

**Stockton University**  
**Criminal Justice Program**  
**Spring Semester 2018**

Instructor: Dr. Marissa Levy  
Professor/Program Coordinator/Dual Degree Coordinator  
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**Overview**

**My role** as your preceptor is to facilitate your progress through college, as both a resource and teacher. As such, my **goal** is that you will grow academically and assume responsibility for your own education. My hope is that our relationship will be characterized by mutual respect and trust. Through the various types of courses required of you, we hope that Stockton is preparing you for a *lifetime of learning*.

**Objectives of Advising**

Academic Objectives

- ✓ Understand the Criminal Justice program requirements
- ✓ Understand the Cognate requirements
- ✓ Understand the General Studies and At-Some-Distance requirements
- ✓ Learn the graduation requirements (G.P.A., # of credits, application process, etc.)

Career Objectives

- ✓ Understand the importance of extra-curricular activities
- ✓ Investigate if an internship or independent study is appropriate for your career goals
- ✓ Examine the career opportunities and level of education required for these opportunities
- ✓ Explore your desire/need to attend post-baccalaureate work (MA, PhD, JD, PsyD etc.) to meet career goals
- ✓ Become familiar with college resources, including Career Center, Writing and Math Centers, Student Records, and Student Development offices; use them to meet your goals

**Required Materials for our Advising Meetings during Pre-registration:**

- ✓ Please review the schedule of classes (<http://www2.stockton.edu/> then type in "Student Records" in the search box then click "Schedule of Courses") prior to our meeting.
- ✓ Come with a written list of courses you would like to take for Fall 2018.
- ✓ Bring your DegreeWorks Audit (log onto the go Portal to run the DegreeWorks Audit). For instructions on how to run and interpret DegreeWorks Audit, go to the main page

<http://www2.stockton.edu/>, type in “Advising” in the search box then click “Online Degree Evaluation Systems” on the left-hand side.

- ✓ Pen or pencil

### **Your responsibility**

- ✓ Read and respond to my emails in a timely manner
- ✓ Come to our meetings prepared
- ✓ Follow through with our plans
- ✓ Register on time
- ✓ Be aware of registration, drop, add, graduation dates and deadlines
- ✓ Email or make an appointment to meet with me if you have any questions along the way. Do not wait until registration time to meet with me. It’s much better for both of us if you ask questions as they arise and get the answers quickly.

### **Important Dates – SPRING 2018**

Go to: <http://www2.stockton.edu> click “Calendars” (top of the page) then “Academic Year Calendars”

Tues, March 20	<u>Fall 2018</u> Preregistration Schedule of Classes posted
<b>Tues, March 27</b>	<b>Preceptorial Advising (Juniors/Seniors) – no classes</b>
<b>Wed, April 4</b>	<b>Preceptorial Advising (Freshmen/Sophomores) – no classes</b>
<b>Fri, April 6</b>	<b>Deadline to withdraw from a full-term class with a W grade</b>
Sat, April 28	Classes end
April 30 – May 5	Final Week

## **University Policies**

**Accommodations for students with special needs** – Stockton University complies with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act. Students with disabilities who seek accommodations should make their request by contacting the Learning Access Program located J-204 or by calling 652-4988. Additional information may be obtained from Stockton website: <http://www2.stockton.edu/wellness/lap.html>

**Disclosure of Sexual Misconduct** – As responsible employees under Title IX, a federal law, faculty must report incidences of sexual misconduct disclosed to them. I am obligated to report and provide a full disclosure, to include names, of any allegation of sexual misconduct to the Stockton University's Chief Officer/Title IX Coordinator (Valerie Hayes, 4693). However, typically classroom writings and discussions about sexual misconduct do not give rise to a duty to report. As your instructor, I will use my discretion in these situations and, when uncertain, I will bring concerns to the Chief Officer/Title IX Coordinator and to the Behavioral Intervention Team (Amy L. Jones, 4691) or the Women's, Gender & Sexuality Center (Laurie Dutton, 626-3611) as appropriate, especially with content that is threatening or poses a serious risk of harm. Personally identifiable information may be omitted at first. For more information please use the search queue on the Stockton Homepage keyword "Title IX."

**CLERY Reporting and Limited Confidentiality** – Under the Clery Act, a federal law, I have limited confidentiality regarding the disclosure of any reportable crimes as defined in the Clery Act. I am obligated to disclose any allegations of reportable crimes as defined in the Clery Act to a Campus Security Authority, while allowing the victim to remain anonymous at their request. For more information please use the search queue on the Stockton Homepage keyword "Clery."

### **Note to students**

I take an extraordinary amount of pride in helping students both inside and outside of the classroom. My role as your preceptor is one of the most important aspects of my job (and of your academic career). Some would argue it's even more important than teaching in a formal classroom setting. The connections, resources and assistance that a preceptor can offer can change your life. As an advisee, it is necessary for you to contribute in this life-long learning process. Ultimately, you are the person responsible for your course selections, completion of necessary requirements for graduation, and your career and personal goals. However, I would like to help you achieve these goals!