

Lincoln County Drug Court

Brookhaven, MS



Copiah-Lincoln Community College

Mississippi

Community Service Project

2017-2018

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PURPOSE OF PROJECT

Statement of Project Goals

Copiah-Lincoln Community College's Nu Kappa chapter of Phi Beta Lambda set out on a mission to assist the Lincoln County Drug Court participants with resumes and interviews to better the participants' employment opportunities. The purpose of this project was to better our community by collaborating with Lincoln County Drug Court to decrease the number of substance-dependent individuals and provide them with the resources to broaden their success for future endeavors. The following were our main goals for the 2017-2018 school year:



- Collaborate with Lincoln County Drug Court
- Create and implement resume/interview teams to create templates
- Organize volunteer opportunities for our members
- Provide valuable resources to those seeking to better their future

Ultimately, Nu Kappa strives to be a driving force and catalyst for the hopeful future of those who have made the choice to better themselves.

Service to the Community and its Citizens

Lincoln County Drug Court is focused on the rehabilitation of nonviolent drug offenders in Lincoln County, Mississippi. It creates a unique atmosphere of close relationships between criminal justice and drug treatment professionals.



The Bureau of Justice Assistance, National Institute of Justice, and Office of Juvenile Justice and Delinquency Prevention define a drug court as a specialized court program that targets criminal defendants and offenders who have alcohol and other drug addiction and dependency problems. The program is designed to reduce drug use relapse among defendants through risk and needs assessments, judicial interaction, monitoring, supervision, graduated sanctions, and various rehabilitation services. The National Institute of Justice's Multisite Adult Drug Court Evaluation analyzed national drug court statistics and found that there was less reported drug use after the program concluded. Participants were also less likely to be reported for criminal activity and rearrests. Nationwide, 75% of drug court graduates remain arrest-free at least two years after successfully completing the program.

According to the National Association of Drug Court Professionals, who conducted rigorous research, drug court significantly reduces crime as much as 45% more than similar sentencing options. For every dollar invested in the drug court system, taxpayers save approximately \$3.36 in avoided criminal justice costs. Drug court also saves around \$3,000 to

\$13,000 per participant, reflecting reduced prison costs, repeat arrests and trails, and victimization.

Nu Kappa found this project to be useful to our community because not only are we increasing potential employment by building stronger resumes and interview skills, but we are also assisting in the decrease of future crime in our community, which in return positively affects the economics of our community. By assisting drug court participants with their future employment, we are helping to ensure that through this process, rather than fall back into their past, participants move forward to a successful future.

Planning and Development of Project

In the Spring of 2016, Nu Kappa traveled to New Orleans, Louisiana, and hosted mock interview sessions with members of a local community center to prepare the lower income residents of New Orleans for employment. We developed resume took to the lobby of the courthouse in Brookhaven, Mississippi. These templates served as valuable free resources to the public, passing through the court house.

During the beginning of 2017, John Douglas, Coordinator at the State of Mississippi 14th Circuit Drug Court, found our templates and reached out to our lead advisor, Richard Baker, expressing an idea to create a resume and interview team for those in the drug court process. Mr. Baker invited Mr. Douglas to be a guest speaker at our September meeting to

(John Douglas with Nu Kappa President)



introduce this idea to our chapter and provide information on the nature of the drug court. He illustrated to us that the individuals in the drug court process are simply individuals who made a mistake. Most of these individuals have never had the opportunity to learn the importance of a good resume and interview. It was evident from our chapter's enthusiasm to assist that Nu Kappa was willing to provide diligent effort to the success of those going through drug court.



Our first mission was to create separate interview and resume teams to efficiently delegate tasks to our chapter. Each team was given the objective to recreate our PowerPoints and templates to better serve the recipients of the material. After

extensive research, our teams presented their findings at our October chapter meeting for review. Our resume objectives included prompts for what information was vital, and what information would be subjective to the individuals. For our interview pamphlets (see appendix), we included proper ways to dress, what mannerisms to practice in advance, and numerous potential interview questions.

Team leaders encouraged involvement from our chapter members in every stage of the development process. To ensure that each member was experienced in both resumes and interviews, Nu Kappa hosted two practice dates on campus. Chapter officers and volunteer members met and provided their own personal resumes for examples to practice and give advice. Members also utilized mock interviews to become aware of potential questions drug

court participants may ask. Mr. Douglas reiterated to us that the individuals we were seeking to help were most likely not going to have an education or solid employment records, so we would need to think of other objectives that would make their resume stand out.

While drug court recipients were our targets audience for experiencing growth, both our officers and chapter members grew as Phi Beta Lambda members and future business leaders during this process. The active involvement from our chapter members and officers provided a firm foundation and catalyst for success for our community service project.

Implementation of Project

On November 6th, 2017 Nu Kappa traveled to Lincoln County Drug Court to better our community. When we arrived, we set up our computers and accessed out templates, tangible copies of resource for participants to take back home with them as well as a printer to print out their new resume. After setting up, we were invited to sit in court, which is usually not allowed, to invite the participants to take advantage of the free service we were providing that day.

After court dismissed, Nu Kappa separated into teams of two to assist the line of individuals waiting for our help. When a participant was matched with a PBL group, we introduced ourselves and asked a few basic questions including, “Have you ever had a resume before?” In



most cases, the answer was no. We were surprised, however, of their skills from previous employment. We illustrated to them important skills to include, like computer and

communication skills. Once the resume was completed, we emailed them a copy and printed out one for them to take with them.

From there, we would practice their interview skills through mock interviews. We stated the importance of practicing interview skills in the mirror to become more confident in themselves. The success of this process was evident in the observed expressions of gratitude from our participants. Nu Kappa is confident in the future success of those we helped.

Impact and Benefits to the Community

Nu Kappa's ultimate goal was to continue to make a difference in the lives of people in our community, and we confidently believe we reached our goal. Our service project was not just an event that will help people for that one moment but will have a lasting effect on the lives of those we encountered. Mr. John Douglas was thrilled with the success of our project and the drug court judge reported to us that from our project, three participants have successfully achieved a job position. Judge Michael M. Taylor contacted us, (letter attached), expressing gratitude for our actions. We have been invited to host this as an annual event and challenged us to spread our project to the Walthaw and Pike Drug Courts. Nu Kappa is currently in the process of finalizing this, we are excited for the growth of this project.

Our chapter members and officers grew as leaders, providing extra time and effort to the success of others. The participants of the drug court left with valuable information that will strengthen their possibility of future employment and endeavors. Our chapter also assisted in the process of ensuring these individuals avoid repeat crimes and move forward to the chance of being future business leaders.



MICHAEL M. TAYLOR

CIRCUIT COURT JUDGE

P.O. DRAWER 1350 • BROOKHAVEN, MISSISSIPPI 39602

Laurie Chassion
COURT ADMINISTRATOR

TEL: 601-835-1576
FAX: 601-835-5644

February 7, 2018

Dr. Ronnie Nettles
Office of the President
Copiah Lincoln Community College
P.O. Box 649
Wesson, MS 39191

RE: Nu Kappa Chapter of Phi Beta Lambda

Dear Dr. Nettles,

I am writing to thank Copiah Lincoln Community College for providing Phi Beta Lambda students to staff a resume/interview preparation workshop for drug court participants. The help provided by PBL was exactly what our participants needed.

Our drug court has over 230 participants who are in recovery and trying to rebuild their lives. In addition to treatment, AA meetings and random testing our participants are required to work. Most do not have current resumes or the training necessary to prepare one. All are at least a little apprehensive about the interview process.

Richard Baker brought equipment and printers so that each participant left with a new resume in hand. It was a great way to reward their sobriety and equip them for employment. We were able to offer the workshop to all participants and many took advantage of it. The results were immediate. One participant took the new resume and got the job he wanted the next day. Other participants have highly marketable skills and experiences they were not presenting to prospective employers until the PBL students went through a skills and experience inventory with them. All of the participants were grateful for the help provided by PBL.

FOURTEENTH CIRCUIT COURT DISTRICT SERVING LINCOLN, PIKE AND WALTHALL COUNTIES
mike.judge@yahoo.com • lauriechassion@yahoo.com



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One of the reasons drug courts are successful is they use existing resources to address the problems associated with substance abuse. This effort by Co-Lin PBL is a perfect example of this approach. Our caseload and the demands of random drug testing do not allow us to do all we would like to help our participants rebuild their lives. We appreciate Co-Lin, PBL and Mr. Baker for helping us in our mission.

Nu Kappa Chapter came up with an innovative and effective program that can be replicated anywhere. There are adult drug courts in every part of the state that can take this model and apply it. This is a wonderful way for our community colleges to partner with the judiciary. I appreciate Mr. Baker and Copiah Lincoln Community College PBL for helping our participants. If I can be of assistance to you please do not hesitate to call upon me.

Sincerely,

A handwritten signature in blue ink that reads "Mike".

Michael M. Taylor

Cc: Richard Baker, PBL Faculty Advisor
Nicholas Dukes, PBL Chapter President
John Douglas, 14th Circuit Drug Court Coordinator

FOURTEENTH CIRCUIT COURT DISTRICT SERVING LINCOLN, PIKE AND WALTHALL COUNTIES
mike.judge@yahoo.com • lauriechassion@yahoo.com

Evidence of Publicity

Author C. S. Lewis famously quoted, “Integrity is doing the right things, even when no one is watching.” Due to the nature of drug court and the confidential laws that surround it, Nu Kappa was not allowed to publicize our event to the community. Therefore, Lincoln County may never know that the Nu Kappa chapter of Phi Beta Lambda traveled to Lincoln County Drug Court. However, the individuals who met with us that day will. They will share their new found information with their community, and the effect of our project will grow, just not underneath the spotlight; and Nu Kappa is more than satisfied with that.

Appendix

INTERVIEW TIPS

BEFORE ENTERING INTERVIEW:

- Make sure you are dressed well and accordingly to job.
- **JUST RELAX!**
- Make sure you have a good posture (Sit up right, arms not folded, do **NOT** slouch, etc.)
- Watch out for nonverbal body movements (Feet tapping, thumb twiddling, moving around a lot, eyes looking all over the room, etc.)
- Make sure your hands look presentable.
- Know your resume.
- **MOST IMPORTANTLY: ADVERTISE YOUR BEST QUALITIES!!!**

INTERVIEW QUESTIONS:

- What was your past job like and what was your reason for leaving?
- Why do you want this job?
- What makes you different and why should we hire you?
- How did you resolve a problem with an upset customer?
- What are your strengths and weaknesses?
- Where would you like to be in five years?
- How do you define success and how will you make our company more successful?
- Discuss a time when your integrity was challenged. How did you handle it?
- What do you consider your most significant accomplishment?
- If you saw a coworker doing something dishonest, would you tell your boss? What would you do about it?
- Describe a time when you realized you needed to make an improvement in your communication skills, and how you managed it.
- Tell me about a time when you have wanted to give up on a certain job. What did you do?
- Tell me about a leadership role that you have filled in the past. Describe the key leadership skills you feel you have and how you demonstrated them.
- Tell me about any experience you have had turning a problem into a success.

Above is the first page of the interview tip packet that was given to participants to practice with.

AFTER INTERVIEW QUESTIONS:

- What am I getting hired to do?
- How long will I be doing that job and will the job evolve as I continue to work there?
- If I were hired for this position, would I be going through any training prior to starting the work?
- What do they expect from someone who is hired for this position?
- How do they evaluate that performance?
- Is this a job with room for growth and advancement?
- Am I going to be working with a team?
- What kind of work environment is it?
- How long should I expect to wait before hearing about the position?
- Can you walk me through a typical day here at the company?
- Where do you see the company in five years?
- What are the next steps in the interview process?
- Is there anything else I can provide you with that would be helpful or questions I can answer?

INTERVIEW TIPS:

DO:

- Research on the company you apply for
- "PRACTICE" for your interview
- Get plenty of rest and eat a good breakfast prior to your interview to maintain clear thought process
- Dress appropriately
- WEAR CLEAN, FRESHLY PRESSED CLOTHES
- SHINE YOUR SHOES
- Be polite and courteous to everyone
- Bring updated resumes, a notepad and pen
- TAKE NOTES DURING THE INTERVIEW
- WRITE DOWN INTERVIEW NAME, DEPARTMENT, WORK ADDRESS, AND PHONE NUMBER
- Be prepared to answer questions, to discuss what the company does, and to discuss your strengths and weaknesses.
- Be prepared to advertise yourself
- Be prepared to ask questions
- Bring your social security card, work permits (if applicable), and work samples (if needed)
- Bring money for gas, tolls, public transportation, telephone, etc....
- Plan to arrive 15 minutes prior to your interview time

- IF YOU KNOW YOU WILL BE LATE, CALL TO LET THE INTERVIEWER KNOW BEFORE YOUR INTERVIEW TIME
- Give a firm handshake and make good eye contact
- Thank interviewer for his/her time and express interest in the job
- Write a thank-you note or follow-up letter

DON'T:

- Speak too loudly, quietly, or mumble
- Talk too little or too much
- Fidget, slouch, chew gum, or take swigs out of a water bottle
- Argue with the interviewer or dominate the discussion
- Speak poorly of previous jobs or supervisors
- Speak poorly of your past
- Beg or plead for the job
- Bring your spouse/children
- IF THEY MUST BE THERE, ASK THEM TO WAIT IN A WAITING ROOM OR LOUNGE
- Ask inappropriate questions (pay, benefits, etc.... unless the interviewer mentions them first)
- Ask about other candidates
- Wear flashy colors
- Wear loud fashion
- Wear excessive jewelry (Men & Women)
- Wear strong perfume/cologne
- Bring your cellphone
- IF YOU DO, PUT IT ON SILENT AND KEEP IT PUT AWAY

INTERVIEW STAGES:

1. CAUSAL CONVERSATION
2. INFORMATION EXCHANGE 1
3. TURNING POINT
4. INFORMATION EXCHANGE 2
5. CLOSING THE INTERVIEW
6. INTERVIEW FOLLOW-UP
7. IMPROVE INTERVIEW PERFORMANCE

Presented here are the remaining three pages of the interview packets handed to participants to take home with them and practice with.

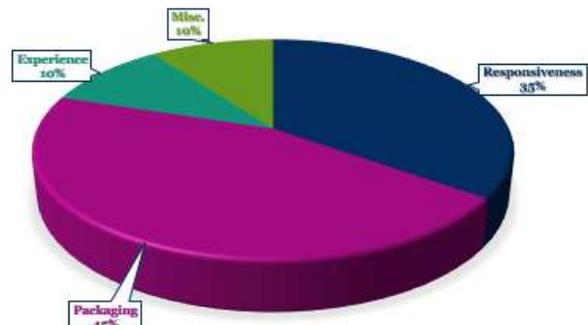
ROADBLOCKS TO A SUCCESSFUL INTERVIEW:

- 80% Cannot identify skills
- 90% Cannot answer interview questions
- 50% - 60% Have poor appearance
- 85% Do not spend enough time on the job search

SKILLS LOOKED FOR BY EMPLOYERS:

- Computer Literacy
- Business Social Skills
- Technical Skills
- Ability to Meet Public
- Neatness
- Decision Making
- Willing to Better Skills
- Dependability
- Reading Skills
- Strong Work Ethics
- Communication Skills
- Follow Instruction
- Creative Thinking
- Flexibility
- Working with Others
- Math Skills
- Writing Skills
- Listening Skills
- Problem Solving
- Ability to Learn
- **HONESTY**

SUCCESS IN AN INTERVIEW



Appendix Continued

Your Name

Street Address, City, ST ZIP Code | Telephone | Email

Objective

Check out the quick tips below to help you get started. To replace tip text with your own, just click it and start typing.

Skills & Abilities

On the Design tab of the ribbon, check out the Themes, Colors, and Fonts galleries to get a custom look with just a click.

Experience

Dates Job Title, Company Name

From-To This is the place for a brief summary of your key responsibilities and most stellar accomplishments.

Education

Dates From- Degree, Location, School Name

To

Communication

*You delivered that big presentation to rave reviews. Don't be shy about it now!
This is the place to show how well you work and play with others.*

Leadership

Are you president of your fraternity, head of the condo board, or a team lead for your favorite charity? You're a natural leader—tell it like it is!

References

Above is the basic resume template given to participants to fill out.

Works Cited

- “Drug Court Questions and Answer.” State of Mississippi Judiciary - Drug Court, Administrative Officer of Courts, courts.ms.gov/trialcourts/drugcourt/drugcourts_questionsanswers.html.
- “Drug Courts Facts and Statistics.” Mass.gov, www.mass.gov/service-details/drug-courts-facts-and-statistics.
- “National Criminal Justice Reference Service.” NCJRS - National Criminal Justice Reference Service - Office of Justice Programs, www.ncjrs.gov/spotlight/drug_courts/summary.html.