

**Missouri State University**  
**Department of Criminology and Criminal Justice**  
**CRM 598-898: Senior Seminar in Criminology**  
**Fall 2016**

**Instructor Information**

Instructor: Caryn Saxon  
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Office Hours: Mondays and Wednesdays from 11:00 - 12:30. Also by appointment.

**Course Description:**

This is the capstone course for Criminology majors. Students in this course will examine contemporary policy, diversity and ethical issues involving crime and justice in society. Students will complete a capstone paper that integrates coursework taken for the Criminology major.

We have two major goals in this course which are as follows:

- Provide you with opportunities to expand and apply your knowledge, particularly in areas that concern ethical leadership, policy analysis, and program development
- Provide you with the time and resources to reflect on your post-graduation career and develop skills that will assist in your efforts to secure and maintain a job that satisfies you and connects to your education

The Criminology and Criminal Justice Department has an additional goal of assessing your experience in the undergraduate program. We use a criminal justice exit survey to satisfy this goal which you must complete before you can graduate from the program.

**Learning Outcomes:** It is important that we make connections between our course and our department's core learning objectives. It is my hope that our course will prove to enrich you, as a student, in the following areas:

**Research:** In our course you will have further practice in searching the scholarly literature, reading research studies, and integrating empirical findings into your writing.

**Written Communication Skills:** In our course, your contributions to discussion, your career portfolio, and your capstone paper will provide you with further practice in communicating in written form.

**Critical Thinking:** One function of our course is to revisit the major subjects you've studied throughout the program (courts, corrections, policing, etc) and facilitate opportunities for you to think more critically about ethical issues in these areas. Writing assignments and discussion forums should challenge you to apply your learning and delve deeper into issues that concern our criminal justice

system.

**Community Engagement:** As part of our course you will engage in 16 volunteer hours in your community.

**Ethical Leadership:** A large part of our class will be focused on ethical leadership, including your senior capstone paper.

**Cultural Competency:** During our semester you will engage in an interview with someone different from yourself in gender, sexual orientation, race, and/or religious affiliation and listen to their views on, and experiences with, the criminal justice system.

### **Required Textbooks:**

We have two required textbooks which are:

Braswell, M., Miller, L., & Pollock, J. (2012). *Case studies in criminal justice ethics* (2<sup>nd</sup> ed.). Long Grove, IL: Waveland Press.

Gates, R.M. (2016). *A passion for leadership: Lessons on change and reform from fifty years of public service*. New York, NY: Knopf.

Supplemental readings will be provided in PDF form on our Blackboard course site.

### **Communication**

It is important to me that I have good communication with all of my students. I want to encourage you to arrange times to meet with me in person or via phone to discuss any questions or concerns you may have throughout the semester. Email is also a great way to reach me and, during the work week, I typically respond very quickly. Please note, however, that I do not engage in email on Sundays. It is therefore important that you **email me questions before noon on Saturday if you need a response before a Sunday deadline.**

### **Important MSU Policies and Procedures**

**Academic Dishonesty:** Missouri State University is a community of scholars committed to developing educated persons who accept the responsibility to practice personal and academic integrity. You are responsible for knowing and following the university's student honor code which is available online, as well as at the Reserves Desk in Meyer Library. Any student participating in any form of academic dishonesty will be subject to sanctions as described in this policy. Please note that any person plagiarizing will receive a "o" for the assignment and risks the possibility of an "F" or "XF" for the

course. This means that you must turn in original work created by you specifically for this course, as well as cite authors that you paraphrase or quote in your papers, assignments, and in our online discussion forums. If you have any questions about what constitutes academic dishonesty you need to ask me and/or refer to MSU's policy. Please note that all of your written assignments will be run through TurnItIn and Safe Assign in order to check for incidents of plagiarism.

**Statement of Nondiscrimination:** Missouri State University is an equal opportunity/affirmative action institution, and maintains a grievance procedure available to any person who believes he or she has been discriminated against. At all times, it is your right to address inquiries or concerns about possible discrimination to the Office for Institutional Equity and Compliance, Park Central Office Building, 117 Park Central Square, Suite 111, (417) 836-4252. Other types of concerns (i.e., concerns of an academic nature) should be discussed directly with me, your instructor, and can also be brought to the attention of your instructor's Department Head. Please visit the OED website at [www.missouristate.edu/equity/](http://www.missouristate.edu/equity/). It is personally important to me that we create a learning environment together where no student experiences discrimination due to sex, age, sexual and/or gender identity, race or ethnicity, religious affiliation, or economic status. Please work with me in cultivating and maintaining such an environment, and alert me quickly to any indication of discrimination in our class or campus.

**Accommodations or Disabilities Policy:** To request academic accommodations for a disability, contact the Director of the Disability Resource Center, Plaster Student Union, Suite 405, (417) 836-4192 or (417) 836-6792 (TTY), [www.missouristate.edu/disability](http://www.missouristate.edu/disability). Students are required to provide documentation of disability to the Disability Resource Center prior to receiving accommodations. The Disability Resource Center refers some types of accommodation requests to the Learning Diagnostic Clinic, which also provides diagnostic testing for learning and psychological disabilities. For information about testing, contact the Director of the Learning Diagnostic Clinic, (417) 836-4787, <http://psychology.missouristate.edu/lhc>.

**Cell Phone Policy:** As a member of the learning community, each student has a responsibility to other students who are members of the community. When cell phones or pagers ring and students respond in class or leave class to respond, it disrupts the class. Therefore, the Office of the Provost prohibits the use by students of cell phones, pagers, PDAs, or similar communication devices during scheduled classes. All such devices must be turned off or put in a silent (vibrate) mode and ordinarily should not be taken out during class. Given the fact that these same communication devices are an integral part of the University's emergency notification system, an exception to this policy would occur when numerous devices activate simultaneously. When this occurs, students may consult their devices to determine if a university emergency exists. If that is not the case, the devices should be immediately returned to silent mode and put away.

**Dropping a Class:** It is your responsibility to understand the university's procedure for dropping a class. If you stop participating in this class but do not follow proper procedure for dropping the class you will receive a failing grade and will also be financially obligated to pay for the class. For information about dropping a class, please see the Registrar's page on the MSU website. Please also review MSU's academic calendar for important deadline dates.

**Classroom Emergencies:** At the first class meeting, students should become familiar with a basic emergency response plan through a dialogue with the instructor that includes a review and awareness of exits specific to the classroom and the location of evacuation centers for the building. All instructors are provided this information specific to their classroom and/or lab assignments in an e-mail prior to the beginning of the fall semester from the Office of the Provost and Safety and Transportation. Students with disabilities impacting mobility should discuss the approved accommodations for emergency situations and additional options when applicable with the instructor. For more information, go to <http://www.missouristate.edu/safetran/51597.htm> and <http://www.missouristate.edu/safetran/erp.htm>.

### **Emergency Response Statement**

Students who require assistance during an emergency evacuation must discuss their needs with their professors and Disability Services. If you have emergency medical information to share with me, or if you need special arrangements in case the building must be evacuated, please make an appointment with me as soon as possible.

For additional information students should contact the Disability Resource Center, 836-4192 (PSU 405), or Larry Combs, Interim Assistant Director of Public Safety and Transportation at 836-6576.

### **Course Expectations**

I consider this course a collaborative effort. We all need to work together to make this a positive and productive experience. In other words, I expect you to be engaged in class discussion in meaningful ways that not only help you reflect on and digest the course material, but also lead your classmates to deeper connections with the material as well.

**Participation:** I expect a high level of participation from everyone in the class. I will be sure to provide you with feedback throughout the course as to the quality and adequacy of your participation. You may also inquire about this with me at any time.

**Written Assignments:** You should prepare your graded written assignments using WORD and submit these to me via email unless otherwise directed (CSaxon@MissouriState.edu). I will always respond to you when you submit an assignment as an acknowledgment that your assignment has been received. If you do not receive an acknowledgment you should contact me immediately and

resend the assignment. Please observe the following guidelines when preparing and submitting graded work:

- Proofread your materials! I expect you to turn in work that follows basic grammatical guidelines. If this is a challenge for you, be sure to ask someone to proofread your work before submitting it, and/or visit the MSU Writing Center for assistance.  
<http://writingcenter.missouristate.edu/>. I realize that writing is not everyone's strength but it is nevertheless a skill you need to exhibit at this level in your education.
- Your senior capstone paper must adhere to 6<sup>th</sup> edition APA formatting guidelines. Please visit the MSU Writing Center and/or locate online resources if you need assistance in this area.
- Get your work in by the specified due date and time. Partial credit is not given for late assignments in this class (unless you have arranged that with me ahead of time).
- Pay careful attention to the requirements set forth for each written assignment. Be sure you have adhered to any requirements concerning length or necessary elements. If you ever have any questions or concerns regarding a written assignment, please contact me or arrange to meet with me.

## **Course Assignments & Grading**

**Career Portfolio:** This assignment contains six elements:

- ✓ Completion of a résumé, reviewed by the MSU Career Center
- ✓ Completion of a mock interview through the MSU Career Center and a self-review of the experience
- ✓ Completion of the Keirseley Temperament Sorter and a reflection paper
- ✓ Completion of the Thomas-Kilmann Conflict Style Assessment and a reflection paper
- ✓ Completion of two research reports on job opportunities related to criminal justice
- ✓ Completion of a self-care plan for the semester

**Community Engagement:** A requirement of our department is that you focus on community engagement in the senior seminar course. To do this, you will all be required to conduct 16 hours of volunteer work in your community. I must approve your volunteer site ahead of time and you must have a supervisor verify your hours using the timesheet I have provided for you. As part of this experience, you also need to create a presentation on your experience and the value of community engagement.

**Capstone Paper & Presentation:** A large part of your work this semester will be invested in creating a senior capstone paper. I will provide more information about this assignment on our blackboard course site. In addition to your paper, you will also create a presentation to be shared with the class on your paper.

**Interview:** For this assignment you will be interviewing someone about their perception of the criminal justice system. More detailed instructions are provided on our Blackboard course site.

**Module Participation & Assignments:** In twelve of our weekly modules we will engage in 1-3 discussion forums and/or assignments. Participation points will be based on the quality of your required discussion posts, as outlined for each module, as well as your completion of required assignments. Be sure to check in to our course each week for information as to that week's assignments.

**Exit Survey:** The Criminology and Criminal Justice Department administers an exit survey to all 598 students. The assessment provides useful information regarding our program. ALL CRM 598 students are required to complete the survey. Points are not awarded for this assignment; however, it is a requirement of the course.

### **Points Breakdown**

Career Portfolio	60 points
Community Engagement	40 points
Participation (12 modules @ 10 points each)	120 points
Interview	25 points
Phase III (of capstone paper)	30 points
Capstone Paper	300 points
Paper Presentation	25 points
Exit Survey	0 points
<b>Total Points</b>	<b>600 points</b>

### **Grading Structure**

A= 90% and above

B= 80%-89.9%

C= 70%-79.9%

D= 60%-69.9%

F= Below 60%

## Course Schedule

Below is a projected schedule for our course together; however, we may make adjustments as needed throughout the semester. **Please note that in each module I may assign additional supplemental reading not listed on this schedule.** Please note that participation requirements (such as discussion forums) are not listed here as assignments. You will need to log onto to our blackboard course site regularly to find weekly participation requirements.

Module	Dates	Topic	Readings	Assignments
<b>Module 1</b>	Monday August 22 – Sunday August 28	Getting Started	(none)	<b>Student Profile Sheet</b> due Sunday August 28
<b>Module 2</b>	Monday August 29 – Sunday September 4	Stress & Self-Care in Criminal Justice Professions	Supplemental – to be provided  Gates: Ch 1 & 2	<b>Phase I &amp; Self-Care Plan</b> due Sunday September 4
<b>Module 3</b>	Monday September 5 – Sunday September 11	Professionalism in Criminal Justice: Corrections	Braswell – TBA  Gates: Ch 3	
<b>Module 4</b>	Monday September 12 – Sunday September 18	Professionalism in Criminal Justice: Courts	Braswell – TBA  Gates: Ch 4	<b>Community Engagement plan</b> due Sunday September 18
<b>Module 5</b>	Monday September 19 – Sunday September 25	Professionalism in Criminal Justice: Law Enforcement	Braswell – TBA  Gates: Ch 5 & 6	<b>Phase II</b> due Sunday September 25
<b>Module 6</b>	Monday September 26 – Sunday October 2	Professionalism in Criminal Justice: Other Fields	Braswell – TBA  Gates: Ch 7 & 8	

<b>Module 7</b>	Monday October 3 – Sunday October 9	Career Opportunities in Criminal Justice	(none)	<b>Career Research Reports</b> due Thursday October 6
<b>Module 8</b>	Monday October 10 – Sunday October 16	Conflict, Communication, & Temperament	Supplemental – to be provided  Gates: Ch 9 & 10	<b>Thomas-Kilmann</b> due Thursday October 13
	Monday October 17 – Sunday October 23	Paper Work Week		<b>Phase III</b> due Sunday October 23
<b>Module 9</b>	Monday October 24 – Sunday October 30	Conflict, Communication, & Temperament	Supplemental – to be provided	<b>Keirse Reflection</b> due Thursday October 27  <b>Résumé &amp; Mock Interview</b> due Sunday October 30
<b>Module 10</b>	Monday October 31 – Sunday November 6	Progress Meetings	(none)	<b>Phase IV</b> due Sunday November 6
<b>Module 11</b>	Monday November 7 – Sunday November 13	Cultural Differences in CJ Perceptions & Experiences	(none)	<b>Interview Assignment</b> due Thursday November 10
	Monday November 14 – Friday November 18	Paper Work Week	(none)	<b>Senior Capstone Paper</b> due Friday November 18
	Saturday November 19 – Sunday November 27	<b>Thanksgiving Holiday</b>		



<b>Module 12</b>	Monday November 28 – Sunday December 4	Paper Presentations/ Giving & Receiving Feedback		<b>Capstone Paper Presentation</b> due Thursday December 1
<b>Module 13</b>	Monday December 5 – Thursday December 8	Community Engagement		<b>Community Engagement Timesheet &amp; Report</b> due Thursday December 8