

**CJ 480 Milestone One Guidelines and Rubric**

**Overview:** In this capstone experience, you will refine the skills you have acquired throughout this degree program. Upon completion of this capstone experience, after you have gained a solid foundation in criminological theory, law, ethics, methods of inquiry, leadership, technology, and international criminal justice, you will be positioned to contribute your competency of criminal justice in your future role as a criminal justice professional. Starting with this module, you will complete work that will lead up to the final submission of the capstone project. In this module, you will select an agency from the **Agency List** handout or a different agency approved by your instructor and establish communication with a representative at that agency. This selection supports Milestone Three, the findings and recommendations report, due in Module Six. You will connect either in person or virtually (by telephone, video conference, or email) with this contact and ask them to identify a key issue affecting that agency that would be helpful to have you investigate. If you are not able to get in contact with an agency, you may use the agency's website and the agency's mission and vision for the foundation of your project. This is the first step in the capstone process.

This will be the first of three milestones that will culminate in a successful capstone project due in Module Seven. Remember to consult the [Capstone Project Template](#) for more guidance on the components of your capstone project as you take this initial step.

**Prompt:** Once you have established that line of communication (or identified your agency) and established an issue affecting your selected agency, you will submit an issue statement explaining the issue with that particular agency. In this submission, you should also describe the community's demographics. This will become the "Overview of Community and Need" section of Milestone Two: Agency Needs Assessment.

Make sure to include the following **critical elements** in your paper:

- Select an agency either approved by the instructor or from the Agency List handout
- Identify an issue affecting the community served by the selected agency
- Provide a brief overview of the issue to address
- Describe the demographics of the community served by the agency
- Describe how the issue impacts the community

**Rubric**

**Guidelines for Submission:** Your paper must be submitted as a 2- to 4-page Microsoft Word document with double spacing, 12-point Times New Roman font, one-inch margins, and at least three sources cited in APA format.

<b>Critical Elements</b>	<b>Meets Expectations (100%)</b>	<b>In Progress (75%)</b>	<b>Does Not Meet Expectations (0%)</b>	<b>Value</b>
<b>Agency Selection</b>	Selects an agency either approved by the instructor or from the Agency List handout		Does not select an agency either approved by the instructor or from the Agency List handout	18
<b>Issue Identification</b>	Identifies an issue affecting community served by selected agency	Identifies an issue but issue does not directly affect the community served by the selected agency	Does not identify an issue affecting community served by selected agency	18
<b>Issue Overview</b>	Provides a brief overview of the issue to address	Provides an overview of the issue to address but overview is either cursory or verbose	Does not provide a brief overview of the issue to address	18
<b>Community Demographics</b>	Describes community's demographics served by agency	Describes community's demographics served by agency but description is cursory or vague	Does not describe community's demographics served by agency	18
<b>Issue Impact</b>	Describes how the issue impacts the community	Describes how the issue impacts the community but description is cursory or vague	Does not describe how the issue impacts the community	18
<b>Articulation of Response</b>	Submission has no major errors related to citations, grammar, spelling, syntax, or organization	Submission has minor errors related to citations, grammar, spelling, syntax, or organization	Submission has major errors related to citations, grammar, spelling, syntax, or organization	10
<b>Total</b>				<b>100%</b>