

CRM 701: Criminal Justice Policy
Course Syllabus: Fall 2016

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Email is the best form of communication:

Generally, response time is within 24 hours.

Maximum response time is 72 hours.

Course Description

This course takes a critical look at the construction, implementation, evaluation, and justification of criminal justice policy. Significant attention is given to methodological processes in determining policy and program effectiveness.

Online Format, Expectations, & Requirements

- This graduate course is solely online; attendance in-person is not required.
- The recommended browser is Google Chrome.
- Students are to read and/or view the material for that week and complete assessments on time.
- All due dates are posted in the Course Schedule and on Blackboard.

Student participation is critical for a successful and productive learning experience, and students are expected to draw from course materials, assessments, and activities in order to contribute. Class success is dependent on both the: 1) professor's abilities and talents as teacher to communicate ideas and 2) ability of the class to work together to create an environment conducive to learning. Disruptive behaviors in any classroom environment cheat other students out of opportunities to learn. Examples include not posting assignments, posting inappropriate material, harassment, and rude and inappropriate comments. Disruptive behavior of any kind will not be tolerated, and those engaging in such behaviors will be removed from the online classroom. See Course Jurisdiction section (Page 4).

Office Hours & Contact

Student-professor meetings can occur: 1) in person 2) via videoconference 3) via teleconference.

- Office hours are Mondays from 10:00 a.m.-3:00 p.m. using these three methods.
 - Every Monday: office hours will be held via video- and tele-conference
 - Certain Mondays: in-person office hours are available (see the Course Schedule)
- I am also available outside of Monday office hours!
 - To set up appointments for any mutually convenient times outside of the Monday office-hour window, please email me.

Please email me with any substantive questions or concerns anytime!

Note, substantive items or issues *do not include* schedules, acquisition of course materials, or technology (e.g., Blackboard). Responses to emails regarding these issues will consist of directions to this section of the Syllabus and/or the:

- Course Schedule
- Blackboard modules
- Library Resources: Blackboard / Services Tab / Library Resources
- Computer Services Help Desk: Blackboard / Services Tab / Help Desk

Student Learning Goals

This course will provide students with an introduction to developing and judging the appropriateness and effectiveness of criminal justice policies.

- **Goal 1:** Identify and critique the theoretical justifications of the criminal justice system.
- **Goal 2:** Identify goals and performance measures key to evaluating criminal justice polices.
- **Goal 3:** Learn and design a multi-step evaluation approach for policy assessment and improvement, which will include attention to defining variables, survey design, and process, outcome, and cost evaluation techniques.

Required Readings

Assigned readings with corresponding dates are clearly posted within each Blackboard Module and on the Course Schedule. Required class readings will either:

- Be posted by the professor within the Modules
- Need to be obtained by the student*

**You are required participate in a graded Virtual Library Instruction Session within the first week to ensure that you are able to acquire the requisite materials (see Course Schedule and Module 1).*

Course Assessments

Policy Assignments

Throughout the semester, I will ask students to identify and discuss various criminal justice policies of interest, to consider how various concepts relate to a specific criminal justice policy, and to apply certain concepts to evaluate policies.

These assignments will consist of short assignments submitted to either the instructor only or to discussion board. Instructions will provide specific steps for completion, submission, and grading.

Each entry must be written in APA format and in a formal style similar to what you expect to find in an actual paper, professional report, or academic journal article.

Policy Final Paper

Students are required to submit a policy paper at the end of the semester (see Course Schedule). This final paper is designed to consist of a combination of certain revised and expanded policy assignments from the semester.

The paper must be written in APA format and in a formal style similar to what you expect to find in an actual paper, professional report, or academic journal article. Further instructions (e.g., page limit, components, and a rubric) will be provided for the policy paper and located in the Final Paper Module.

Course Grading

Grading Scale

For the detailed grade and credit point system, please see the following website but disregard the +/- grades: <http://www.missouristate.edu/registrar/catalog/grades.html>

This course does not utilize the +/- system. Below are the final grades generally earned in this course.

- **A (4.00) (TA): Outstanding work.** Outstanding achievement relative to the level necessary to meet course requirements. Performance was of the highest level. Excellence while meeting course objectives was sustained throughout the course. Not only was the student's performance clearly and significantly above satisfactory, it was also of an independent and creative nature.
- **B (3.00) (TB): Adequate.** Achievement significantly above the level necessary to meet course requirements. Performance was very good, although not of the highest level. Performance was clearly and significantly above satisfactory fulfillment of course requirements
- **C (2.00) (TC): Inadequate.** Achievement that meets the course requirements. Performance was adequate, although marginal in quality.
- **D (1.00) (TD): Minimum passing work (below inadequate).** Achievement barely worthy of credit. Student demonstrated unsatisfactory achievement in meeting course objectives, yet fulfilled a sufficient enough portion of the course objectives that repeating the course is not necessary unless required by the academic unit.
- **F (0.00) (TF): Failed – no credit.** A failure to meet course requirements. The work of course objectives were either: 1) completed but not at a level of achievement that is worthy of credit, or 2) have not been completed and there was no agreement between the instructor and the student that the student would be awarded an "I" (incomplete).

Grade Calculation

Up-to-date grade calculations are always available in this course's grade center in Blackboard. Your final grade will be calculated as follows:

Evaluation Components	Proportion of Final Grade
Assignments	60%
Final Paper	40%

Course Calendar

Please see the Academic Calendar for all MSU deadlines, such as withdrawal, refunds, holidays, grade reporting: <http://calendar.missouristate.edu/home/academic/fa2016>

This course relies heavily on the Course Schedule. The Course Schedule is divided into Modules, which are reflected in Blackboard. The full Course Schedule is located in Blackboard. Additionally, schedules for each Module are located within the respective modules.

Course Jurisdiction

The course instructor has original jurisdiction over this class and may deny a student who is unduly disruptive the right to participate in this class. A disruption is defined here as anything that distracts the instructor or other students from the online learning experience. Class disruptions can involve (but are not limited to) making rude, insensitive, or threatening comments or using unprofessional language on discussion board. The course instructor may have a student administratively withdrawn from a course upon showing of good cause and with the concurrence of the department head. The appeals process in case of such administrative withdrawal shall be as stated in the academic regulations under “Grade Re-evaluation Based on Performance.”

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 academic integrity policy plus additional more-specific policies for each class. The University policy, formally known as the “Student Academic Integrity Policies and Procedures” is available online at http://www.missouristate.edu/policy/Op3_01_AcademicIntegrityStudents.htm and also 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.

Disability Accommodation

To request academic accommodations for a disability, contact the Director of the Disability Resource Center, Director Justin Lozano, Meyer Library, Suite 111, 417-836-4192 or 417-836-6792 (TTY), www.missouristate.edu/disability/contact.htm. 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/ldc>.

Nondiscrimination Policy

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 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/.

Dropping a Class

It is your responsibility to understand the University's procedure for dropping a class. If you stop attending 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 or withdrawing from the university, contact the Office of the Registrar at 836-5520. See Academic Calendars (www.missouristate.edu/registrar/acad_cal.html) for deadlines.

Religious Accommodation

The University may provide a reasonable accommodation based on a person's sincerely held religious belief. In making this determination, the University reviews a variety of factors, including whether the accommodation would create an undue hardship. The accommodation request imposes responsibilities and obligations on both the individual requesting the accommodation and the University. Students who expect to miss classes, examinations, or other assignments as a consequence of their sincerely held religious belief shall be provided with a reasonable alternative opportunity to complete such academic responsibilities. It is the obligation of students to provide faculty with reasonable notice of the dates of religious observances on which they will be absent by submitting a Request for Religious Accommodation Form to the instructor by the end of the third week of a full semester course or the end of the second week of a half semester course.