**CRIMINOLOGY 108 – “*Directed Policing”***

**Student Instruction Form for “First-Year” New Students**

**Course Instructor**: Professor Ryan Hushaw

**Instructor Background**: I am a Captain with the Fresno County Sheriff’s Office and have been employed with the Sheriff’s Office for over 20 years. I am also a former student of this program, Criminology 108. I recently took over the CRIM 108 course, as an adjunct professor, in 2021.

**Law Enforcement Customs and Courtesies**: When dealing with Fresno State faculty, the proper form of address is “Professor.” However, when dealing with law enforcement professionals, it is proper to address them by their rank. Because I am your *professor* in this course, you should address me as “**Professor Hushaw**” in person, email, calls, or other forms of communication.

When dealing with members of the Fresno County Sheriff’s Office, or any other law enforcement agency, all proper courtesies should be followed. All members will be addressed by their rank such as deputy, sergeant, lieutenant, etc. ***If you do not know the person’s rank, a simple “sir” or “ma’am” is always acceptable.***

**General Instructions:** All students must pay close attention to the instructions in this document and follow them completely. All the instructions are designed to make things easier on me while processing your application for consideration into the CRIM 108 program. This, in turn, will help YOU get accepted into CRIM 108. The more you help me, the more you actually help yourself.

**This is not your typical college course.**  You are in fact applying for a part-time job with the Fresno County Sheriff’s Office (reserve deputy sheriff). By applying to get into this course, this is the first step in that process. You need to take the directions and process seriously and do as directed. ***Seeing if you can follow directions is the first test.***

**Your Name:** Use your full, legal name. This is your name as it reads on your birth certificate. If you legally have more than one last name, as documented on your birth certificate, marriage license, or other legal process, that is okay. If you use more than one last name only in a social setting or for cultural reasons, DO NOT use it to complete these forms. I only want what is legally on your birth certificate or other legal documents such as a marriage license, dissolution order signed by a judge, other legal name change, etc***. If your legal name is different than the name on the Fresno State roster, or your driver’s license, you need to note that and the reason why. Explain this in detail on the student screening form.***

**Writing and Grammar:** Use proper capitalization, punctuation, and spelling. Be as complete and thorough as possible. Provide a complete address where requested. Do not leave out the city, zip code, apartment number, etc. These seem like obvious things, however, numerous students have made these mistakes. Look at the formatting requested and follow it appropriately.

The forms contain text boxes that allow you to type the information from your computer while using fillable .pdf processing software. Use all of the provided boxes. DO NOT HAND WRITE.

**Fill out the “New Student Screening” form completely. Do not leave any boxes blank. If the box does not apply to your situation, mark “N/A” for not-applicable. If you need to provide an explanation in the narrative box, BE SPECIFIC. If you do not provide specific detail, it will only further delay me in reviewing your screening form by requiring me to ask clarifying questions.**

**Email Communication:** When communicating with me via email, only use your Fresno State student email. Make sure your name is on your email or in the “Subject/Title” of the email. If you have an email address that uses a nickname/moniker, make sure it is something professional. If I receive an email from a student and the email address is something inappropriate like “bluntboy420@” or “YourPlaya21@” I will delete it.

I am a professional and I expect to deal with fellow professionals – ***this includes you!*** You must use proper sentence structure, capitalization, punctuation, and spelling when communicating with me via email. Do not use text lingo (ex. – *hey whats up I am trying to get into course, can you send me a #*). You should communicate with me as an educated college student and professional - not as though you are sending a text message to a friend.

Remember, you are being evaluated on how well you take direction, follow instructions, and complete your work. I will evaluate you, and judge you, based on how well you follow these instructions and how professional (or not…) you come across. You will be known by your written work long before anyone at the Sheriff’s Office ever sets eyes on you, so act like the professional you want to become!

**Note: Failure to follow instructions and/or incomplete forms will most likely result in your application being rejected.**

**FOLLOW THE INSTRUCTIONS BELOW WITH ATTENTION TO DETAIL!**

1. **Course Information & Acknowledgement Form**

Complete the Course Information & Acknowledgement Form as follows:

* Download the form to your computer.
* Use .pdf fillable software such as Adobe Acrobat, Adobe Reader (free), or the Mac Preview/Mark-up application. If you do not know how to use these applications, ask a friend or professional for help!
* Read the form completely and fill out/initial ALL boxes.
* Click on the links throughout the document and read the information on the various websites. This will take some time to review. It is important that you learn as much as you can about the peace officer application, testing, hiring, and training process. If you are unable to click on the link, cut and paste the link into your web browser.
* Use the electronic signature to legally sign the form. **IF THE FORM IS NOT SIGNED, I WILL REJECT IT.**
* Upon completion of the form, save the document as one, continuous .pdf file.
* When you save the file, re-name the file with the following information:

Your Last Name, First Name Fall 2022 Course Information Form

(***e.g., Lincoln, Abraham Fall 2022 Course Information Form***)

The Course Information form is seven (7) pages in length. I do not want seven, separate .pdf files. I want **one** .pdf file with 7 pages included in it.

Use proper capitalization throughout the document.

Do not take a photograph of the document and convert it to a .pdf.

**DO NOT send me a *Word* document.** If you do, I will reject it. It needs to be in .pdf format.

1. **New Student Screening Form**

Complete the New Student Screening Form as follows:

* Download the form to your computer.
* Use .pdf fillable software such as Adobe Acrobat, Adobe Reader (free), or the Mac Preview/Mark-up application. If you do not know how to use these applications, ask a friend or professional for help!
* Read the form completely and fill out ALL text boxes.
* Use the electronic signature to legally sign the form. **IF THE FORM IS NOT SIGNED, I WILL REJECT IT.**
* Upon completion of the form, save the document as one, continuous .pdf file.
* When you save the file, re-name the file with the following information:

Your Last Name, First Name Fall 2022 New Student Screening Form

(***e.g., Lincoln, Abraham Fall 2022 New Student Screening Form***)

The New Student Screening form is four (4) pages in length. I do not want four, separate .pdf files. I want **one** .pdf file with 4 pages included in it.

Use proper capitalization throughout the document.

**DO NOT send me a *Word* document.** If you do, I will reject it. It needs to be in .pdf format.

**Note**: All questions must be fully answered, or I will reject and return the form to you. If you are not sure, do some research and find out. **Do not guess!** For example, do not tell me “*I do not believe I have any criminal arrests*,” or “*I can’t recall how many traffic citations I have received*.” I would rather wait for an accurate form, rather than have questions left unanswered or see vague responses. That will only cause a delay in your enrollment, if I allow you to enroll at all. Unanswered questions or vague responses will lead me to believe that you are being deceptive and trying to hide something. If you have any questions about the content of your information, please email me.

**DO NOT take a picture of your documents and convert them to a .pdf.** If you do, I will reject them. They should be saved as a .pdf document. If you do not know how to do this, find a tech-savvy friend, family member, or professional who can help you.

**Completing and emailing the forms**:

You must fully complete, initial/sign, and date both of the following forms:

1. **Course Information & Acknowledgement Form**
2. **New Student Screening Form**

Once you have completed and signed both the New Student Screening Form and the Course Information & Acknowledgement form, save both forms as .pdf files in the proper format, with the proper file names. Finally, return both documents to me in the same email. DO NOT send these documents in two, separate emails.

Use the following format in the “Subject/Title” line of your email to me:

“New Student Last Name, First Name”

(***e.g., New Student Lincoln, Abraham***)

Please note; As we near a new Fall semester, I receive a lot of requests to join CRIM 108, which means I have a lot of forms to review. Please be patient. Sending the forms to me twice or emailing me and asking if I received the forms will not make the process move any quicker. In fact, it will likely slow me down.

Once I have reviewed your forms and I am satisfied with their completeness, as well as your suitability for the program, I will respond to you by email and issue you a course permission number. There is plenty of room in the CRIM 108 course, so do not worry about not getting in (as long as you pass the screening process).

ALL emails will be sent to me at my Fresno State email address RHushaw@mail.fresnostate.edu ***from your Fresno State email address***.

I will not accept emails from personal email accounts.

***Good luck in the process!***

Respectfully,

*Ryan Hushaw, Adjunct Professor*