

# Washington, D.C.

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## Short-term Faculty-led Study Away Program • Spring Break 2014 • March 8-16, 2014

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: \$1,850

**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.

**Applications are due by November 15, 2013. A nonrefundable deposit of \$280 will be billed to your student account.** Please see Application & Payment Procedures for MSU and Visiting Students on reverse.

### 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 22, 2013. 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.

Informational Meeting:  
**TBA**

Application Due:  
**November 15, 2013**

Pre-Travel Meetings:  
**February 15, 2014**  
**March 1, 2014**

Depart Springfield:  
**March 8, 2014**

Return to Springfield:  
**March 16, 2014**

Post-Travel Meetings:  
**March 22, 2014**

**Interested in going?**  
Contact the Program Directors,

**Dr. Patrick R. Gartin**, Associate Professor, Dept. of Criminology/ Criminal Justice  
PatrickGartin@MissouriState.edu

**Michael R. Ramon**, Instructor, Dept. of Criminology/ Criminal Justice  
MichaelRRamon@MissouriState.edu

# Study Away!

Missouri State University Study Away Programs  
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W: <http://international.missouristate.edu/studyaway/>

## Missouri State

U N I V E R S I T Y

An EO/AA Institution

## 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 8, 2014:** Depart Springfield for Washington, D.C.

**March 9, 2014:** Tour of D.C. monuments and landmarks.

**March 10, 2014:** Agency visits: Office of U.S. Senator Roy Blunt, U.S. Capitol Police, Quantico Federal Law Enforcement Training Academy

**March 11, 2014:** Agency visits: Federal Bureau of Investigation, Drug Enforcement Administration, U.S. Marshals Service (including Electronic Surveillance Unit)

**March 12, 2014:** Agency visits: Department of Homeland Security (including U.S. Secret Service, U.S. Coast Guard, Transportation Security Administration, Immigration and Customs Enforcement, Federal Emergency Management Agency, Customs and Border Protection, and Citizenship and Immigration Services)

**March 13, 2014:** Agency visits: Office of National Drug Control Policy, Federal Bureau of Prisons, Bureau of Alcohol, Tobacco, Firearms and Explosives

**March 14, 2014:** Agency visits: Office of Justice Programs (including National Institute of Justice, Bureau of Justice Statistics, Bureau of Justice Assistance, Office for Victims of Crimes, and Office of Juvenile Justice and Delinquency Prevention)

**March 15, 2014:** Free day for exploration.

**March 16, 2014:** Depart Washington, D.C. for Springfield.

### 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 and a post-trip final examination covering material presented during the course. The journal will serve as a daily reflection exercise, documenting what has been learned during each of the five week days of the trip. Each of the five journal entries will be worth ten (10) points and the complete journal must be submitted prior to the post-trip assessment. The final exam will be given during the post-trip assessment and will be worth fifty (50) points. A total of one hundred (100) points will be available in the course.

**Required Text:** *None required.*

## Application & Payment Procedures

Missouri State University students and others who are approved by a Program Director may apply. Instructions are included on the program application.

**MSU Students:** A non-refundable deposit of **\$280** will be billed to your University account upon application (deadline Nov. 15, 2013). You will receive a second billing on Jan. 3, 2014 and a final billing on Feb. 3, 2014, for the balance of the program fee (\$1,570). MSU course tuition (\$612) will be billed to your University account and is due according to the university payment plan.

**Visiting Students:** A non-refundable deposit of **\$280** (check or money order) must accompany your application (deadline Nov. 15, 2013). A check or money order for the balance of the program fee (\$1,570) and MSU course tuition (\$612) will be due by Jan. 31, 2014.

**IN ORDER TO ENSURE PARTICIPATION IN THIS STUDY AWAY PROGRAM, THE ENTIRE AMOUNT OF THE PROGRAM FEE MUST BE RECEIVED BY FEBRUARY 21, 2014. PAYMENT CAN BE MADE ONLINE OR AT THE BURSAR'S OFFICE.** 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. 17, 2014 will receive a refund of fees paid, less the **\$280** deposit and any non-refundable purchases made on his/her behalf.
- If a student is forced to withdraw after Jan. 17, 2014 for a bona fide medical reason, s/he will receive a refund of fees paid, less the **\$280** deposit and expenses. A certificate of incapacitating illness or injury from a licensed physician is required.
- Students withdrawing voluntarily after Jan. 17, 2014, or withdrawing due to medical reasons not protected under the fees refund policy, receive no refund.
- Once the program has started, no refunds will be issued under any circumstances.
- All notifications of withdrawal must be made in writing and sent to the Program Director and Director of Study Away Programs at the Study Away Office, Jim D. Morris Center, Suite 403. Non-payment of fees does not guarantee automatic withdrawal.



Photo by: Kjetil Ree.