of the 30 day extension or the current grade will automatically be recorded as the final earned grade in the course on your transcript.

Final Grades

Point Distribution & Scoring System:	% of Final Grade
Discussions	40%
Assignments	60%
	100%

Final grades are submitted to [Self-Service](#):

- A = 90% and above
- B = 80-89%
- C = 70-79%
- D = 60-69%
- F = 59% and below

Important Information

Academic Honesty

Academic honesty is an essential aspect of all learning, scholarship, and research. It is one of the values regarded most highly by academic communities throughout the world. Violations of the principle of academic honesty are extremely serious and will not be tolerated.

Students are responsible for promoting academic honesty at Chaminade by not participating in any act of dishonesty and by reporting any incidence of academic dishonesty to an instructor or to a University official. Academic dishonesty may include theft of records or examinations, alteration of grades, and plagiarism, in addition to more obvious dishonesty.

Questions of academic dishonesty in a particular class are first reviewed by the instructor, who must make a report with recommendations to the Dean of the Academic Division. Punishment for academic dishonesty will be determined by the instructor and the Dean of Academic Division and may include an “F” grade for the work in question, an “F” grade for the course, suspension, or dismissal from the University.

For the most up to date information, please refer to the [Academic Honesty Policy](#) on the Chaminade University Catalog website.

PLAGIARISM CHECKER:

You will notice in your assignments that a plagiarism checker (Turn it in) has been activated. This tool is designed to help both the student and the instructor. After submission, you will receive a color-coded flag and percentage next to your submission. This informs you of how much your assignment is similar to other work out there. If it is above 20%, I urge you to rework and resubmit your assignment prior to the due date. Whatever the last submission is PRIOR to the due date and time is the one I will grade. I will not grade a resubmission after the due date.

If you do so, please add a comment to the instructor that you intend to re-submit the assignment so it is not graded until you are satisfied with the similarity score. If you notice that there are a lot of similarities in the reference section, please disregard. If you are doing those correctly, they should match with other work. Any instances of plagiarism will be subject to discipline (see below section on academic honesty).

ARTIFICIAL INTELLIGENCE:

Chaminade University recognizes the increasing role of artificial intelligence (AI) technologies in academic and professional environments. AI encompasses, but is not limited to, generative AI platforms, automated writing or content generation software, coding assistants, and similar tools. Students must ensure all submitted work genuinely reflects their knowledge and effort. Using AI to produce or significantly complete graded assignments, exams or other academic tasks – defined as use that substitutes for or substantially replaces a student’s own analysis, reasoning or written expression – without explicit instructor approval is considered academic misconduct and will be dealt with according to the University’s Academic Honesty Policy.

If an instructor has reasonable grounds to question whether submitted work genuinely reflects a student's own knowledge, authorship, or mastery of course material — or whether it meets the course's expectations for AI use — the instructor may require the student to provide additional or alternative evidence of authorship and content mastery. Such evidence may include drafts, notes, revision history, source materials, process explanations, oral discussion, in class work, or completion of an alternative assessment. A student's refusal or inability to provide such evidence may be considered, along with other available information, in evaluating whether the work meets course requirements and stated learning outcomes. Instructors will not rely solely on AI detection software or other automated tools in making grading or academic integrity determinations. Such determinations will be based on the totality of the available information and handled in accordance with applicable University policies and procedures. See the catalog section *Student Use of Artificial Intelligence in Academic Work* for further information.

This course prohibits the use of AI software in completing any assignments, projects, or exams. The use of AI software is defined as the use of any computer program or algorithm that utilizes machine learning, natural language processing, or any other form of artificial intelligence to assist in completing coursework. In addition to checking for plagiarism, Turn It In also detects assignments that are likely written by AI software. Any assignment that indicates high levels of likelihood to be written by AI software is subject to review. Further, software that is designed to alter/hide AI usage is also prohibited. Any submitted work that is suspected of AI usage is subject to review. This may include an interview with the student to show competency in the assignment, an investigation of the assignment, and/or documented proof that AI was not used. Violating this policy will result in a penalty as described in the Academic Dishonesty policy noted in the handbook. Specifically for this class, the first offense will result in a zero for the assignment. The second offense will result in a failing grade. It does not matter if the second offense is in the last week of class, a failing grade will be automatically issued. IT IS URGED THAT ALL STUDENTS TAKE THIS SERIOUSLY.

A General Note on Professionalism

Students are expected to handle themselves professionally during class. Professionalism includes attending and being prepared for class (e.g., reading the required material), arriving to class on time, and being engaged, active participants in the classroom experience. It is my intent to treat each student as an adult, and as such, require standards of professionalism that are highly consistent with the “real world.”

I intend to discuss controversial criminal justice/social issues in a frank and forthright manner because I believe it is important to do so. As professionals, each student must direct comments or responses to the class and to me in a professional manner.

We must all respect the opinions of one another. I would also request that if you are offended by the comments of a fellow class member or myself that you come to me during office hours to discuss the problem with me personally. In many cases, these instances can be used as valuable learning experiences and I will do my best to rectify any problems.

Classroom Etiquette

- Arrive to class on time and do not plan on leaving early. Don't disappear once attendance has been taken.
- Do not engage in side conversations during lectures or discussions. If there are continual disruptions I will ask you to leave the class.
- Don't have a personal conversation with me during class, speak to the class. We are here to learn together.
- This class is not a study hall, do not treat it as such - do not read newspapers or materials for another class during this class.
- **ALL** electronic equipment (cell phones, MP3 players, or other media devices) should be put away during this class. **No phones also means no texting!** If I see you using any of these I will stop the lecture and ask you to put the item away. I will ask you to leave the class upon a second warning. You are allowed to use a laptop for taking notes and or following along in an ebook.
- At times we will discuss sensitive issues in class. We will not all agree. Discussion is encouraged and welcome, but disrespect of others' opinions will not be accepted.
- I generally do not mind if you eat in class, I'd rather you eat than be distracted by hunger. However, only quiet and non-smelly food please. Make sure to clean up after yourself.
- If you feel you are unable to stay awake in the class, please quietly get up and leave.
- *No heads down on the desk* – this is a university classroom and deserves professional respect.
- No chewing tobacco or e-cigarettes are allowed in class.

Religious Observances

Students are expected to notify their instructor one week in advance if they intend to miss class to observe a holy day of their religious faith.

Title IX and Nondiscrimination Statement

Chaminade University of Honolulu is committed to providing a learning, working and living environment that promotes the dignity of all people, inclusivity and mutual respect and is free of all forms of sex discrimination and gender-based violence, including sexual assault, sexual harassment, gender-based harassment, domestic violence, dating violence, and stalking. As a member of the University faculty, I am required to immediately report any incident of sex discrimination or gender-based violence to the campus Title IX Coordinator.

Nondiscrimination Policy & Notice of Nondiscrimination

Chaminade University of Honolulu does not discriminate on the basis of sex and prohibits sex discrimination in any education program or activity that it operates, as required by Title IX and its regulations, including in admission and employment. Inquiries about Title IX may be referred to the University's Title IX Coordinator, the U.S. Department of Education's Office for Civil Rights, or both and contact information may be found at the [Chaminade University Title IX Office Contact Information and Confidential Resources website](#). On-campus Confidential Resources may also be found here at [CAMPUS CONFIDENTIAL RESOURCES](#).

The University's Nondiscrimination Policy and Grievance Procedures can be located on the University webpage at:
<https://chaminade.edu/compliance/title-ix-nondiscrimination-policies-procedures/>.

To report information about conduct that may constitute sex discrimination or make a complaint of sex discrimination under Title IX, please refer to the [Campus Incident Report form](#). Chaminade University of Honolulu prohibits sex discrimination in any education program or activity that it operates. The NOTICE of NONDISCRIMINATION can be found here: [Notice of Nondiscrimination](#).

Academic Conduct Policy

From the 2018-2019 Undergraduate Academic Catalog (p. 42):

Any community must have a set of rules and standards of conduct by which it operates. At Chaminade, these standards are outlined so as to reflect both the Catholic, Marianist values of the institution and to honor and respect students as responsible adults. All alleged violations of the community standards are handled through an established student conduct process, outlined in the Student Handbook, and operated within the guidelines set to honor both students' rights and campus values.

Students should conduct themselves in a manner that reflects the ideals of the University. This includes knowing and respecting the intent of rules, regulations, and/or policies presented in the Student Handbook, and realizing that students are subject to the University's jurisdiction from the time of their admission until their enrollment has been formally terminated. Please refer to the Student Handbook for more details. A copy of the Student Handbook is available on the Chaminade website.

For further information, please refer to the Student Handbook.

CUH Alert Emergency Notification

To get the latest emergency communication from Chaminade University, students' cell numbers will be connected to Chaminade's emergency notification text system. When you log in to the Chaminade portal, you will be asked to provide some emergency contact information. If you

provide a cellphone number, you will receive a text from our emergency notification system asking you to confirm your number. You must respond to that message to complete your registration and get emergency notifications on your phone.

Assessment for Student Work

With the goal of continuing to improve the quality of educational services offered to students, Chaminade University conducts assessments of student achievement of course, program, and institutional learning outcomes. Student work is used anonymously as the basis of these assessments, and the work you do in this course may be used in these assessment efforts.

Student with Disabilities Statement

Chaminade University of Honolulu offers accommodations for all actively enrolled students with disabilities in compliance with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA) of 1990, and the ADA Amendments Act (2008).

Students are responsible for contacting Kokua Ike: Center for Student Learning to schedule an appointment. Verification of their disability will be requested through appropriate documentation and once received it will take up to approximately 2–3 weeks to review them. Appropriate paperwork will be completed by the student before notification will be sent out to their instructors. Accommodation paperwork will not be automatically sent out to instructors each semester, as the student is responsible to notify Kokua Ike via email at ada@chaminade.edu each semester if changes or notifications are needed.

Kōkua 'Ike: Tutoring & Learning Services

Chaminade is proud to offer free, one-on-one tutoring and writing assistance to all students. Tutoring and writing help is available on campus at Kōkua 'Ike: Center for Student Learning in a variety of subjects (including, but are not limited to biology, chemistry, math, nursing, English, etc.) from trained Peer and Professional Tutors. Please check [Kōkua 'Ike's](#) website for the latest times, list of drop-in hours, and information on scheduling an appointment. Free online tutoring is also available via Tutor.com. Tutor.com can be accessed 24/7 from your Canvas account. Simply click the Tutor.com link in the Global Navigation panel on the left. For more information, please contact Kōkua 'Ike at tutoring@chaminade.edu or 808-739-8305.

Readings, Assignments, & Discussion

Module	Assignment/Discussion	Credit Hour
M1	Contract	1
M2	Chapter 1 & 2	10
M2	Career considerations	5
M2	Self assessment	3
M2	Personality traits	3
M3	Chapter 3 & 4	10
M3	Federal agency	5
M3	Creating goals	3
M3	Presenting yourself	3
M4	Chapter 5 & 6	10
M4	Federal probation and pre trial..	5
M4	Job search	3
M5	Chapter 7 & 8	10
M5	Social media presence	3
M5	Linked In	8
M6	Chapter 9 & 10	10
M6	Court services	5
M6	Which should I choose?	3
M7	Chapter 11	5
M7	Law Enforcement	2
M7	Build A Resume	10
M8	Resume Reflection	2
M8	Cover letter	10
M9	Chapter 12	5
M9	Non Profit	4
M9	Top asked questions	1
M9	Prepare introduction video	2
M10	Chapter 13	5
M10	Corrections	4
M11	Chapter 14	5
M11	What I am taking with me	2
M12	Introduction video	15
M13	Final submission	10