



North Central State College

MASTER SYLLABUS

2025-2026

- A. Academic Division: Engineering Technology, Business & Criminal Justice Division
- B. Discipline: Criminal Justice
- C. Course Number and Title: CRMJ1150 Success Skills for the Criminal Justice Professional
- D. Assistant Dean: Brooke Miller, M.B.A.
- E. Credit Hours: 3
- F. Prerequisites: None
- G. Last Course/Curriculum Revision Date: Fall 2025 Origin date: 09/23/2011
- H. Textbook(s) Title:
The Seven Habits of Highly Effective People
 - Author: Steven Covey
 - Copyright Year: 2013
 - Edition: Anniversary Edition
 - ISBN #: 9781451639612
Principle Centered Leadership
 - Author: Steven Covey
 - Copyright Year: 1992
 - Edition: Latest
 - ISBN #: 978-0671-7928-00
Going Pro: The Deliberate Practice of Professionalism
 - Author: Tony Kern
 - Copyright Year: 2011
 - Edition:
 - ISBN: 978 0984206315
- I. Workbook(s) and/or Lab Manual: Course Handbook (provided by the instructor)
- J. Course Description: This course provides students with an introduction to personal vision, leadership, and management concepts. This course further introduces to the students their role and responsibilities in the field of criminal justice and how to balance this with the demands of their personal life. Topics include interpersonal leadership, empathic communication, creative cooperation, self-renewal, and situational leadership concepts that law enforcement professionals and agencies encounter within the criminal justice field.

K. College-Wide Learning Outcomes

College-Wide Learning Outcomes	Assessments - - How it is met & When it is met
Communication – Written	
Communication – Speech	
Intercultural Knowledge and Competence	
Critical Thinking	
Information Literacy	
Quantitative Literacy	

L. Course Outcomes and Assessment Methods:

Upon successful completion of this course, the student shall: (any or all assessments can be conducted unless otherwise stated within the specific outcome.)

Outcomes	Assessments – How it is met & When it is met
1. Differentiate the concepts of missions, values and goals.	Exercises, Quiz, Problems Week Two and Three. Exam Week six and seven
2. Determine the difference between Proactive and Reactive Language.	Problems, Quiz, Projects– Week Four and Five, Exam- Week six and seven
3. Develop a personal, professional, and academic mission statement.	Exercises, Problems, , Quiz– Week Three and Four
4. Apply the concept of organization, time management, and prioritization.	Demonstrations, Exercises, Quiz– Week Ten and Eleven, Exam- Week fifteen and sixteen
5. Illustrate the difference between gofer and stewardship delegation.	Exercises, Problems, Test, Quiz, – Week Eleven and Twelve, Exam- Week fifteen and sixteen
6. Classify the six paradigms of human interaction.	Exercises, Projects, Quiz– Week Twelve and Thirteen. Exam- Week fifteen and sixteen
7. Create a win/win performance agreement.	Projects, Exercises Simulations– Week Fourteen and Fifteen
8. Demonstrate empathic communication.	Exercises, Projects, – Week Eleven and Twelve
9. Appraise situational leadership concepts which are used in the field of Criminal Justice.	Projects, Problems, Simulations– Week Thirteen and Fourteen

M. Recommended Grading Scale:

NUMERIC	GRADE	POINTS	DEFINITION
93-100	A	4.00	Superior
90-92	A-	3.67	Superior
87-89	B+	3.33	Above Average
83-86	B	3.00	Above Average
80-82	B-	2.67	Above Average
77-79	C+	2.33	Average
73-76	C	2.00	Average
70-72	C-	1.67	Below Average
67-69	D+	1.33	Below Average
63-66	D	1.00	Below Average
60-62	D-	0.67	Poor
00-59	F	0.00	Failure

N. College Procedures/Policies:

North Central State College believes that every student is a valued and equal member of the community.* Every student brings different experiences to the College, and all are important in enriching academic life and developing greater understanding and appreciation of one another. Therefore, NC State College creates an inclusive culture in which students feel comfortable sharing their experiences. Discrimination and prejudice have no place on the campus, and the College takes any complaint in this regard seriously. Students encountering aspects of the instruction that result in barriers to their sense of being included and respected should contact the instructor, assistant dean, or dean without fear of reprisal.

* *Inclusive of race, color, religion, gender, gender identity or expression, national origin (ancestry), military status (past, present or future), disability, age (40 years or older), status as a parent during pregnancy and immediately after the birth of a child, status as a parent of a young child, status as a foster parent, genetic information, or sexual orientation*

Important information regarding College Procedures and Policies can be found on the syllabus supplement located at:

<https://ncstatecollege.edu/documents/President/PoliciesProcedures/PolicyManual/Final%20PDF/14-081b.pdf>



North Central State College
SYLLABUS ADDENDUM

Academic Division: Engineering Technology, Business & Criminal Justice **Discipline:** Criminal Justice
Course Coordinator: Dave Koepke
Course Number: CRMJ 1150 **Course Title:** Success Skills for the Criminal Justice Professional
Semester / Session: Spring Session B 2026 **Start / End Date:** 03/16/2026-05/08/2026

Instructor Information

Name: Dave Koepke **Phone Number:** 419-755-4839
E-Mail Address: dkoepke@ncstatecollege.edu
Office Location: 064 Kehoe **Office Hours:** Tue. – Thur. 10-12 / 2:30-4:00pm by appt.

I. Topical Timeline (Subject to Change):

Week One: Personal Vision, Leadership, Self-Awareness
Week Two: Goal setting, Communication
Week Three: Cooperation, Team-Building
Week Four: Self-renewal, resilience, situational leadership
Week Five: The Seven Habits and Ethical Leadership
Week Six and Seven: Community Engagement, Diversity and Inclusion, Technology and Law Enforcement
Week Eight: Career Exploration in Criminal Justice, Final exploration papers

II. Course Assignments: (Subject to Change)

1. Worksheets
2. Exams
3. Group Exercises
4. Worksheets
5. Video Reviews
6. Guided Discussion
7. Presentation
8. Career Exploration Project
9. Creative Project

III. Grading and Testing Guidelines:

PLEASE NOTE:

Participation is essential for course success. In online classes, completing assignments is tangible evidence that students are participating.

You must complete at least one assignment within the first week of the course to be counted as an attending, participating student.

Students who do not complete an assignment by Friday of the second week of the term will be withdrawn from the course for non-attendance.

Any work that is turned in to this instructor to be graded should be grammatically correct and free of spelling errors.

Any work that cannot be understood because of poor grammar, run-on sentences, etc. will not be graded, and the student will receive a "0". If you need assistance with your writing skills, contact our student success center for assistance.

You must abide by all due dates to receive full credit. All work must be your own unless you are authorized to work in groups.

If you have any questions, please email me using your NC State email account.

Testing will be progressive. (Some chapters may be combined), with each exam worth 10-100 points each. The exams will be completed as an assignment. When the test is completed, you are ONLY to send your answer key in the following format (do not attach the exam nor copy or paste the exam, answer key only)

1. A
2. B
3. C
4. D
- Etc.

IV. Examination Policy:

1. The reasons for which a student will be excused from taking an examination or meeting deadlines.
 - a. Hospitalization (with documented verification)
 - b. Death in the immediate family (with documented verification)
 - c. Personal illness or illness in immediate family - (doctor's excuse required).

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V. Class Attendance and Homework Make-Up Policy:

There **will not** be any points assigned for attending this class because it is an online course. It is the student's responsibility to check the due dates of each assignment and complete it before their due date. Assignments are due by Midnight on the due date, and all responses to classmates are due by 6pm on of the due date. To the best of the instructor's ability, grades will be maintained **weekly or bi-weekly.** **This means that if your work is due on Monday, I will do my best to have it graded by the following Monday.**

The class's total points will vary, based upon exam weights and other variables such as the number of assignments, discussion, research, etc.

VI. Classroom Expectations:

Remember, the class sessions simulate meetings and discussion among co-workers in the workplace.

To respect the rights of all, please:

- Show respect to your classmates by using positive feedback within the discussion rooms and email. A debate is expected and encouraged as it aids in the learning and exploration process. Please approach debate, questions, and answers in communication, with a spirit of congeniality.
- Negative feedback is wrong. You will receive a warning for the first time. Further use of negative feedback will result in a "0" grade for that assignment. If there is negative feedback on a third occasion, you may be removed from the class.
- Please practice 'netiquette' by treating classmates with dignity and respect in all manners of communication. We are working together for a common purpose in the classroom. In the future, you will work with others in the workplace for a shared mission.

Helpful Information: Please read ahead for the assignments that will be due for this course to get a head start! Click on the Assignment Tab to the left of your screen to ensure you complete all the due assignments. (Make sure you click the tab in the upper right corner of your screen to set your monitor to the view of seeing your work listed by each week as this will help you in keeping track of what is due and when and assists you if you are going to work ahead.)