



## GENERAL INFORMATION

Everett Community College offers several options in the Criminal Justice field.

- ◆ **Associate in Technical Arts in Corrections** -- for students focusing on immediate employment in corrections.
- ◆ **Associate in Technical Arts in Law Enforcement** -- for students focusing on immediate employment in law enforcement agencies. This program is described in a separate curriculum guide.
- ◆ **Associate in Arts and Sciences – Option II** -- for students planning to transfer to a university for a major in criminal justice or a related field. This program is described in a separate curriculum guide.

### **This curriculum guide describes the Associate in Technical Arts in Corrections.**

This degree is designed to prepare students for possible employment in corrections after completing the degree, and is not intended for university transfer. However, some of the courses required for this degree could be applicable toward a Bachelor's degree, depending upon the university. Please consult with an advisor.

## PROGRAM ADVISORS

John Stewart, Index 105  
425-388-9545

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or

Della Leaf, 425-388-9545

or

Call the Division Office at 425-388-9387

## CAREER OPTIONS AND REQUIREMENTS

Students interested in a corrections career should be able to work in confined and restricted areas, be able to accept direction, express themselves orally and in writing, have self-respect and the ability to command respect from others, use good judgment, be articulate, considerate, flexible, compassionate, neat, dependable, enthusiastic, fair, honest, stable, industrious, intelligent, logical, mature, motivated, observant, physically fit, punctual, resourceful, tactful, and willing to listen.

Many career opportunities exist in corrections for qualified individuals. There are jobs available at the federal, state, county, municipal and private level. Typical job titles are: Custody Officer (Juvenile and Adult) and Support Services Technician. Generally, starting pay is about \$2,500 per month, depending upon the agency and location. For additional insight, please attend a Criminal Justice Information Session, offered quarterly; the dates and times are listed in the College's Class Schedule.

Employment requirements vary from agency to agency. Interested persons are encouraged to contact the agency of their choice regarding specific employment requirements (i.e. vision, age, physical ability, background, education, etc).

### **Typical employment requirements are as follows:**

**Age:** 21 years.

**Citizenship:** Most criminal justice jobs in Washington State require US citizenship and the ability to read and write English.

**Vision:** Usually, candidates for corrections work should have normal, uncorrected vision of at least 20/100 in each eye without correction and corrected to 20/20 in the better eye and 20/30 in the lesser eye. Normal color vision may also be required.

**Qualifying Examination:** Testing usually consists of a written exam, a physical agility test, an oral board, a complete background investigation, medical and psychological reviews, a polygraph (lie detector) test, a FBI records check and employment history verification. The physical agility test may include a timed 1.5 mile run, a minimum number of push-ups and sit-ups, a flexibility test and other tests that the hiring agency deems appropriate. Criminal Justice/Corrections students are encouraged to enroll in a P.E. class or some other physical agility program each quarter to prepare for testing, and to maintain a healthy lifestyle. Prior to employment, applicants must have, or be able to obtain, a valid driver's license.

The process of securing employment within the criminal justice system is highly competitive, and not everyone can or will meet the hiring standards. Criminal convictions, questionable behavior, substantial or recent drug involvement, a poor driving record, and issues of poor integrity or a questionable veracity are all factors which may adversely affect suitability for employment within the criminal justice/corrections system.

## SPECIAL PROGRAM REQUIREMENTS

The most important skill used in the criminal justice profession is communication, both written and oral. Corrections students are encouraged to enroll in English 090 (Writing Center) concurrently with any English composition course (097, 098, &101, or &102). The Writing Center provides instructors and tutors to help improve individual writing skills. The student and an English instructor design a plan of study that includes spelling, punctuation, grammar, sentence and paragraph structure and writing essays, reports, and research papers, letters and resumes. Study begins at the student's level and proceeds at his or her own pace.

CJ& 101 is a prerequisite for all Criminal Justice classes except CJ 125 [121] – Forensic Photography and Imaging, CJ& 105 [150] - Introduction to Corrections, and CJ 224 [214] - Communication for the Criminal Justice Professional, which may be taken concurrently with CJ& 101.

Students are encouraged to participate in as many as three Cooperative Work Experiences with criminal justice agencies. These experiences provide valuable on-the-job training and give the student an inside view of the corrections system. Positions are available through Snohomish County Corrections, Washington Department of Corrections, local jails, and the Denny Youth Center. CJ 250 and CJ 256 are taken concurrently. CJ 256 is required, and offered online as a seminar.

Criminal Justice classes are offered Fall, Winter and Spring quarters. Limited Criminal Justice classes are offered Summer quarter; students may take general education classes at that time.

Specialized equipment necessary for some Criminal Justice classes is provided by the College.

## GETTING STARTED AT EVCC

Our Enrollment Services Office provides information about application, advising, orientation and registration for new and continuing students. Though advising is voluntary, all prospective and current students are invited to contact the Enrollment Services Office or the Counseling, Advising and Career Center (CACC) if they would like to speak one-to-one with an advisor about getting started at EvCC. Contact:

- ◆ Enrollment Services, Jackson Ctr, 425-388-9219  
admissions@everettcc.edu
- ◆ Counseling, Advising and Career Center, Third Floor, Parks, 425-388-9263

Students interested in the Criminal Justice Program are invited to meet with a Criminal Justice Advisor prior to registration. Contact the Criminal Justice Office at 425-388-9545.



# Associate in Technical Arts in Corrections

This checklist is targeted at non-transfer students interested in earning an **ATA in Corrections degree**. The student should maintain this checklist each quarter while attending EvCC. The quarter before expected completion, the student submits this checklist, a grade transcript, and a diploma application form to the Criminal Justice advisor for approval. It is then sent to the Enrollment Services office for graduation approval. This checklist refers to a Natural Science requirement listed in the curriculum guide titled "Associate in Arts and Sciences – Option II", which lists all the courses which are approved to meet the Natural Science requirement. All degree requirements are listed in the Catalog, including the completion of at least 90 credits.

Courses listed with an ampersand in the course number (e.g. ENGL&101) reflect the new Common Course Numbering System.  
 Courses in [brackets] are the "old" course numbers and may be used to satisfy requirements. For more information, go to [www.everettcc.edu/ccn](http://www.everettcc.edu/ccn)

**Student:** \_\_\_\_\_ **Advisor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**COMPLETION of Diversity Course**

	(Where Completed/Course Title)		(Year Completed)	(Grade)
Course Number	Course Title	Credits	Quarter Completed	Grade
<b>GENERAL EDUCATION REQUIREMENTS (35 credits)</b>				
ENGL& 101 or 101D	English Composition I	5	_____	_____
MATH 120 or higher	_____	5	_____	_____
CL 101 or higher	Computer Literacy	5	_____	_____
CMST& 220 [SPCH 101]	Public Speaking	5	_____	_____
PSYC& 100	General Psychology	5	_____	_____
PSYC& 220 [201]	Abnormal Psychology	5	_____	_____
Natural Science course *	_____	5	_____	_____
<b>REQUIRED COURSES (20 credits)</b>				
CJ& 101	Intro to Criminal Justice	5	_____	_____
CJ 120 [111]	Defense Tactics	2	_____	_____
CJ& 105 [150]	Intro to Corrections	5	_____	_____
CJ 226 [213]	Police Report Writing	3	_____	_____
CJ 224 [214]	Communication for the CJ Professional	5	_____	_____
<b>ELECTIVES (Select a minimum of 35 credits)</b>				
CJ 125 [121]	Forensic Photo & Imaging	3	_____	_____
CJ 175	Introduction to Homeland Security	5	_____	_____
CJ 176	Homeland Security II	5	_____	_____
CJ& 110 [201]	Criminal Law	3	_____	_____
CJ 107 [202]	Criminal Evidence	3	_____	_____
CJ 108 [203]	Laws of Arrest, Search and Seizure	3	_____	_____
CJ& 106 [204]	Juvenile Justice	2	_____	_____
CJ 201 [209]	Narcotics and Dangerous Drugs	3	_____	_____
CJ 202 [211]	Child Abuse Investigation	3	_____	_____
CJ 222 [215]	Professional Development	3	_____	_____
CJ 220 [216]	Police – Community Relations	3	_____	_____
CJ 121 [230]	Advanced Defensive Tactics	2	_____	_____
CJ 250/256	Coop Work Experience/Seminar	6	_____	_____
CJ 251/256	Coop Work Experience/Seminar	6	_____	_____
CJ 252/256	Coop Work Experience/Seminar	6	_____	_____
CJ& 112 [SOC 271]	Criminology	5	_____	_____
CJ& 240	Intro to Forensics	5	_____	_____

**Total: minimum 90 credits required, minimum 2.0 GPA**

\* Select Natural Science course from the approved list within the AAS-Option II degree requirements.



## About Everett Community College

Improve your personal skills, discover new ideas, prepare for work and/or university transfer, and improve your career prospects through programs at EvCC.

Each term, about 9,500 students enroll in a wide variety of courses. Day, evening, distance, and workplace-based options are available. Students may enroll on a full-time or part-time basis. EvCC offers two-year associate degrees, short-term certificates, endorsements and industry certifications.

Student life can be active. Currently, EvCC offers athletic programs in basketball, baseball, and soccer, to name a few.

Student clubs range from Phi Theta Kappa (the Honor Society) to the United Native American Council to the International Club to the German Club, and more. Our Student Government and Programs Board are always on the go with activities that make college life fun. There are also opportunities to develop leadership skills.

Student services are designed to support students in their studies, remove barriers, and enrich student life. Financial aid services offer grant and loan opportunities, as well as scholarships. Our Counseling, Advising and Career Center has a rich array of information and personal assistance for students. The Diversity and Equity Center supports student activities and College programs that promote growth and opportunity toward cultural understanding.

Former EvCC students have found employment in business and industry, in small business, in community service agencies, in schools, and in other locales. Our transfer students are known to do very well at the UW, WWU and other schools.

### EvCC's University Center

Looking for educational options close to home?

Check out our new University Center, offering a variety of Bachelor's and Master's degrees –

**Right here.  
Right now.**

[www.uceverett.org](http://www.uceverett.org)

Everett Community College does not discriminate on the basis of race, religion, creed, color, national origin, age, sex, sexual orientation, marital status, the presence of any physical, sensory or mental disability, or status as a disabled or Vietnam era veteran in its program and activities, or employment. The Vice President of Student Services has been designated to handle inquiries regarding student-related non-discrimination policies and can be reached at 2000 Tower Street, Everett, WA 98201, or by phone at (425)388-9589. The Associate Vice President of Human Resources has been designated to handle employment-related inquiries regarding the non-discrimination policies and can be reached at 2000 Tower Street, Everett, WA 98201, or by phone at (425)388-9232. This publication is effective **JUNE 2008**. The College reserves the right to change courses, programs, degrees and requirements. It is the student's responsibility to be aware of correct information by routinely checking with Enrollment Services and/or the advisors listed in this publication. Requirements applicable to all certificates and degrees are published in the College Catalog. Nothing contained herein shall be construed to create any offer to contract or any contractual rights.

For more information, call 425-388-9219, Everett Community College, 2000 Tower Street, Everett, WA 98201, [www.everettcc.edu](http://www.everettcc.edu)