



# Law Enforcement & Justice Administration Undergraduate Student Handbook

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## **A Note from the Chairman:**

We are excited about having you here, and I hope you are excited about being here! You are now part of the "Best of the Best." The WIU LEJA program is nationally recognized as one of the "Best" programs in the country. At WIU we are the largest department on campus. One out of nine students at WIU is a LEJA major. LEJA has the most honor students of any program on campus and the highest graduation ratio in over four years. LEJA has the most Grad Trac students at the university. We offer a full schedule of summer courses and have the most internship sites available of any department.

Our program is unique as it blends theory, administrative and practical knowledge. Faculty members possess a unique combination of diverse degrees and practical experiences in various fields, such as corrections, security, juvenile, probation, intelligence, policing, courts and legal services, and fire services.

I encourage you to get involved in our professional associations, like the American Society of Industrial Security, the American Criminal Justice Association/Lambda Alpha Epsilon, the Investigators Club, the Corrections Club, or the Alpha Phi Sigma/National Criminal Justice Honor Society. The WIU campus offers a wide variety of other activities, including athletics, plays, concerts, clubs, and societies representing a broad spectrum of interests.

Our advising staff has gone to great lengths to assemble this handbook for your assistance. I would encourage you to refer to it often along with the University Catalog. Do not hesitate to contact us with your questions. If you need assistance, please feel free to come to Stipes Hall 403 to meet with me. Have a great academic career!

Dr. Darrell Ross, Chairman

## **WELCOME TO WESTERN ILLINOIS UNIVERSITY AND THE DEPARTMENT OF LAW ENFORCEMENT AND JUSTICE ADMINISTRATION**

The faculty and staff of the Department of Law Enforcement and Justice Administration wish to welcome you to Western Illinois University and to our department. We hope that this year will be a successful one for you. We encourage you to seek out assistance at any time you need it. Please, feel free to contact the advisers and instructors in our department when you have a problem or question.

Your LEJA professors will announce their office hours in class, have them documented on the course syllabus and post them on their office doors. The LEJA Department Office in Stipes 403 is open from 7:00 a.m. to 4:30 p.m., Monday through Friday. The phone number is (309) 298-1038. The WIU Quad Cities Campus is located at 3561 60th Street, Moline, IL 61265. The phone number for the Quad Cities Campus is (309) 762-9481.

This Law Enforcement and Justice Administration Student Handbook has been designed to help acquaint you with the Department of Law Enforcement and Justice Administration. It should be used in conjunction with the University Student Handbook and the Western Illinois University Undergraduate Catalog. The University Student Handbook is designed in a calendar format and is a handy reference manual for you throughout the academic year.

The final authority in determining the requirements for your degree is the Western Illinois University Undergraduate Catalog, which was in effect the semester you began your college career, providing you have no interruptions longer than two semesters excluding summer. Transfer students may use the catalog in effect the year they first enrolled in college, as long as it was no more than three years before they transferred to Western, and they were continuously enrolled for this three year period with no interruptions longer than two semesters excluding summer. However, if your needs are met with a more recent catalog, you have the option of appealing to change catalogs. Discuss this procedure with your adviser.

Additionally, the Fall Semester Class Schedule booklet and the Spring Semester Class Schedule booklet should be kept throughout the semester for reference to important dates (i.e., drop dates, holidays, beginning of second 8-week classes, finals week, computer labs, important telephone numbers, etc.).

Also, all students need to examine their Western's Audit of Requirements for Degree (WARD) Report that is available through the STARS computer labs or their Academic Adviser. This report details which courses the student has taken in the past, and what the student will need to take to graduate.

Changes in services, policies, procedures and activities are posted on bulletin boards in Sherman Hall, the University Union, residence halls and classroom buildings. Information pertinent to LEJA majors and minors can be found posted on bulletin boards outside of the Advising Centers both at the Quad Cities campus and at the Macomb campus, Internship Coordinator's office (Stipes Hall 330) and the LEJA Department office (Stipes Hall 403). It is your responsibility to check these locations periodically.

Finally, the current information and events for LEJA majors and minors are published on the COEHS Advising Center's web site. The web site is comprehensive and is updated frequently to disperse information on activities and events for the LEJA department, LEJA student organizations, job announcements, the Advising Center, and other criminal justice related information. Links to your advisers' e-mail are located on this web site as well. You are advised to regularly check your University e-mail address as the LEJA department frequently sends messages to that location.

## MAJOR IN LAW ENFORCEMENT AND JUSTICE ADMINISTRATION

The Department of Law Enforcement and Justice Administration offers a Bachelor of Science degree in Law Enforcement and Justice Administration (LEJA). You must complete a minimum of 15 semester hours in LEJA at WIU at the 300/400 level, not including the LEJA 490 & 491.

### LEJA Major Requirements

**For specific course requirements, please refer to your undergraduate catalog.**

1. University General Education.....43 s.h.
  2. Required LEJA courses \*.....45 s.h
  3. Any University Approved Minor \*\*.....17-21 s.h.
  4. General Electives \*\*\*.....11-15 s.h.
- Grand total for graduation requirements.....120 hours.

\* Includes University Writing in the Discipline course (WID).

\*\* An LEJA major may select from any minor offered by the university, except teaching minors. Minor requirements are listed in the undergraduate catalog after the major requirements. The primary consideration when selecting a minor is your career objective. The Recommended Minors list identifies some career fields and the minors that coincide with them.

\*\*\* In order to gain experience in another field, you may choose to complete a second major under this option. A second major would replace a minor and make a minor unnecessary. Below is an example, but you should check with the adviser in your second major are for the specific requirements.

There are two levels of LEJA students: Pre-LEJA and LEJA.

1. Pre-LEJA: Freshmen and Sophomores (0-59 hours earned).

Pre-LEJA students at WIU become LEJA majors after completion of 60 hours earned with a minimum cumulative 2.5 GPA. Students with less than 45 hours earned may not pre-register for upper-division courses. Students with 45-59 hours earned may pre-register for upper-division courses provided that they have at least a 2.50 cumulative GPA. Students who fail to maintain the minimum 2.50 cumulative GPA or do not complete 60 hours will be disenrolled from upper-division LEJA courses. The LEJA Undergraduate Student Selection and Retention Committee will hear appeals from students who have 45-59 earned hours and whose cumulative GPA is below 2.50 but not less than 2.00.

2. Transfer Students.

Transfer students with 60 hours earned or more who transfer from other schools or from other areas or programs at WIU must have a cumulative GPA of 2.50 in order to become an LEJA major and enroll in upper-division LEJA courses. Grades on the transfer transcript will not count in the calculation of the 2.50 GPA; however will be taken into consideration for placement in LEJA 300/400 level classes for the first semester at WIU. All first semester students will be considered Pre-LEJA students. Students admitted to the University under the New Start Program and students pursuing a Second Bachelor's Degree will be reviewed by the LEJA Undergraduate Student Selection and Retention Committee. Any student planning to transfer from another institution or from another WIU department to the LEJA major must take 30 hours of LEJA courses from WIU (including Internship), maintaining adequate progress in fulfilling General Education requirements, and have the required GPA's.

3. LEJA Majors: Juniors and Seniors (60 or more hours).

4. All students are required to take the following LEJA core courses, or their equivalents, before becoming an LEJA major (earning 60 hours): LEJA 101, 201, 212, and 242.

5. LEJA majors must establish and maintain a 2.25 cumulative GPA and 2.5 GPA in the LEJA major to apply for and be assigned an internship.

6. Students having double majors of LEJA and another major are held to the same standards in LEJA as other LEJA majors.

### LEJA Major with Double Major

1. University General Electives.....	43 s.h.
2. Required LEJA Courses.....	45 s.h.
3. Major Requirements of another department.....	32-34 s.h.
Total hours.....	120 s.h.

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### RECOMMENDED MINORS

#### Studies suggested for any and all areas:

Accountancy  
Business, General  
Computer Science  
Economics  
Finance  
Foreign Languages  
Human Resource Management  
Information Management  
Management  
Marketing  
Mathematics  
Military Science  
Operations Management  
Professional Writing  
Public Communications & Human Relations  
Statistics

#### Corrections, Probation & Parole:

Business, General  
Community Health  
Food Service & Dietetics (2nd major area)  
Foreign Languages  
Human Resource Management  
Management  
Occupational Safety  
Operations Management  
Psychology (2nd major area)  
Public Administration  
Security Administration  
Sociology (2nd major area)

#### Legal Services, Court & Law:

Computer Science  
English  
Foreign Languages  
History  
Law & Society  
Political Science  
Pre-Law (Honors minor)  
Professional Writing

#### Conservation, Parks, Fish & Game:

Botany  
Computer Science

#### Federal Agencies:

Accountancy  
Business, General  
Chemistry  
Computer Science  
Foreign Languages  
International Business  
International Relations  
International Studies  
Law & Society  
Mathematics  
Military Science  
Pre-Law (Honors minor)  
Professional Writing  
Public Administration  
Statistics

#### Law Enforcement & Planning:

Business, General  
Foreign Languages  
Human Resource Management  
Information Management  
Management  
Mathematics  
Military Science  
Occupational Safety  
Public Administration  
Psychology (2nd major area)  
Science, General  
Sociology (2nd major area)  
Statistics

#### Investigations:

Biology  
Chemistry  
Computer Science  
Forensic Science  
Forensic Chemistry  
Electronic Imagery  
Fire Administration  
Foreign Languages  
Mathematics  
Microbiology  
Science, General

#### Safety Areas/DARE Programs:

Chemistry  
Community Health

Natural Resources Conservation  
Recreation, Park & Tourism Administration  
Urban Forestry  
Zoology

Occupational Safety  
Public Administration  
Community Health

**Security & Loss Prevention:**

Business, General  
Computer Science  
Management  
Mathematics  
Military Science  
Operations Management  
Public Administration  
Security Administration  
Fire Administration

**Minor in Security Administration**

Minor in Security Administration for students *whose major is other than LEJA*:

1. Required Courses.....18 s.h.

LEJA 101, 242, 208, 309, 413, 443

Minor in Security Administration for students whose major is LEJA:

1. Required Courses.....12 s.h.

LEJA 208, 309, 413\*, 443\*\*

2. Electives.....6 s.h.

Choose from: Acct 201, Acct 202, OM 452, FCS 464, Fin 351, Fin 452, Mktg 343, Engr 448, HRM 353, HRM 443, CH 311, CS 455, LEJA 310, LEJA 430, LEJA 345, OS 270, OS 377, OS 476

\* LEJA 212, 312 are pre-requisites for 413

\*\*LEJA 208, 309 are pre-requisites for 443

**NOTE:** LEJA 443 can be used toward both a major in LEJA and the Security minor. *Only one class* in the academic program can be used in this way.

**Minor in Fire Administration**

1. Required Courses.....12 s.h.

LEJA 306, 310, 483, 486

2. Electives.....6 s.h.

Choose from: Engr 448, Engr 444, Psy 481, OS 477, OS 478, Soc 487, Soc 488, LEJA 482, LEJA 484, LEJA 485

Note: All Fire Administration elective courses are taught as Independent Study.

**Minors in Forensic Sciences & Forensic Chemistry**

Two minors in Forensics are available through the Chemistry Department. Please refer to your University Undergraduate Catalog for course information and the Chemistry Department advisor for minor information and course selection.

## ACADEMIC ADVISING

A file containing each LEJA major's academic records, WARD Reports, and any program planning sheets is maintained in the advising office (91 Horrabin Hall & WIU Quad Cities). It is strongly recommended that all students also keep a personal file of their own. The Academic Advisers are available to help students plan their degree program and help with any other concerns you might have such as information on Academic Assistance Centers or other University services offered.

University policy states all students must meet with their academic adviser a of minimum one time each semester prior to registration for the following semester. Due to the large numbers of LEJA majors, please make an appointment EARLY to see your adviser. To make an appointment in Macomb, call 298-1438 or in the Quad Cities, call 762-3999.

Your academic adviser will be a resource for you. Stacy Dorsett, Donna Bradford, and Peggy Sloan, the LEJA Advisers for the Macomb campus, are located in 91 Horrabin Hall and take appointments from 9:00 a.m. to 4:00 p.m., Monday through Friday. At the Quad Cities campus, Kim Moreno takes appointments from 9:00 a.m. to 4:00 p.m., Monday through Friday.

Quick questions can be addressed during walk-in times. Advising appointments are for working out semester schedules, etc. Additionally, you can contact your adviser via e-mail for quick questions: [SE-Dorsett@wiu.edu](mailto:SE-Dorsett@wiu.edu), [PL-Sloan@wiu.edu](mailto:PL-Sloan@wiu.edu), [DK-Bradford@wiu.edu](mailto:DK-Bradford@wiu.edu) and [KM-Moreno@wiu.edu](mailto:KM-Moreno@wiu.edu).

Quad Cities students work with Kim Moreno. She is located on the 2nd floor in the Advising Center and take appointments from 9:00 a.m. to 4:00 p.m. Quick questions can be addressed during walk-in times. Advising appointments are for working out semester schedules, etc. To make an appointment call 309-762-3999. You can also contact Kim via e-mail for quick questions as well: [KM-Moreno@wiu.edu](mailto:KM-Moreno@wiu.edu).

### Transfer Students

All students transferring to Western from another school receive two copies of an "Official Notice of Transfer Credit" from Western's Admission Office. This notice is a listing of all courses taken elsewhere in terms of Western's course numbers. It is very important that one of the copies be given to your adviser as soon as possible. Proper advising is not possible without this notice of credit earned. Drop the "Adviser's Copy" off at the Advising Center in 91 Horrabin Hall as soon as possible so your file can be updated. Be certain to keep your copy of the transfer evaluation so that you may refer to it later. You never want to repeat a course.

### Pre-Registration & Registration for Classes

In April or November (depending on the semester) on-campus students in good standing and un-encumbered, will have the opportunity to pre-register for next semester's courses on STARS by appointment only. Students register for Summer classes at the same time they register for Fall classes. Course offerings can be found each semester on STARS before pre-registration begins.

Your registration appointment may be found by logging on to the STARS registration program in any University computer lab or through STARS on the Internet. (This is your appointed time to log into STARS and register for the next semester's classes.) The STARS registration program will tell you the earliest date and time you may access the registration program to pre-register for classes. Pre-registration times are assigned by the Registrar according to the accumulative hours earned as of the end of the preceding semester. Those students with the most hours have the opportunity to pre-register first and those with the least hours pre-register last.

You must not be encumbered at the time of your pre-registration appointment, and you must be in good standing with the University. *You need to plan your schedule with your adviser prior to the pre-registration period. Do not wait* until the pre-registration period starts to see your adviser, or you may miss your pre-registration appointment. *Call early* in the semester to make an appointment to talk with your adviser about your next semester's schedule and to get your adviser encumbrance removed for registration. Students are encouraged to begin making appointments as early as September for the Spring Pre-registration and February for the Summer and Fall Pre-registration sessions. Please call the Advising Center at your campus to schedule and appointment.

## Special Permission Classes

All 300/400 level classes in LEJA require special permission prior to enrollment for *Pre-LEJA students and LEJA minors*. Each semester prior to full acceptance to the LEJA program, you must submit a copy of the **Request for Authorization Form** to the appropriate LEJA Advising Center.. These forms are available from the LEJA advisers. All forms will be evaluated using department policies.

*Pre-LEJA students* who are completing 60+ hours and who have the minimum overall GPA of 2.5 will be processed.

*LEJA students*, those who have full acceptance to the major, do not need to file Special Permission forms. However, those students must have adviser encumbrances lifted as per usual.

*Pre-LEJA Students who do not meet department requirements* to enroll in 300/400 level courses will not be given Authorization forms. Those students, during the advising appointment, will be given options on classes to take for the following semester.

An appeals process is available for those students who have documented extenuating situations, such as illness or death in the family, for not reaching the minimum GPA. **Undergraduate Student Selection and Retention Committee Forms** are available in the LEJA Advising Centers. All appeals are evaluated on an individual basis by the S&R committee. Should your appeal be approved, you will receive electronic permission to enroll for that class on the STARS system. That means clearance will be given on the computer system for you to enroll yourself. You will also be notified in writing as to whether your appeal was approved or denied. If your appeal is denied you may make an appointment with your Adviser to discuss possible options.

For more information about this process, please see the [additional web page](#) on this process.

## Closed LEJA Classes

If the LEJA class you desire should close before you have an opportunity to register, and all other sections of that course are filled, you may fill out a closed class request form. These forms will be available to fill out in the LEJA Advising Centers and require instructor's signature for approval.

**DO NOT CALL THE LEJA PROFESSORS FOR THIS FORM. ONLY ADVISERS HAVE THE NECESSARY PAPERWORK. PLEASE SEE THE APPROPRIATE LEJA ADVISING CENTER FOR THIS FORM.**

If you desire a closed class that is NOT in the LEJA department, you need to get permission from that particular department, adviser or instructor.

Closed Class Request Forms, for LEJA courses, are available from the advisers in 91 Horrabin Hall. In the Quad Cities, please contact your LEJA adviser for an alternative course selection.

## Independent Study

Independent study (LEJA 404) was created to allow a student to study in-depth a particular phase or experience of the criminal justice system and/or security administration that is not covered in the classroom.

To be eligible for independent study you must have all of the following:

1. Completed at least 90 semester hours of credit prior to the term in which you desire to take the independent study.
2. Completed at least four LEJA courses.
3. Have an 2.5 GPA or above.

To register for independent study you must:

1. Obtain permission from the LEJA Chairperson. When permission is obtained you will be given electronic permission to enroll for LEJA 404 on the STARS system.

2. Submit a written proposal of what you would like to study to the professor of record in the term prior to the one in which you desire to take the independent study.

Independent study is completed through one of several methods: (1) a research paper, (2) book reviews, (3) a research project, (4) abstracts of articles, or (5) a practical experience not available through the internship program.

### **Questions and Answers**

In addition to your Academic Adviser, many answers to your questions can be found in the University Student Handbook, the Western Illinois University Undergraduate Catalog and your WARD report. You may also access the WIU website at: <http://www.wiu.edu> or the LEJA website at: [www.wiu.edu/leja](http://www.wiu.edu/leja) for additional information.

The Advising Center also has a web site which is updated frequently. For current information, please check this site periodically: [www.wiu.edu/coehsadvising](http://www.wiu.edu/coehsadvising).

Additionally, all students are assigned an ecom e-mail account, commonly referred to as Rocky Mail. Students are expected to maintain this account on a regular basis. The LEJA department will send out information to students frequently to their e-mail accounts and the University offices use this format to relay information to students as well.

**KEEP THESE PUBLICATIONS AND REFER TO THE WEB PAGES OFTEN FOR INFORMATION AND ANSWERS TO YOUR QUESTIONS.**

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## **GRADTRAC WIU's Four-Year Graduation Guarantee**

Western Illinois University's Macomb campus has developed an exciting program designed to help you complete your undergraduate degree in four (4) years or less. The University is committed to helping you graduate in a timely fashion and has developed Gradtrac to enable you to achieve this goal. In order to complete your degree in four years, you will be required to take personal initiative during your years at Western.

### **Eligibility**

Most incoming freshmen are eligible for this program and are given a copy of the Gradtrac contract at registration. Only regularly admitted freshmen are eligible to apply; transfer students are not eligible. Students who began at WIU during the Fall '99 semester or after can enroll in Gradtrac with adviser's verification and permission from the college dean and department chair.

### **Student Responsibilities**

Enroll in and maintain an average of 15-16 hours of course work each semester that applies toward degree requirements;

You may apply credit by external or internal examinations (i.e. CLEP, CEEB, and PEP) and departmental proficiency examinations toward the requirements of Gradtrac;

Meet all the academic requirements of your major, minor, your college and university including the grade point requirements defined by your college and/or program;

Meet deadlines and requirements of Gradtrac, and regularly monitor your progress toward graduation. Such monitoring includes timely meetings with your academic adviser at least once each semester, prior to each pre-registration;

Take responsibility for making and keeping required appointments and advising sessions;

Consult with your adviser before dropping or adding a course;

Accept any available class section that fits your schedule and register for classes at your assigned pre-registration time;

The following encumbrances can prevent you from registering on time: financial, immunization, administrative, housing, judicial, athletic, advising. Be sure these are taken care of prior to pre-registration;

Accept responsibility for timely annual application for all necessary financial assistance;

Complete approximately one-fourth of the applicable credits for your degree program each year as set out in your Gradtrac four-year degree plan;

Transfer and summer credits may count toward Gradtrac requirements.

### **University Responsibilities**

If, after working with your adviser, it appears that graduation may be delayed due to the unavailability of a course, you may obtain the requisite form from your adviser and file it with that adviser no later than two working days after the end of the published pre-registration period. The form will be forwarded to the department chair and college dean.

If you meet all the conditions of the four-year plan but are unable to graduate due to the unavailability of a course, the University will offer one of the following options:

Allow you to graduate in four years by substituting a different course or an appropriate independent study assignment, as determined by the department and the college offering your major.

Allow you to graduate in four years by waiving the requirements to be met by the unavailable course, as determined by the department and college offering you major.

If your college or department is unable to effect a waiver or substitution that will allow you to graduate in four years, the University will waive the tuition for the course or courses still needed, if taken at Western Illinois University.

These procedures will be the exclusive remedy for fulfillment of the Gradtrac agreement. The University is under no obligation to make any of the above outlined adjustments unless you submit the requisite form requesting an accommodation to the Dean of your college before the beginning of classes in the last term of your approved four-year plan.

### **Changing Majors & Updating Gradtrac Contracts**

You may change majors if the dean of the new program verifies in writing that you can complete all remaining requirements within the time line specified by the Gradtrac agreement.

The change of majors, major options, major emphases or minors requires the filing of a new Gradtrac contract. The new agreement/contract must be filed with signatures from the appropriate adviser, chair and dean.

You may enroll in an additional major or minor or in programs leading to additional licensing and certification, if you can complete all of these requirements within the four years specified by the Gradtrac agreement. You must consult with your academic adviser in a timely manner in order to accomplish these changes or additions.

## Model Four-Year Plan For LEJA Majors

### First Semester:

Social Sciences	3 hours	
Humanities	3 hours	
Lab Sciences	4 hours	Total: 16 hours
LEJA 101	3 hours	
English 180	3 hours	

### Second Semester:

Social Sciences	3 hours	
Humanities	3 hours	
Human Well Being	2 hours	Total: 14 hours
LEJA 201	3 hours	
CS 101	3 hours	

### Third Semester:

Natural Science Lecture	3 hours	
Human Well Being	1 hour	
English 280	3 hours	Total: 16 hours
LEJA 212	3 hours	
Math for Gen Ed	3 hours	
Minor Elective	3 hours	

### Fourth Semester:

Humanities	3 hours	
LEJA 303	3 hours	
LEJA 242	3 hours	Total: 14 hours
Minor Elective	3 hours	
Elective	2 hours	

### Fifth Semester:

Multicultural Studies	3 hours	
LEJA 306	3 hours	
Minor Elective	3 hours	Total: 15 hours
LEJA 345	3 hours	
Any Elective	3 hours	

### Sixth Semester:

Social Sciences	3 hours	
LEJA 312	3 hours	Total: 15 hours
Minor Electives	6 hours	
Elective	3 hours	

### Seventh Semester:

Comm 241	3 hours	
LEJA 44X	3 hours	Total: 15 hours
Minor Elective	3 hours	
Electives	6 hours	

### Eighth Semester:

LEJA 490	12 hours	Total: 15 hours
LEJA 491	03 hours	

Total Degree Plan: 120 semester hours

## ORGANIZATIONS

**Information on meeting dates & times, sponsors, and special events for these organizations is [posted on the LEJA web site](#).**

### **LAMBDA ALPHA EPSILON - American Criminal Justice Association**

Lambda Alpha Epsilon (LAE), a professional criminal justice association, has an active membership of 25-100 LEJA majors. LAE sponsors many criminal justice-related activities including field trips to criminal justice agencies, guest speakers and films. These events are often followed by discussions at the monthly meetings. Additionally, LAE sponsors guest speakers and student/faculty get-togethers and performs volunteer work with local criminal justice agencies. Visit their web page for information [www.wiu.edu/lae](http://www.wiu.edu/lae).

### **ALPHA PHI SIGMA - National Honor Society for Criminal Justice**

Alpha Phi Sigma (APS) recognizes the scholastic excellence of undergraduate and graduate students in the criminal justice sciences. Undergraduates must maintain a 3.0 cumulative GPA and a 3.2 LEJA GPA. Graduate students must have a 3.4 overall GPA. Alpha Phi Sigma is active in bringing speakers to campus, pursuing scholarly activities and helping other students through tutoring. Visit their [web site](#) for information.

### **AMERICAN SOCIETY FOR INDUSTRIAL SECURITY-ASIS**

The WIU chapter received its charter in 1982 in order to provide insight and explore opportunities within the growing areas of security and loss prevention. WIU's chapter has become very active sponsoring guest speakers, field trips and establishing a scholarship for students interested in the security field.

### **CONCERT SAFETY CORPS (CSC)**

Concert Safety Corps (CSC) is a departmental organization made up of LEJA majors who provide security for students activities and events on campus, (e.g. concerts, and student organizations and University sanctioned events.)

### **CORRECTIONS CLUB**

The Corrections Club assists in the Communication among the student members and corrections practioners. They strive to meet professional demands of the corrections field through the dissemination of data, ideas, knowledge, methods and techniques. Key fields of interest will include, but not be limited to: institutional corrections, parole, probation, and court services.

### **WIU INVESTIGATOR'S CLUB**

This is a departmental organization of LEJA majors interested in gaining professional knowledge of investigative techniques. Activities include guest speakers, field trips and mock crime scene analysis.

### **DEPARTMENTAL COMMITTEES**

Students serve with faculty on the Departmental Curriculum Committee and the Grade Appeals Committee.

**Interested students in any of the above organizations or committees may contact the LEJA Department office in Stipes Hall 403 for more information. The [LEJA advising site](#) also lists current information.**

## INTERNSHIP - LEJA 490 & 491

One of the highlights of the LEJA program is the full-time internship which is required of all LEJA majors. It is during the internship that students often have an opportunity to more fully understand the principles learned in the classroom and to apply them to an actual criminal justice agency. The internship program offers students an opportunity for on-the-scene observation of practitioners at their work. It provides the practitioners an opportunity to interact with students who have devoted their college time and effort toward attaining a professional degree in criminal justice. Cooperation of this type between educators and law enforcement will greatly enhance the move forward for the greater professionalization of law enforcement.

The internship experience is the combination of LEJA 490 and LEJA 491. LEJA 490 (12 semester hours - graded satisfactory or unsatisfactory) is the field experience portion of the internship and is fifteen weeks in length (12 weeks during the Summer Semester). During this period an intern will spend forty hours per week as a participant-observer with a selected agency. LEJA 491 (3 semester hours - graded A, B, C, D or F) involves completion of the Internship Paper, a Professional Resume, cover letter and typed Weekly Activity Reports. One goal of the internship experience is to help students better prepare themselves for employment in their chosen field.

### Eligibility

Students may take part in the internship after completing 90 hours of course work and have full acceptance to the LEJA major. Pre-LEJA students may not attend an internship meeting until they have achieved the necessary GPA and coursework needed to be considered LEJA majors. Included in the course work must be the following courses: LEJA 101, 212, 242, 303, 306, 312, 345, CS 101 and LEJA Seminar course. Additionally, transfer students must have completed a minimum of *five* LEJA courses at WIU prior to interning for a minimum 15 hours of graded coursework. Also, LEJA majors must maintain the 2.5 LEJA GPA and 2.25 Overall GPA during the semester they are applying for internship. Students must apply one full semester prior to the internship.

### Applying for Internship

The Internship may be completed during the Fall, Spring, or Summer Semester. A mandatory internship meeting is held within the first three weeks of each Fall and Spring Semester. Students selecting Summer or Fall Semester for their internship should attend the meeting held the preceding Spring Semester which is usually held early in February. Students selecting the Spring Semester for internship should attend the meeting held the preceding Fall Semester which is usually held early in September. At all of these meetings, the Internship Coordinator will explain the materials that students must complete and will provide further information on the internship experience. Notices of these meetings will be posted in 91 Horrabin Hall, Stipes Hall 330, announced in LEJA classes, and posted on the [COEHS Advising web site](#). *You MUST attend one of these meetings to apply for the internship.*

Example:

Spring	Fall	Spring
2.5 LEJA	2.5 LEJA	2.5 LEJA
2.25 Overall	2.25 Overall	2.25 Overall
Establish GPA	Apply for Internship (Mandatory Mtg.)	Attend Internship

### Assignments

More than 1,000 criminal justice agencies throughout the United States have participated in the LEJA internship program. All types of criminal justice agencies are represented: municipal, state, and federal law enforcement, security, correctional and juvenile agencies, planning commissions and attorneys. From the approved list of participating internship agencies students are allowed to select the agency they prefer. This list is available from your Adviser or Internship Coordinator. Participating agencies maintain the right to determine the number of interns and the length of participation they will allow for each intern assigned to them. Therefore, final decision for an assignment to an agency will be determined by the Internship Coordinator or Department Chair with special attention given to your indicated preferences.

## University Registration for Internship

Students must register in advance for LEJA 490, Internship, and LEJA 491, Internship Summary, following normal University registration procedures. Failure to register for internship before the start date will result in the cancellation of the internship. LEJA 490 is not a pass/fail course, but a satisfactory/unsatisfactory grading system is used. LEJA 491 is graded A, B, C, D, or F. In addition, those students who are planning to enroll on campus for the next semester must pre-register. This is your responsibility not the Internship Coordinator's, nor the Advisers'. Students can register for their internship through STARS On-line, [STARS on the Web](#), or via Tele STARS at (309) 298-5000. When registering, students should also arrange to pay fees by mail.

Potential student interns must have a minimum 2.25 cumulative GPA and a minimum 2.5 LEJA GPA when they attend their internship. Students who find that either GPA has dropped below this level must notify the Adviser and Internship Coordinator immediately, or they will not receive their preferred assignment when they are again eligible.

Those students who will be last-semester seniors during their internship should file for graduation and complete all clearance forms for graduation before leaving campus. Graduation Applications are available through the Registrar's Office or through your Adviser. Failure to do this could result in a delayed graduation and release of final transcripts.

## LEJA GRADUATION CHECKLIST 1994-2001

USE THIS LIST TO CHECK THE REQUIREMENTS YOU NEED TO GRADUATE:

At least a "C" in English 180 and 280

COMM 241\*

At least 10 semester hours in Category 2 (Natural Science/Math) from two different departments, including one science lab course and one math competency course.\*

At least 9 semester hours in Category 3 (Social Science) from at least two different departments.\*

At least 9 semester hours in Category 4 (Humanities) from at least two different departments.\*

At least 3 semester hours in Category 5 (Multicultural Studies).\*

At least 3 credit hours in Category 6 (Human Well-Being) from at least two different departments.\*

At least 60 semester hours from a four year institution.

At least 40 semester hours of 300/400 level classes.

Meet the Constitution requirement (Graduation from an Illinois High School, Political Science 122 or pass the Constitution test offered by the Political Science Department).

Complete a minimum of 120 semester hours to graduate. (File for graduation after 75 semester hours completed).

No more than 12 hours taken for pass/fail. You may take a course P/F only if you have at least a 2.00 GPA. Courses in Pass/Fail do not count in the Major, Minor or General Education. To graduate with distinction you must have at least 60 graded hours. - Apply for internship at least one semester before you plan to complete an internship (must have a 2.25 cumulative GPA and a 2.5 LEJA GPA).

At least 15 semester hours of 300/400 level LEJA classes from WIU (Do not count LEJA 490 and 491).

At least a "C" average in your minor classes (2.0 GPA).

At least a "C" average overall for graduation (2.0 GPA).

No more than 30 hours of credit from external testing (CLEP, DANTES) or military.

\* Does not apply to students who have earned an Associates of Arts or an Associates of Science Degree from an approved community college prior to entering WIU. The student's Transfer Evaluation will have "Community College Commitment" or "IAI Approved" typed on it if applicable.

**THIS CHECKLIST COVERS THE MAJOR REQUIREMENTS FOR GRADUATION. PLEASE USING THIS LIST WILL NOT SUBSTITUTE THIS FOR VISITS TO YOUR ADVISER. THERE COULD BE INDIVIDUAL PROBLEMS NOT IDENTIFIED HERE.**

## ADDITIONAL REQUIREMENTS

Please read the following additional requirements very carefully. These requirements are in addition to the requirements that are listed on the previous pages.

### Entering Freshmen

All entering freshman must have a total of six (6) hours of "Writing Across the Curriculum" (WAC) in Categories II through VI and one "Writing In the Discipline" (WID) course. Courses that fulfill the WAC requirement are listed with a W suffix (i.e., HIST 106W) in the class schedule booklet. The classes that fulfill the LEJA WID requirement are the LEJA 44X series (440-444).

### Transfer Students

A transfer student with 16 or fewer hours in Categories II through VI must take six hours of WIU General Education courses with the W suffix.

A transfer student with 17 to 26 hours in Categories II through VI must take three hours of WIU General Education courses with the W suffix.

A transfer student with 27 or more hours in Categories II through IV does not have to comply with the WAC requirement.

Students should contact their Academic Adviser if they have any questions about this requirement.

### Honors Distinction

Effective Spring 1999, all undergraduate degree candidates must complete 60 graded semester hours at WIU, and have a cumulative GPA of 3.6 or higher at WIU, to be eligible to graduate with honors. In addition, transfer credit will be considered in the final decision of awarding honors. All previous courses from institutions other than WIU will be evaluated along with work completed at WIU and may prevent a student from receiving honors distinction at graduation. Transfer work cannot be used to raise a student's WIU grade point average.

The minimum and maximum cumulative GPA required to graduate with academic distinction are:

Cum Laude = 3.60 to 3.749

Magna Cum Laude = 3.75 to 3.899

Summa Cum Laude = 3.90 to 4.000

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## COURSE DESCRIPTIONS AND PRE-REQUISITIES: LAW ENFORCEMENT AND JUSTICE ADMINISTRATION (LEJA)

**101 Survey of Criminal Justice (3)** Administration of justice in the US with emphasis on the total system of police, courts, corrections, loss prevention, and principles of law.

**201 Juvenile Justice (3)** Definitions of delinquent behavior; development and trends in the juvenile court movement; laws and procedures; the adjudication process - philosophy and practices; causation, prevention treatment and control. Prerequisite: LEJA 101.

**205 Traffic Administration (3)** Basic principles of traffic control, education, engineering, and enforcement; practical applications to traffic control and administration; current research techniques. Prerequisite: LEJA 101.

**208 Introduction to External Security (3)** Overview of security systems found in retail, industrial, and governmental agencies; legal framework for security operations; detailed presentations of specific security programs.

**212 Criminal Law (3)** The study of legal terminology and definitions of crimes, criminal procedures, criminal responsibility, analysis of crimes and their proof in the context of practical fact situations. Prerequisite: LEJA 101.

**242 Survey of Criminal Investigation (3)** Criminal investigation theory and procedures; case preparation, methodology and techniques; problems in criminal investigations. Prerequisite: LEJA 101.

**303 Quantitative Techniques for Law Enforcement (3)** Introduction to basic quantitative methodology in law enforcement. Criminal justice focus is on the use of computer supported quantitative analysis for the description and evaluation of crime control measures. Examples include the analysis of crime data, program evaluation, and community surveys. Prerequisite: LEJA 101 and any WIU or IA general education mathematics course; or permission of instructor.

**306 Organization and Administration in Criminal Justice (3)** Fundamental overview of criminal justice organization and administration; organization structure, demands, and situations; emphasis on the role of the criminal justice administrator in policy formulation in the community. Prerequisites: LEJA 101 and junior standing.

**309 Security Management/Internal Security (3)** Emphasis on theft. Comparison of white collar and blue collar crime. Techniques of detection, apprehension, and prevention. Subject areas of employee dishonesty, cost considerations, pilferage, and embezzlement. Prerequisites: LEJA 208 and junior standing.

**310 Fire Protection (3)** Organization and function of fire prevention; inspections and hazard analysis; economics of and survey of fire protection equipment. Examination of direct and indirect personnel functions, responsibilities, and coordination with other agencies. Prerequisites: LEJA 101 and junior standing.

**312 Criminal Procedure (3)** Emphasis on constitutional rights; related responsibility of police; special emphasis on amendments to the Constitution as related to the rights of the individual. Prerequisites: LEJA 212 and junior standing.

**330 Terrorism and Criminal Justice (3)** Traces the development of terrorism through groups involved in domestic, religious, international, and state-sponsored terrorism. Emphasis is on providing law enforcement with counter terrorist methods. The Department of Homeland Security and the evolving application of the Patriot Act are explained. Prerequisite: Junior standing or consent of instructor.

**345 (formerly LEJA 445) Diversity, Ethics, and Professionalism in Criminal Justice (3)** This course is designed to familiarize students with concepts relating to cultural diversity and the ethics/morality of criminal justice practitioners in the US. It identifies specific issues that are recurrent and problematic and suggests possible solutions for practitioners. Prerequisite: 12 semester hours of LEJA courses.

**412 Evidence (3)** Advanced study of criminal law and procedure; concentration on evidence rules; trial procedure, testifying, rules of admissibility of evidence into trial, pre-trial discovery. Prerequisite: LEJA 312.

**413 Civil Law (3)** The study of civil law and procedure; problems of citizen arrest, search, and interrogations. Emphasis on criminal/civil liability of private employers and employees for enforcement, protection, and investigation activities. Prerequisite: LEJA 312.

**430 White-Collar Crime (3)** Analysis of types of white-collar crime (occupational, economic, political, and corporate). Emphasis also on statutes, investigation, and sentencing of offenders. Prerequisite: LEJA 101 & junior standing.

**431 Organized Crime (3)** Historical and contemporary review of organized criminal groups with emphasis on structure and range of activities. Analysis of laws and successful investigations and prosecutions of organized crime figures and families. Prerequisite: LEJA 101 & junior standing..

**440 Seminar on Current Issues in Policing (3)** Discussion of specific problems of police in contemporary American society. Emphasis on historical roots or current policing, policing as a profession, and various components of police organizations. Prerequisite: 15 semester hours of LEJA courses.

**441 Seminar on Current Issues in the Court System (3)** Examination of the structure and functions of courts, including informal and formal aspects of judicial process. Emphasis on organizational as well as legal roles. Prerequisite: 15 semester hours of LEJA courses.

**442 Seminar on Current Issues in Corrections (3)** Ideological and pragmatic justification for punishment and imprisonment; sentencing trends and alternatives to incarceration; organization and management of correctional institutions; inmate life and prisons; treatment and custody; discharge and parole. Prerequisite: 15 semester hours of LEJA courses.

**443 Seminar on Current Issues in Security (3)** Discussion of specific problems of the security industry in contemporary American society. Emphasis on the development, nature, and functions of the private security sector as it relates to various elements of American business. Prerequisite: 15 semester hours of LEJA courses including LEJA 208 & 309.

**444 Seminar on Current Issues in Probation and Parole (3)** The process of probation and parole in terms of its historical development, philosophy, and standards. Concepts and problems in administration, organization, investigation, and supervision. Selection and discharge process will be examined. Prerequisite: 15 semester hours of LEJA courses.

**481 Fire Administration (3)** Organization and management of fire services, including new technologies and changing organizational structures. Blending personnel and equipment. Municipal fire protection planning. Fire department functions. Manpower and training. Prerequisite: LEJA 310.

**482 Analytic Approaches to Public Fire Protection (3)** The course is designed to show the application of the systems approach to problems in the fire protection services including fire suppression and prevention systems. Prerequisite: LEJA 310.

**483 Personnel Management for the Fire Service (3)** Examines personnel practices, management procedures; investigates collective bargaining, binding arbitration, applicable legislative procedures, and administrative and supervisory procedures. Other topics: promotion and personnel development. Prerequisite: LEJA 310.

**484 Fire Prevention Organization and Management (3)** Examines and evaluates the techniques, procedures, programs, and agencies involved with fire prevention. Consideration is given to related governmental inspection and education procedures. Prerequisites: LEJA 310.

**485 Political and Legal Foundations (3)** The legal basis for the police power of government related to public safety. Legal limitations and responsibility. Liability of fire prevention, organizations and personnel. Review of judicial decisions. Prerequisites: LEJA 310.

**486 Incendiary Fire Analysis and Investigation (3)** Examination of techniques for the collection and analysis of evidence relative to a fire's origin. Legislative, economic, psychological, and sociological variables of the incendiary fire. Prerequisites: LEJA 310.

**490 Internship in Law Enforcement (12)** Off-campus practical work experience in an appropriate field. Seminars and written reports required. Co-requisite: Concurrent enrollment with LEJA 491. Prerequisites: See page titles "Internship - LEJA 490 & 491" in LEJA Student Handbook.

**491 Internship Summary (3)** Projects designed to bring together all experiences acquired during internship for discussion and analysis. A complete overview of the criminal justice system as observed by interns. Co-requisite: Concurrent enrollment with LEJA 490.

**495 Seminar in Criminal Justice (1-3, repeatable to 6)** Study of specific criminal justice topics not covered in-depth within the current law enforcement and justice administration curriculum. Topic(s) to be announced prior to enrollment. Prerequisites: open only to junior and senior students.

**499 Internship Summary (3)** The preparation of a major written work involving analysis of appropriate scholarly literature applied within the context of the internship experience. Co-requisite: concurrent enrollment with LEJA 490 and admission to the Illinois Centennial Honor College.

## FACULTY & STAFF

You can find information on all faculty and staff for the LEJA department on the LEJA web site <http://www.wiu.edu/leja/faculty/>.



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