Topic:

Utilize a variety of personal management tools, strategies and university resources to enhance learning.

Description CJ100M5-5: Utilize a variety of personal management tools, strategies and university resources to enhance learning. Job Exploration Using online career/employment sites, such as PoliceEmployment.com, Policeone.com (and others of your choice) to search for jobs in the criminal justice field. After you have explored the job listings, choose two jobs that interest you. Then, for each job you selected, complete the Final Project Template.docx with the following information: List the job title and job description. List the skills needed for the job, taken both from the job description and your own analysis of the job. Be sure to list at least five skills, three of which are specific skills in the field of criminal justice. Explain why each of the skills listed in #2 would be needed to succeed in the position you have selected. Explain how the skills are related to your professional goals. Discuss why you are interested in the selected jobs and describe the strategy you would use to achieve the skills needed for the jobs you selected. Your Assessment should be completed using the planning guide provided and written in Standard English. The assessment will be based on your findings from the career/employment sites that you use and the information you find on the Library. Please make sure you indicate which sites you have used to find your information. In addition, assessments should demonstrate careful proofreading. Submitting Your Assessment Compose your paper in Microsoft® Word® and save it according to this convention: Your Name CJ100M5\_Assessment. Submit your Assessment to the Competency Assessment Dropbox by the deadline. Competency Assessment Rubric Minimum Submission Requirements This Assessment should be a Microsoft Word (1-2 page) document, in addition to the title and reference pages. Respond in a thorough manner, providing specific examples of concepts, topics, definitions, and other elements asked for in the questions. Your submission should be highly organized, logical, and focused. Your submission must be written in Standard English and demonstrate exceptional content, organization, style, and grammar and mechanics. Your submission should provide a clearly established and sustained viewpoint and purpose. Your writing should be well ordered, logical and unified, as well as original and insightful. A separate page at the end of your submission should contain a list of references, in APA format. Use your textbook, the Library, and the internet for research. Be sure to cite both in-text and reference list citations where appropriate and reference all sources. Your sources and content should follow proper APA citation style. Review the writing resources for APA formatting and citation found in Academic Tools. Additional writing resources can be found within the Academic Success Center. Your submission should: include a cover sheet; be double-spaced. Be typed in Times New Roman, 12 -point font; include correct citations be written in Standard English with no spelling or punctuation errors; and include correct references at the bottom of the last page. If work submitted for this competency assessment does not meet the minimum submission requirements, it will be returned without being scored.