

Bachelor of Science
Criminal Justice Administration
2024-2025 catalog



About CBAPP

Established in 1973, the College of Business Administration and Public Policy (CBAPP) is a productive and professional environment of excellence in academic programs and scholarly activity. Undergraduate and graduate programs in Business Administration, Public Administration, Criminal Justice Administration, and Organizational Leadership Studies are led by five academic departments and the School of Public Service and Justice consisting of scholarly tenured, tenure-track faculty and lecturers. Our programs have been granted regional accreditation by WASC, business programs accreditation by AACSB, and public administration accreditation by NASPAA. CBAPP has the second largest enrollment of the professional schools at CSUDH, and more than 20% of CSUDH degree recipients are CBAPP students. Criminal Justice Administration and the MPA Public Management programs are ranked in the top 5 undergraduate and graduate programs at CSUDH. Faculty, staff, students and Advisory Board members contribute to the continuous success and growth of the College on-campus and in the community. CSUDH has ranked 1st in the nation for Social Mobility Index (SMI).

School of Public Service and Justice

The School of Public Service and Justice addresses a critical need for promoting an understanding of the role of government and how to assure ethics in public service. SPSJ examines social, legal, and policy issues through cutting-edge empirical research, undergraduate and graduate education, and community service. It also offers ongoing symposia and events on issues such as systemic racism and public sector ethics, via the Public Policy Institute (PPI), the Social Justice Distinguished Speaker Series, and the CSUDH student chapter of the National Organization of Black Law Enforcement Executives (NOBLE). Ongoing societal challenges such as racial equality in the criminal justice system and other areas of government, poverty, and homelessness highlight the importance of renewing our focus on ethical public service and justice. The School of Public Service and Justice educates our students through classes and training to meet these and other societal challenges.

Department of Criminal Justice Administration

Dr. Clarence Gus Martin

Director of the School of Public Service and Justice

Dr. Fynnwin Prager



Student Engagement

Office of Student Life

Here at CSU Dominguez Hills, there's more to student life than the classroom. So get out there and live it! You'll discover a dynamic, interactive and enriching community of learners, teachers, and peers who share your curiosity while sharing diverse points of view. You'll also discover a multitude of ways to pursue your interests, get involved, and get the most of your CSUDH experience. Stop by the Office of Student Life to learn more about CSUDH clubs and organizations available, or to learn how to start one of your own.

Location: LSU 121

Phone: (310) 243-2081

Website: www.csudh.edu/studentlife/

Public Policy Institute

The PPI develops programs to instill interaction and exchange of ideas, teaching, and scholarship among scholars, researchers, students, public administration, and non-profit professionals. The PPI facilitates student engagement at the undergraduate and MPA levels in public administration and non-profit projects through its internships, mentors, symposiums, and community outreach programs. It provides opportunities for faculty development while serving as a feasible research resource.





CBAPP Student Success Center Criminal Justice Advisement

CBAPP Student Success Center Contact Information

Phone: (310) 243-3548

Office: II 1100 & 3400

Email: cbappundergrad@csudh.edu

ABOUT ADVISEMENT

The College of Business Administration and Public Policy's Student Success Center provides authoritative information concerning student advisement, concentration information, graduation requirements, transfer credit, and special circumstances and conditions.

Each semester before registration, all students are encouraged to come to the Center for advisement. Students should visit the center for course approvals when adding business administration courses during the add/drop period.

Students wishing to receive credit in the Criminal Justice Administration major or minor for courses taken at other institutions, must receive approval from an adviser in the Center. The Center maintains records of progress towards completion of business administration degree requirements for all students. These records are used for counseling purposes and to check completion of course prerequisites.

Concentration and career advising are provided by the faculty and can be initiated by students to accommodate individual needs. Faculty contact information is available in the Center and on our website. Students should seek advice from an appropriate department chair regarding concentration course work. Students may obtain advice from faculty about tailoring their academic programs toward career goals, about graduate schools and programs, and about career opportunities.



Daryl Evans
Graduation Specialist
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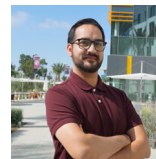
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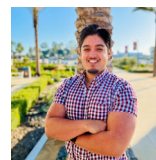
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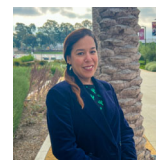
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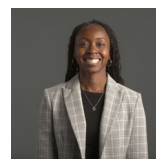
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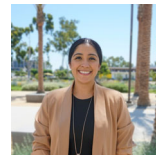
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Kendra Dixon
Admin. Support Coordinator
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Stephanie Gonsalves
Director
Email: sflores@csudh.edu

Need an Advisor? Schedule an appointment online.

<https://csudh.campus.eab.com>

Need a Permission Number to enroll in a class?

Criminal Justice students can email: cjapubpn@csudh.edu
(Include: Full Name, Student ID, Major, Course, and Section #)

Example: Teddy Toro, Campus ID: 777777777, Business Administration, BUS 445 Section 40

Criminal Justice Administration

Program Features

The Bachelor of Science in Criminal Justice Administration is designed to provide students with a high quality education that prepares them to think critically about research and policy as they relate to policing, courts, and corrections. In this regard, the Criminal Justice Administration curriculum seeks to prepare students for careers in public service, social justice, civic engagement, collaborative governance, and ethical leadership. The curriculum also serves as excellent preparation for graduate education in these and related areas.

The degree program requires:

- 1) Completion of two lower division required courses common to all students in the Department of Public Administration and Public Policy (6 Units)
- 2) Completion of a set of upper division core courses common to all Criminal Justice Administration students (36 units)
- 3) Four electives Courses (12 Units) OR Homeland Security Studies Concentration (12 units)

The Bachelor of Science in Criminal Justice Administration degree is a single-field major, which means that students are not required to complete a minor for graduation.

490 Capstone (Internship)

Internship requirements for the CJA 490 internship course includes 120 work hours within the semester and must be work related to the criminal justice field.

*Only hours earned during the semester in which you are enrolled in CJA 490 count towards the 120 hour requirement.



COURSE REQUIREMENTS FOR THE BACHELOR'S

See the "Requirements for the Bachelor's Degree" in the University Catalog for complete details on general degree requirements. A minimum of 40 units, including those required for the major, must be upper division.

ELECTIVE REQUIREMENTS

Completion of elective courses (beyond the requirements listed below) to reach a minimum total of 120.

GENERAL EDUCATION REQUIREMENTS (49 UNITS)

See the "General Education" requirements in the University Catalog and the Class Schedule for the most current information on General Education requirements and course offerings.

United States History, Constitution and American Ideals Requirement (6 units)

See the "United States History, Constitution, and American Ideals" requirements in the University Catalog. Courses used to satisfy this requirement do not apply to General Education.

GWAR REQUIREMENT

See the "Graduation Writing Assessment Requirement" in the University Catalog. CJA 339 will clear GWAR for Criminal Justice majors.

MINOR REQUIREMENTS

Single field major, no minor required.

MAJOR REQUIREMENTS (54 UNITS)

Students must complete lower division and upper division core courses, and electives.

CAREER POSSIBILITIES

The job opportunity for students in criminal justice administration are as diverse as the range of services provided by governments in the United States. In addition, the program provides employment preparation for: nonprofit organizations and some private sector firms. The degree also provides a strong base for those pursuing a career in law.

General Education Requirements

For a list of courses that clear general education, please visit your Academic Requirements Report or the CSUDH catalog: <https://catalog.csudh.edu/general-education/general-education-requirements/>

AREA A. ENGLISH LANGUAGE COMMUNICATION AND CRITICAL THINKING (9 UNITS REQUIRED)

- A1. Oral Communication (3 units) Completed with a "C-" or better.
- A2. Written Communication (3 units) Completed with a "C-" or better.
- A3. Logical/Critical Reasoning (3 units) Completed with a "C-" or better.

AREA B. SCIENTIFIC INQUIRY AND QUANTITATIVE REASONING (13 UNITS REQUIRED)

- B1. Physical Science (3 units)
- B2. Natural Science in Life Science (3 units)
- B3. Natural Science in Science Laboratory (1 unit)
- B4. Quantitative Reasoning and Problem Solving (3 units) Completed with a "C-" or better.
- B5. Integrative Studies in Natural Science (3 units)

AREA C. ARTS AND HUMANITIES (12 UNITS REQUIRED)

- C1. Arts Courses (3-6 units)
- C2. Letters Courses (3-6 units)
- C3. Integrative Studies in the Humanities (3 units)

AREA D. AREA OF THE SOCIAL SCIENCES (9 UNITS REQUIRED)

- D1. Perspectives on Individuals, Groups and Society (3 units)
- D2. Global and Historical Perspectives (3 units)
- D3. Integrative Studies in the Social Sciences (3 units)

AREA E. LIFELONG LARNING AND SELF-DEVELOPMENT (3 UNITS)

- E. Lifelong Learning and Self-Development (3 units)

AREA F. ETHNIC STUDIES (3 UNITS)

- F. Ethnic Studies (3 units)

STATUTORY REQUIREMENTS (6 UNITS)

- HIS 101 History of the United States (3 units)
- POL 101 American Institutions (3 units)

GRADUATION WRITING ASSESSMENT REQUIREMENT

- CJA 339 Research Methods and Communication in Criminal Justice Administration (3 units)



CRIMINAL JUSTICE ADMINISTRATION MAJOR REQUIREMENTS (54 UNITS)

A. LOWER DIVISION REQUIRED COURSES (6 UNITS)

CIS 270	Information Systems & Technology Fundamentals	
MAT 105 or	Finite Mathematics	⇒ MAT 105 OR
MAT 131 or	Elementary Statistics and Probability	⇒ MAT 131 OR
MAT 132 or	Elementary Statistics & Probability with Algebra	⇒ MAT 132 OR
MAT 195	Selected Topics in Mathematics	⇒ MAT 195

B. UPPER DIVISION CORE REQUIRED COURSES (36 UNITS)

PUB 300	Foundations of Public Administration	
CJA 339	Research Methods and Communication in Criminal Justice Administration	⇒ CJA 339 is a GWAR certifying course
CJA 340	Crim Justice & Community	
CJA 341	Statistics in Criminal Justice Administration	⇒ Prerequisite MAT 105 or MAT 131
CJA 342	Legal Foundations of Justice Administration	
CJA 344 or SOC 368	Theories of Crime and Criminal Justice Policy or Criminology	
CJA 443	Criminal Law and Justice Administration	
CJA 444	Juvenile Justice Process	
CJA 445	Policing and the Administration of Justice	
CJA 447 or SOC 364	Corrections Administration and Policy Corrections	
CJA 460	Gender, Race and the Administration of Justice	
CJA 490	Capstone (Internship) in Criminal Justice Administration	⇒ (4) core courses May be taken after completion of four

C. ELECTIVES (12): SELECT A TOTAL OF FOUR COURSES FROM THE FOLLOWING CHOICES

CJA 423	Administrative Law	PUB 302	Public Financial Administration
CJA 446	Terrorism & Extremism	PUB 303	Public Personnel Administration
CJA 448	Forensic Science	PUB 494	Independent Study
CJA 449	Investigative Interviewing, Interrogation & Lie Detection	SOC 362	Gangs and Adolescent Subcultures
CJA 450	Eyewitness Evidence and the Law	SOC 364	Corrections
CJA 451	Intelligence and National Security	SOC 365	Deviant Behavior
CJA 452	Homeland Security	SOC 368	Criminology
NCR 541	Restorative Justice & Peacebuilding *Seniors only	SOC 369	Juvenile Delinquency

HOMELAND SECURITY STUDIES CONCENTRATION (12 UNITS)

A. REQUIRED COURSES (9 UNITS)

CJA 446	Terrorism & Extremism	
CJA 451	Intelligence and National Security	
CJA 452	Homeland Security	

B. ELECTIVE (3 UNITS)

SELECT ONE FROM THE FOLLOWING CHOICES:

CJA 423	Administrative Law	
CJA 448	Forensic Science	
CJA 449	Investigative Interviewing, Interrogation and Lie Detection	
CJA 450	Eyewitness Evidence and the Law	
NCR 541	Restorative Justice & Peacebuilding	
PUB 302	Public Financial Administration	⇒ Seniors only
PUB 303	Public Personnel Administration	
PUB 324	Analytic Decision-Making	
PUB 494	Independent Study	
POL 310	Current Issues in American Government	⇒ May be taken after completion of four (4) core courses
POL 360	American Constitutional Law: Distribution of Power	
SOC 362	Gangs and Adolescent Subcultures	
SOC 364	Corrections	
SOC 365	Deviant Behavior	
SOC 368	Criminology	
SOC 369	Juvenile Delinquency	



Tanya Cook
Internship Advisor
cbappinternships@csudh.edu

Need to schedule an appointment with the Internship advisor? Schedule an appointment online at: <https://csudh.campus.eab.com/>

CJA 490 CAPSTONE

As a CJA student, completing an internship is a requirement for the degree. The internship offers an exciting opportunity for students to apply classroom learning to internships with participating firms, organizations, or governmental agencies. Students will develop a greater understanding of a particular career path and industry to build their resume, professional network, and even earn course credit.

Generally, the internship will last for one semester and requires an academic component which may include learning objectives, journal/reflection component, evaluation forms, research, and writing.

ADDITIONAL RESOURCES

Please visit the CBAPP website for a comprehensive list of various websites and links for jobs and internships at: www.csudh.edu/cbapp/student-services/internships/. In addition, students should utilize the services offered by the CSUDH Career Center. Their services include:

Career Planning Workshops & Panels

- Choosing a Major, Choosing a Career
- Graduate School Preparation
- Taking the GRE
- Law School Preparation
- Writing a Winning Resume

CJA 490 Registration Process

Step 1 : Get approved by an internship agency first AND request an official letter from the agency.

1. Go to www.csudh.edu and type "CJA Internship Opportunities" in the search box, click "Go". Next, click on the "CJA Internship Opportunities" link to see the spreadsheet of internships.
2. Contact the agencies via phone/email to initiate the internship process (can take up to 3 months including background check)
3. After you are approved to intern by agency you will need to ask your agency supervisor to create a company letter.

The letter must be on company letterhead and include:

- Internship Duties (related to your field of study and cannot be clerical or just filing)
- Start and End Dates (the semester beginning and ending dates)
- Total Internship Hours (minimum of 120 hours per semester) and Number of Weekly Hours (for example 8 hours per week)
- Supervisor's signature and title at the bottom of the letter

Step 2: Document Your Internship on CSUDH Handshake

1. Go to <https://my.csudh.edu/> and log in using your credentials.
2. Select **CSUDH Handshake** in the left-hand menu under **Career Center**.
3. Log in to CSUDH Handshake using your same credentials.
4. Select "Career Center" tab at the top
5. Select "Experience" tab (in the middle of the page)
6. Select the "Request an Experience" (at the top right of the page)
7. Under "Experience Type" select option for CBAPP (BUS/CJA/SHE 490)
8. Fill out all fields in the form and see the instructions below on How to Write Internship Learning Objectives.
9. Click the green **Request Experience** button on the bottom of the page, and the page will refresh to your submitted Experience.
10. Click the blue **New Attachment** button on the left side of the Experience page to attach your Company Letter.

Email **CBAPPINTERNSHIPS@CSUDH.EDU** if you have questions.

WHAT CAN I DO WITH THIS MAJOR?

AREAS	EMPLOYERS	STRATEGIES
<u>SOCIAL SERVICES</u>		
Corrections Probation Parole Juvenile Justice Program Development Outreach Mentoring Victim's Assistance Counseling Casework Prevention Services Advocacy Administration Supervision Assessment Reporting Grant Writing Consulting	Government agencies State and federal correction facilities County jails Precinct station houses Prison camps Youth correction facilities Voluntary correction facilities Residential treatment facilities Halfway houses and pre-release programs Reintegration programs Alternative schools Juvenile detention centers Juvenile group homes Women's and family shelters Domestic violence agencies Immigration & naturalization services Medical centers Other nonprofit organizations Adult education providers Public and private high schools	<ul style="list-style-type: none"> • Pursue classes or training in topics such as victimology, social problems, diversity issues, or grieving. • Supplement curriculum with courses in psychology, sociology, social work, or child and family studies. • To work with juveniles, gain experience with youth through sports teams, as a summer camp counselor, in parks and recreation programs, or community/religious youth groups. Seek volunteer or internship positions in areas such as employment interviewing, social casework, substance abuse, rehabilitation, or juvenile justice. • Learn to work well with people of diverse backgrounds. Study a second language for increased marketability. • Maintain a blemish-free driving and criminal record. Gain firearms and self-defense training for some areas. • Earn a master's degree in social work or counseling for therapy positions. • Obtain a master's degree in criminal justice or business for upper-level positions in facilities.
<u>JUDICIARY AND LAW</u>		
Court Reporting/ Transcription Services Court Clerkship Court Security Legal Assistance Legal Research Administration Legal Representation	Local, state, and federal courts Government agencies including Departments of: <ul style="list-style-type: none"> • Social Services • Justice • Treasury • Defense Law firms Corporate legal departments Public interest law organizations Self-employed	<ul style="list-style-type: none"> • Develop strong research, computer, and writing skills. • Consider a double major or minor in the humanities such as English, philosophy, or history as these build good writing skills. • Attend a postsecondary vocational or technical college that offers court reporting (CR) or paralegal (CLA) certification programs. • Join research groups and learn to use software packages for research positions. • Seek opportunities to observe courtroom proceedings and become familiar with the legal system. • Participate in mock trial groups. • Maintain a high GPA and secure strong faculty recommendations for law school admittance. • Research admissions requirements at individual institutions. • Obtain a law degree from a law school accredited by the American Bar Association (ABA)
<u>EDUCATION</u>		
Teaching Research Supervision and Consultation	Colleges and universities	<ul style="list-style-type: none"> • Earn a graduate degree for post-secondary teaching opportunities. • Serve as a tutor to other students. • Develop strong written and oral communication skills and the ability to present materials well to others. • Assist a professor with research. • Take additional coursework related to research and statistics. • Maintain a high GPA and secure strong recommendations from faculty. • Network with others in your field through membership in professional associations and organizations.

WHAT CAN I DO WITH THIS MAJOR?

AREAS	EMPLOYERS	STRATEGIES
<u>LAW ENFORCEMENT</u>		
<p>Community Policing</p> <p>Investigating</p> <p>Probation</p> <p>Parole</p> <p>Security</p> <p>Surveillance</p> <p>Loss Prevention</p> <p>Crime scene Investigation</p>	<p>City/County Government Organizations including:</p> <ul style="list-style-type: none"> • Police departments • Correction facilities • County sheriff departments • Liquor Control Commission • Animal control offices <p>State Government Organizations including:</p> <ul style="list-style-type: none"> • State troopers • Crime laboratories • Penitentiaries <p>Federal Government Organizations including:</p> <ul style="list-style-type: none"> • U.S. Customs and Border Protection • Federal Bureau of Investigations (FBI) • Internal Revenue Service (IRS) • Drug Enforcement Agency (DEA) • Central Intelligence Agency (CIA) • Department of Homeland Security • Postal Service • Federal Marshals • Wildlife, Fisheries, and Parks • United States Department of Agriculture (USDA) National Parks Service • Bureau of Alcohol, Tobacco, Firearms, Explosives • Armed services <p>Prisons and detention centers</p> <p>Youth correction facilities</p> <p>Airports and other transportation facilities</p> <p>Crime laboratories</p> <p>Colleges and universities</p> <p>Banks and retail organizations</p>	<ul style="list-style-type: none"> • Obtain related training or certifications such as CPR, first aid, or EMT. Seek training in firearms and self-defense. • Volunteer to work in a police department or campus safety department. • Complete a formal police academy program upon graduation. • Develop strong interviewing, researching, writing, and computer skills. • Maintain a healthy and physically fit lifestyle. • Learn to work well with people of diverse back-grounds and develop multicultural competency. • Study a "mission critical" language as those are in high demand by the federal government. • Become familiar with the government application process. Seek assistance from your campus career center. • Many federal law enforcement agencies primarily hire candidates with experience, e.g., military, law enforcement, or other areas. Research entry requirements for the agencies that interest you. • Learn to work well with people of diverse backgrounds and develop multicultural competency. <p>For a career in Forensics science:</p> <ul style="list-style-type: none"> • Obtain a major in biology, physics, or chemistry. • Consider a minor in criminal justice administration.

GENERAL INFORMATION

- Most entry-level positions for criminal justice majors reside with law enforcement and social service organizations.
- Depending upon one's career goals, earn a master's degree in disciplines such as criminal justice, forensic science, social work, counseling, or business to obtain positions involving therapy, higher levels of administration, forensics, or research. Earn a doctoral degree for university teaching positions.
- Many criminal justice professions require candidates to possess strong oral and written communication skills, good listening skills, and the ability to work with a wide range of diverse populations. Fluency in a second language is also desirable.
- Obtain experience through volunteer, practicum, or internship opportunities.
- Supplement program of study with courses in business, psychology, anthropology, or sociology. Course work related to the hard sciences (biology, chemistry, or biochemistry) is necessary for career opportunities in forensics.
- Supplement course work with computer science and technology courses to gain entry into this field.
- Conduct informational interviews and job shadow with professionals in fields of interest to learn more about opportunities.
- Stay up to date on advancements in your field by reading professional journals and related literature, joining professional organizations, attending conferences, and networking with others.
- Be prepared to complete physical and psychological testing, fitness evaluations, and other evaluative tools for entry into law enforcement and related careers.

Career Center



Let the Career Center put you on the path to a rewarding career and personal growth. Located right here on campus, our counselors and office provide a wide range of no-cost services to CSUDH students looking to build career and leadership skills, further their academic studies, find and capture employment opportunities, and develop personally as well as professionally.

Career Counseling · Graduate School Preparation · Job and Internship Fairs

Mock Interviews · On-Campus Interviews · Resume Review

Whatever your goals, we're here to help you reach them. Stop by the Career Center, in the Welch Hall Room 200. Or call us at (310) 243-3625 to schedule an appointment.

Notes
