
MEMORANDUM

TO: Faculty Senate

FROM: Dr. Susan Ross

DATE: 02/17/2021

SUBJECT: Curriculum Proposal #20-21-19

This proposal seeks to add the following to the Criminal Justice Curriculum:

1. **New Concentration:** Police Academy Concentration within the criminal justice major.
2. **New Minor:** Police Academy Minor in the Criminal Justice program.
3. **New Certificate:** West Virginia Law Enforcement Officer Basic Police Training certificate evidencing completion of all training requirements necessary for employment as a West Virginia Law Enforcement officer for (a) Criminal Justice majors who choose an Academy Concentration, (b) non-degree seeking students who complete the Academy Curriculum, and (c) Fairmont State students who complete the requirements for the Academy.

cc: Richard Stephens
Lori Schoonmaker
Stephanie Gabor
Laura Ransom
Charles Shields

CURRICULUM PROPOSAL (Submit one hard copy and an electronic copy to the Associate Provost by the second Tuesday of the month.)

Proposal Number: #20-21-19

School/Department/Program: Liberal Arts/ Social Science/Criminal Justice

Preparer/Contact Person: Charles Shields

Telephone Extension: 4114

Date Originally Submitted: 01/19/2021

Revision (Indicate date and label it Revision #1, #2, etc.): Revision #1

Implementation Date Requested: Fall 2021

I. PROPOSAL. Write a brief abstract, not exceeding 100 words, which describes the overall content of the proposal.

This proposal seeks to add the following to the Criminal Justice Curriculum:

1. **New Concentration:** Police Academy Concentration within the criminal justice major.
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II. DESCRIPTION OF THE PROPOSAL Provide a response for each letter, A-H, and for each Roman Numeral II-V. If any section does not apply to your proposal, reply N/A.

A. Deletion of course(s) or credit(s) from program(s)

No courses or credits will be deleted from the Criminal Justice Program.

Total hours deleted. 0

B. Addition of course(s) or credit(s) from program(s)

Courses or credits will not be added, however requirements for students in the Academy Concentration will change. Students in the general criminal justice program currently take 30 credit hours of required Criminal Justice (CRIM) courses, 15 semester hours of CRIM electives, and 21 semester hours of Social/Behavioral Science courses for a total of 66 credits in the major. In addition to the 30 hours of Core Curriculum courses, students must complete 27 hours of Free Electives.

Academy Concentration students will instead complete 47 hours of required CRIM courses, 15 hours of Focused Electives in CRIM, thus limiting the choices for electives, and 15 hours of Social/Behavioral Science courses (see Appendix A).

The additional requirements are Crim 2202—Criminal Law (3 hours), Crim 4411--Academy Internship (12 hours) and Crim 4401—Independent Study (3 hours).

C. Provision for interchangeable use of course(s) with program(s)

N/A

D. Revision of course content. Include, as an appendix, a revised course description, written in complete sentences, suitable for use in the university catalog.

We are not revising any course content at this time.

E. Other changes to existing courses such as changes to title, course number, and elective or required status.

CRIM 2202, CRIM 4401, and CRIM 4411 will be required courses in the Police Academy Concentration.

Additionally, the Registrar will be asked to designate a section of Crim 4411 as Academy Internship and a section of Crim 4401 as Academy Independent Study, similar to how Honors courses are now designated with each having a restriction of instructor approval. The internship and independent study credits will be earned through completion of the Academy curriculum. The requirements and assessment measures of Crim 4401, and Crim 4411 will not change. Each course will have a restriction of instructor approval. Instructor approval will be subject to Police Academy requirements of completion of a formal application process including an interview and advisor recommendation and satisfactory completion of a selection process that includes a criminal history background check, a complete medical examination including a drug screen, and pass a physical fitness test for admission into the academy program.

F. Creation of new course(s). For each new course

1. Designate the course number, title, units of credit, prerequisites (if any), ownership (FSU or shared) and specify its status as an elective or required course. If you are creating a shared course, attach a memo from the Deans of the affected Schools explaining the rationale for the course being shared.

New courses will not be created. Sections of existing courses Crim 4401 and Crim 4411 will be designated as Academy sections, similar to how Honors courses are now designated, with instructor approval as a restriction.

2. Include, as an appendix, a course description, written in complete sentences, suitable for use in the college catalog.

N/A

3. Include, as an appendix, a detailed course outline consisting of at least two levels.
4. In order to meet the requirements as outlined in Goal One of the Strategic Plan, please include Outcome Competencies and Methods of Assessment as an appendix. Examples are available upon request from the Chair of the Curriculum Committee.

G. Attach an itemized summary of the present program(s) affected, if any, and of the proposed change(s).

Describe how this proposal affects the hours needed to complete this program. Specifically, what is the net gain or loss in hours? Use the format for Current and Proposed Programs in Appendix A.

There is no net gain or loss of hours. See Appendix B for summary of Academy Concentration.

The total number of hours to meet degree requirements remains at 120. See Appendix A.

III. **RATIONALE FOR THE PROPOSAL.**

A. **Quantitative Assessment:** Indicate the types of assessment data, i.e., surveys, interviews, capstone courses, projects, licensure exams, nationally-normed tests, locally developed measurements, accreditation reports, etc., that were collected and analyzed to determine that curricular changes were warranted. Quantitative data is preferred.

The courses by Academy instructors include content required by the Law Enforcement Professional Standards Subcommittee of the WV Governor’s Committee on Crime, Delinquency and Corrections. The academy will be organized and operated pursuant to WV Legislative Rule Title 149 Series 2 (149CSR2).

B. **Qualitative Assessment:** Based upon the assessment data above, indicate why a curricular change is justified. Indicate the expected results of the change. Be sure to include an estimate of the increased cost, or reduction in cost of implementation. FOR EXAMPLE: Will new faculty, facilities, equipment, or library materials be required?

Implementation of the academy will initially be supported by budget supplied by the university to prepare facilities and purchase equipment. Academy students will then pay a fee to attend on top of their normal tuition that will cover the labor and operating costs associated with these activities. This budget will exist separately from funds currently associated with the Bachelor of Criminal Justice. Overall, it is expected that the academy will serve to attract additional students to the university by increasing the value of completing a Fairmont degree for some students.

IV. Should this proposal affect any course or program in another school, a memo must be sent to the Dean of each school impacted and a copy of the memo(s) must be included with this proposal. In addition, the Deans of the affected schools must sign below to indicate their notification of this proposal.

By signing here, you are indicating your college’s/school’s notification of this proposal.

College/School	Dean	Signature
College of Liberal Arts	Chris Kast	<i>Chris Kast</i>

V. **ADDITIONAL COMMENTS.**

See accompanying model schedule and semester outline.

APPENDIX A
 B.S. Degree in Criminal Justice
 Current Program

Required Major Courses	HRS
CRIM 1100	3
CRIM 1101	3
CRIM 2206	3
CRIM 2240	3
CRIM 2250	3
CRIM 2295	3
CRIM 3320	3
CRIM 3340	3
CRIM 4400	3
CRIM 4425	3
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TOTAL Required Major Courses	30
Major Electives	15
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SOCIAL SCIENCE/BEHAVIORAL SCIENCE ELECTIVES	21
<hr/>	
TOTAL HOURS FOR MAJOR (and minor if required)	66

Required Core Curriculum Courses	
Basic Skills -First Year Seminar	1
SOAR 1100 OR HONR 1100	
Basic Skills – Written Communication	3
ENGL 1101	
Basic Skills – Written Communication	3
ENGL 1102 or 1103	
Basic Skills – Oral Communication	3
COMM 2200 or 2201 or 2202	
Basic Skills – Mathematics	3
Any course from Core Curriculum menu	
Critical Reasoning in the Disciplines – Humanities	3
Any course from Core Curriculum menu	
Critical Reasoning in the Disciplines – Fine Arts	3
Any course from Core Curriculum menu	
Critical Reasoning in the Disciplines –Natural Science	3
Any course from Core Curriculum menu	
Critical Reasoning in the Disciplines – Social Science	3
CRIM 1100 – Required in the major	
Critical Reasoning in the Disciplines – Citizenship	3
Any course from Core Curriculum menu	
Personal Development – Global Awareness	3
Any course from Core Curriculum menu	
Personal Development – Fitness & Well-Being	3
Any course from Core Curriculum menu	

Personal Development – Technology 3

Any course from Core Curriculum menu

TOTAL GENERAL STUDIES HOURS 30

TOTAL FREE ELECTIVES 27

TOTAL HOURS 120

APPENDIX B

B.S Degree in Criminal Justice/Academy Concentration

(Note changes in red)

Proposed Program

Required Major Courses	HRS
CRIM 1100	3
CRIM 1101	3
CRIM 2202	3
CRIM 2206	3
CRIM 2209	3
CRIM 2240	3
CRIM 2250	3
CRIM 2295	3
CRIM 3320	3
CRIM 3340	3
CRIM 4400	3
CRIM 4401A	3
CRIM 4411A	12
CRIM 4425	
TOTAL Required Major Courses	45
Focused Electives in the Major	15
Choose from:	
CRIM 3302	
CRIM 3311	
CRIM 3335	
CRIM 3365	
CRIM 3375	
CRIM 3380	
CRIM 3385	
CRIM 4413	
CRIM 4415	

SOCIAL SCIENCE/BEHAVIORAL SCIENCE ELECTIVES 15

Any 2200
level or above

TOTAL HOURS FOR MAJOR (and minor if required) 75

Required Core Curriculum Courses

Basic Skills -First Year Seminar	1
Any course from Core Curriculum menu	
Basic Skills – Written Communication	3
ENGL 1101	
Basic Skills – Written Communication	3
ENGL 1102 or 1103	
Basic Skills – Oral Communication	3
COMM 2200 or 2201 or 2202	
Basic Skills – Mathematics	3
Any course from Core Curriculum menu	
Critical Reasoning in the Disciplines – Humanities	3
Any course from Core Curriculum menu	
Critical Reasoning in the Disciplines – Fine Arts	3
Any course from Core Curriculum menu	
Critical Reasoning in the Disciplines –Natural Science	3
Any course from Core Curriculum menu	
Critical Reasoning in the Disciplines – Social Science	X
CRIM 1100 – Required in the major	
Critical Reasoning in the Disciplines – Citizenship	3
Any course from Core Curriculum menu	
Personal Development – Global Awareness	3
Any course from Core Curriculum menu	
Personal Development – Fitness & Well-Being	3
Any course from Core Curriculum menu (CRIM 2212 Recommended)	
Personal Development – Technology	3
Any course from Core Curriculum menu	

TOTAL GENERAL STUDIES HOURS 30

TOTAL FREE ELECTIVES 15

TOTAL HOURS 120

Appendix C

Police Academy Minor in the Criminal Justice Program

Students majoring in any discipline may complete a Police Academy Minor. Students earning this minor will complete a total of 21 hours as follows:

- Criminal Justice 2202—Criminal Law (3 hours)
- Criminal Justice 3340—Criminal Procedure (3 hours)
- Criminal Justice 4401A—Academy Independent Study (3 hours)
- Criminal Justice 4411A—Academy Internship (12 hours)

Admission into Crim 4401A and Crim 4411A will have a restriction of instructor approval. Instructor Approval will be subject to Police Academy requirements of completion of a formal application process including an interview and advisor recommendation and satisfactory completion of a selection process that includes a criminal history background check, a complete medical examination including a drug screen, and pass a physical fitness test for admission into the academy program.

Appendix D

Basis Training in Law Enforcement Certificate Program

College/School/Department Awarding Certificate: College of Liberal Arts/Social Sciences/Criminal Justice

Title of Certificate: West Virginia Law Enforcement Officer Basic Police Training Program

Description

General information and description of the certificate here, including job opportunities resulting from certificate.

Graduates of the program will meet all training requirements for certification as a West Virginia Law Enforcement officer. Job opportunities will include local law enforcement agencies and statewide law enforcement agencies. In addition other states and federal agencies may also accept graduation from a law enforcement training program as meeting full or partial requirements for certification in their respective locations.

Degree Requirements

Include text for any general information about the degree requirements. (*Optional*)

The Academy is an intensive 16 week program that will require full instructional days as well as most evenings Monday through Friday. Students must be prepared to dedicate themselves to the program and must understand that time will not exist for work or social activities other than weekends. Residence in campus housing (Academy Barracks) will be required during the program or a portion thereof. Attendance issues will result in dismissal from the program.

Required Certificate Courses (15 credit hours for degree seeking students)

Criminal Justice Students majors may earn this certificate through completion of the Academy Concentration of the Criminal Justice B.S. curriculum and the Law Enforcement Training Academy curriculum as determined by Academy officials. Criminal Justice students will earn 15 hours college credit hours during the Academy through Crim 4411A-Internship (12 hours) and Crim 4401A- Independent Study (3 hours).

Fairmont State students from disciplines other than Criminal Justice may earn this certificate by completion of the Police Academy minor and the Law Enforcement Training Academy curriculum as determined by Academy officials.

Non- degree seeking students must be admitted to Fairmont State and to the Academy and will be required to complete the Law Enforcement Training Academy curriculum as determined by Academy officials.

Required Courses (XX credit hours)

Crim 4411A Academy Internship (12 credit hours)

Crim 4401 Academy Independent Study (3 credit hours)

Certificate Elective Courses (XX credit hours) – IF APPLICABLE

Select two of the following: N/A

Certificate Total Credit Hours = 15

Additional Admission Requirements

Include any admission requirements to this specific program, above and beyond the general admission requirements to Fairmont State University.

All applicants will be required to complete a formal application including an interview and advisor recommendation. Applicants must also satisfactorily complete a selection process that includes a criminal history background check, a complete medical examination including a drug screen, and pass a physical fitness test for admission into the program.

Fairmont State students will be required to complete the required curriculum for B.S. in Criminal Justice, Academy Concentration as set forth in the foregoing Curriculum Proposal or complete the Police Academy Minor.

Non- degree seeking students must be admitted to Fairmont State and to the Academy and will be required to complete the Law Enforcement Training Academy curriculum as determined by Academy officials.

Contact Information:

Name: Charles A. Shields, J.D.

Title: Professor of Criminal Justice

Location: 108 HB

Phone: 304-367-4114

Email Charles.Shields@fairmontstate.edu

APPENDIX C
Police Academy Concentration
Model Schedule/Semester Outline

BACHELOR OF SCIENCE IN CRIMINAL JUSTICE –ACADEMY CONCENTRATION
MODEL SCHEDULE

CORE Curriculum Requirements: 30 CREDITS

First Year Seminar	1 credit
Written Communication	6 credits
Oral Communication	3 credits
Mathematics	3-4 credits
Humanities with Critical Thinking	3 credits
Fine Arts with Critical Thinking	3 credits
Natural Science with Critical Thinking	3-5 credits
Social Science with Critical Thinking	3 credits
Citizenship	3 credits
Global Awareness/Fitness & Wellness/Tech	2-3 credits

MAJOR Requirements for BS in CJ-ACADEMY CONCENTRATION 45 CREDITS

CRIM 1100	Intro to Criminal Justice	X credits
CRIM 1101	Police Operations	3 credits
CRIM 2202	Criminal Law	3 credits
CRIM 2206	Intro to Corrections	3 credits
CRIM 2240	Adjudication Process	3 credits
CRIM 2250	Cybercrime	3 credits
CRIM 2295	Ethics in CJ	3 credits
CRIM 3320	Criminology	3 credits
CRIM 3340	Criminal Procedure	3 credits
CRIM 4400	Research in Social Sciences	3 credits
CRIM 4401	Independent Study	3 credits
CRIM 4411	Internship	12 credits
CRIM 4425	Evaluation of CJ System	3 credits

Additional Requirements for BS in Criminal Justice Major:

Criminal Justice Focused Electives 15 CREDITS

Students must choose from the following:

CRIM 3302	Criminal Justice Spanish	3 credits
CRIM 3311	Juvenile Justice	3 credits
CRIM 3335	Analysis of Police Operations	3 credits
CRIM 3365	Licit and Illicit Drugs	3 credits
CRIM 3375	Victimology	3 credits
CRIM 3380	Mock Trial	3 credits
CRIM 3385	Racial Profiling	3 credits
CRIM 3399	The Challenge of Bias in CJ	3 credits
CRIM 4413	Inside-Out: Prison Exchange Prog.	3 credits
CRIM 4415	Community Policing	3 credits

Social and Behavioral Sciences 15 CREDITS

Students must choose 15 hours from 2200-4400 courses in Geography, History, National Security and Intelligence, Political Science, Philosophy, Psychology, or Sociology. Courses must be chosen from at least three disciplines.

Free Electives**15 CREDITS****Model (Sample) Schedule By Semester**

Students must successfully complete 120 credit hours for the degree. Schedules vary based on course availability the semester a student enters the program and any courses already completed.

First Year, 1st Semester:

CORE #1 First Year Seminar	1	
CORE #2 Written Communication		3
CORE #10 Citizenship (POLI 1100)	3	
CORE #11 Fitness & Well-Being (CRIM 2212)	3	
CORE #9 Social Sci. w/ Critical Thinking (CRIM 1100)	3	
CRIM 1101: Police Operations	3	
		<hr/> 16

First Year, 2nd Semester:

CORE #3 Written Communication		3
CORE #5 Mathematics	3	
CRIM 2202: Criminal Law	3	
CRIM 2206: Intro. to Corrections		3
CRIM Focused Elective #1	3	
		<hr/> 15

Second Year, 1st Semester:

CORE #4 Oral Communication	3	
CORE #7 Fine Arts w/Critical Thinking	3	
CORE #6 Humanities W/ Critical Thinking		3
CRIM 2240: Adjudication Process		3
Social and Behavioral Science Elective #1		3
		<hr/> 15

Second Year, 2nd Semester:

CORE #8 Nat Sciences W/ Critical Thinking		3-5
CRIM 2250: Cybercrime		3
CRIM 2295: Ethics in CJ		3
Social and Behavioral Science Elective #2		3
CRIM Focused Elective #2	3	
		<hr/> 15-17

Third Year, 1st Semester:

CRIM 3320: Criminology	3	
CRIM 3340: Criminal Procedure		3
Social and Behavioral Science Elective #3		3
CRIM Focused Elective #3	3	
Free Elective	3	
		<hr/> 15

Third Year, 2nd Semester

CRIM 4400: Research in the Social Sciences	3	
Social and Behavioral Science Elective #4		3
Free Electives	6	
CRIM Focused Elective #4	3	
		<hr/> 15

Fourth Year, 1st Semester

CRIM 4425: Evaluation of the CJ System		3
Social and Behavioral Science Elective #5		3
Free Electives	6	
CRIM Focused Elective #5	3	
		<hr/> 15

Fourth Year, 2nd Semester

CRIM 4401: Independent Study		3
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