Course Name: **Exploring Federal Government Careers in Criminal Justice**

Course Number: **CRM 397**

Credit Hours: 3 undergraduate

**Course Overview & Objectives:**
This course will offer a comprehensive overview of several criminal justice career opportunities in the Federal government. We will explore the missions and functions of various agencies that have criminal justice related career paths, discuss specific job categories in terms of initial requirements and advancement potential, and generally review the Federal hiring process.

**Program Fee:** $2,170

**Program Fee Includes:** Round-trip airfare, accommodation, admission fees, and Study Away student fee.

**Program Fee Excludes:** Ground transportation in Springfield, meals, incidentals/misc personal expenses, and souvenirs. $612 MSU tuition for 3 hours of undergraduate credit. Both Missouri residents and non-residents pay the MO resident per-credit-hour tuition rate, per University policy.

**Online applications are due by November 14, 2014.** A nonrefundable deposit of $325 will be billed to your student account. To apply, please:

- Visit the Study Away website at international.missouristate.edu/studyaway/
- Choose Apply Now
- Search for a Program (under Apply for a Study Away Program)
- Choose Simple Search
- Type Washington, DC under Program Name
- Choose Exploring Federal Government Careers in Criminal Justice
- Choose Apply Now

**Scholarship Eligibility & Financial Aid**
Students may apply for the College of Humanities and Public Affairs Study Away scholarship. Applications are due to the Study Away office by November 15, 2014. Please see the scholarship page on the Study Away website. Additionally, students who receive financial aid may apply aid to this program. Contact the Office of Financial Aid at 836-5262 for more information.
Course Schedule & Itinerary
The travel component of this program will allow students the unique opportunity to visit the national headquarters of several Federal criminal justice agencies. Presentations will be made at each of these agencies by senior officials reviewing recruitment, hiring, and career advancement opportunities within their respective organizations. It is estimated that these presentations will be about two hours in duration, on average.

STUDY TOUR
Dates and activities subject to change
March 7, 2015: Depart Springfield for Washington, D.C.
March 8, 2015: Tour of D.C. monuments and landmarks.
March 9, 2015: Agency visits.
March 10, 2015: Agency visits.
March 11, 2015: Agency visits.
March 12, 2015: Agency visits.
March 14, 2015: Free time.

POST-TRAVEL CLASS MEETING
Focus group regarding program evaluation and recommendations, reflection on the experience.

Course Credit & Requirements
CRM 397 grades will be assigned based on a required journal 15-25 pages in length. The journal will serve as a daily reflection exercise, documenting what students have observed and learned during each of the five week days of the trip. Each of the five journal entries will be worth twenty (20) points and is expected to be 3-5 pages in length. The complete journal must be submitted prior to the post-trip assessment. Required Text: None required.

Application & Payment Procedures
Missouri State University students and others who are approved by the Program Director may apply. Please provide proof of medical insurance.

MSU Students: A non-refundable deposit of $325 will be billed to your University account upon application (deadline Nov. 14, 2014). You will receive a second billing on Dec. 12, 2014 and a final billing on Jan. 23, 2015, for the balance of the program fee ($1,845). MSU course tuition ($612) will be billed to your University account separately and is due according to the university payment plan.

Visiting Students: A non-refundable deposit of $325 must be paid through the Study Away Storefront on or before Nov. 14, 2014. The balance of the program fee ($1,845) must be paid through the Study Away Storefront by Feb. 6, 2015. MSU course tuition ($612) is also due by Feb. 6, 2015 and must be paid at the bursar’s office or on-line through my.missouristate.edu.

In order to ensure participation in this Study Away program, each student must pay the entire program fee by February 16, 2015. Alternatively, a student may show proof of the financial aid that will pay for the fee. If a student does not pay the program fee, or does not show proof of financial aid that is sufficient to cover the fee, the student will be withdrawn from the Study Away program, dropped from the course, and his/her airline reservation will be canceled. Visiting students must also fully pay the tuition amount by February 16, 2015 in order to stay enrolled in the program. Estimated program fees are based on rates in effect on the publication date of this flyer and may be subject to change. Program participants agree to a potential increase of up to 10% if rates increase before or during travel.

Cancellation & Refund Policies
- Students who withdraw prior to Jan. 16, 2015 will receive a refund of fees paid, less the $325 deposit and any non-refundable purchases made on his/her behalf.
- If a student must withdraw after Jan. 16, 2015 for a bona fide medical reason, s/he will receive a refund of fees paid, less the $325 deposit and non-refundable expenses. A certificate of incapacitating illness or injury from a licensed physician is required.
- Students withdrawing voluntarily after Jan. 16, 2015 will receive no refund.
- When the program begins, no refunds will be issued under any circumstances.
- All notifications of withdrawal must be made in writing and sent to the Program Director and the Director of Study Away Programs at the Study Away Office, Jim D. Morris Center, Suite 403. Non-payment of fees does not guarantee withdrawal.