

CRM 210.900: An Introduction to the American Criminal Justice System (BLENDED)*Spring 2018*

Class Dates: August 21 – December 12, 2018

Instructor: Ms. I. Yarckow-Brown, MS

Office: Department of Criminology and Criminal Justice, Strong Hall – 2nd Floor, Office 220

Telephone: (417) 836 – 5502*

Office Hours: Mondays, Tuesdays and Wednesdays 12:30 – 1:30 p.m., and Tuesdays 9:30 – 11:30 a.m.

Email: Yarckow-Brown@MissouriState.edu *

**Email strongly preferred over voice-mails*

I. Introduction / Description of the Course

This course is designed to educate and enlighten students with an introduction to the primary principles and agencies within the criminal justice system. Primary emphasis will be placed on the branches of law enforcement (police), the adjudicatory system (courts), and correctional supervision (including, but not limited to, prisons, jails, probation, and parole). A central focus will be placed on identifying myths and realities within the criminal justice system. In addition, students will develop an appreciation of issues and dilemmas faced by those working in criminal justice, critically analyze the justice process in American society and its impact on communities and broader society, and explore solutions to pressing problems in contemporary criminal justice practice.

II. Student Learning Outcomes and Course Information

This course is designed to enable students to:

- A. Understand the basic components and philosophical and historical roots of the criminal justice system and appreciate how the roles, purposes, and processes fulfilled by each criminal justice component are integrated into a broader system of justice;
- B. Explore the crime control function of law enforcement, the dynamics of police-community relations, and constitutional implications of police practice, along with various modern issues and challenges which affect the administration of justice in the policing profession;
- C. Examine criminal court and trial processes (including bail, plea-bargaining, trial, and sentencing), the roles of the judge, prosecutor, and defense counsel, and contemporary alternatives to traditional court practices, such as diversion and problem court strategies; and
- D. Recognize the roles and functions of the four primary forms of correctional supervision (prisons, jails, probation, and parole), legal and administrative considerations associated with imprisonment, and the varying impacts of offender rehabilitation approaches, such as halfway houses, work-release programs, education services, and vocational training.

III. General Education Learning Goals and Related Student Learning Outcomes

CRM 210 is a general education course listed as a *Public Affairs* course, with a focus on *Public Issues*.

The CRM 210 course will meet the required General Learning Goals (GLGs) for the Public Issues area by addressing a number of related Specific Learning Outcomes (SLOs) as described below. The GLGs covered through this course are Goals 1, 2, and 12. The SLOs are notated below in accordance with the numerical indicators provided on the Council on General Education and Intercollegiate Programs (CGEIP) website.

General Goal (1): Students will be able to develop the disposition and skills to gather, organize, refine, analyze, and evaluate critically information and ideas.

SLO 1.1: Identify and follow through on personally and socially relevant problems and reasonable solutions to those problems.

Alignment to Course Goals: Students often harbor preconceived notions about criminal offenders and the justice system, which are often based on false or misleading information disseminated through popular culture. During the course students will receive extensive exposure to information on offenders, victims, and criminal justice policies and practices. Particular emphasis will be placed on pressing problems within the field, such as the implications of mass incarceration and reentry, police use of force, plea bargaining, crime rate trajectories, offender recidivism, and victim roles in the justice process. Students will be exposed to and reflect upon the crime problem and its impact on society and current and past strategies for addressing critical issues in criminology and criminal justice.

- Pre-test/Post-test

SLO 1.2: Identify relevant information sources, make reasoned choices among those sources, and open-mindedly follow where those sources lead.

Alignment to Course Goals: Students will explore a wide variety of methods involved with collecting and disseminating information on criminal activity, victimization, and criminal justice processes. The strengths and limitations associated with official records, victimization studies, and self-report data will be examined.

- Pre-test/Post-test

SLO 1.4: Analyze evidence, statements, alternative viewpoints, graphics, and other forms of information.

Alignment to Course Goals:

Students will be challenged to consider and analyze their beliefs and perspectives on how the criminal justice system operates and the external and internal motivations behind criminal behavior. As part of the course, students will analyze competing explanations behind the purposes of criminal law, philosophical justifications underlying offender punishment and reform, interdisciplinary theoretical perspectives on criminal behavior, and interpretations of criminal justice organizational goals, roles, and functions. Students will examine the strengths and weaknesses of differing viewpoints on criminal justice issues.

- Pre-test/Post-test

General Goal (2): Students will be able to develop new ideas, products, or solutions and explore novel perspectives and approaches.

SLO 2.1: Develop creative and novel solutions to personally and socially relevant problems. Alignment to Course Goals: Students will be challenged to develop their own recommendations aimed at addressing crime-related problems and improving criminal justice policy and practice. Students will be required to critically examine the roots of current crime and criminal justice problems, evaluate the benefits and limitations of existing strategies to correct the problems, and demonstrate how their suggestions will specifically reduce crime and/or enhance criminal justice operations.

- Journal

SLO 2.2: Take account of novel, alternative, contradictory, and even radical viewpoints in creating new ideas, products, or solutions appropriate to the domain or subject matter. Alignment to Course Goals: When creating the proposals mentioned above for SLO 2.1, students will explore the merits and shortcomings of contemporary solutions to pressing issues facing the criminal justice field, such as modern crime prevention strategies, alternative sentencing practices, offender rehabilitation programming, and problem-oriented policing.

- Journal
- Pre-test/Post-test

General Goal (12): Students will be able to recognize the importance of contributing their knowledge and experiences to their own communities and the broader society.

SLO 12.1: Identify the rights and responsibilities they have in their own communities and the broader society. Alignment to Course Goals: The course will inform students about citizen rights in relation to criminal justice processes. Students will also learn about discrimination issues in policing, the courts, and correctional systems. Exploring these issues will help students identify their personal and social responsibilities for ensuring equality and fairness in the distribution of justice.

- Pre-test/Post-test

SLO 12.4: Recognize the needs of the communities to which they belong and understand how to address those needs. Alignment to Course Goals: Crime is primarily a local phenomenon and heavily influenced by a range of community-level factors. Students will learn how social factors can impair communities and foster criminal activity, which, in turn, will enable students to understand how the inability to address community needs can affect crime. In addition, students will examine how communities can be strengthened to aid crime prevention.

- Journal
- Pre-test/Post-test

Course General Education Assessment Measures:

The CRM 210 course includes assessment measures to evaluate the extent to which the GLGs and corresponding SLOs are being met. The General Education measures include a Pre-test, Post-test, and the Journal Assignments discussed in the Course Requirements and Evaluation section.

The Pre-test and Post-test measures will examine whether students have gained important empirically-based knowledge from the course. These measures will examine such things as the student's ability to distinguish between realities and myths pertaining to criminal justice processes, recognize the nature and

extent of contemporary problems related to crime and justice, understand the benefits and detriments of criminal justice policies, programs, and services, and know the implications of constitutional considerations on criminal justice practices and the effects of crime on communities and society at large. The Pre-test will be given during Week 1 and the Post-test during Week 16.

Student performance on the Pre-test and Post-test will not be factored into one's overall course grade. The Journal Assignments discussed above will count as part of a student's course grade, which are discussed at length later in the Syllabus.

IV. Course Information and Policies

A. Course Format

This course will be taught as a blended course with an emphasis on provided lecture materials, textbook and article readings, online discussions, a blog, and a journal project. Students will be responsible for reading assigned textbook chapters and posted articles, completing outside investigation on particular topics and contributing to online discussions. All material presented is intended to engage and inform the student, not to entertain.

B. Course Conduct

Due to the fact that material covered in this course may become very sensitive in nature, it is necessary to have course requirements set forth as a means of constructing a safe learning atmosphere. Every student enrolled in this course is expected to follow the guidelines as described as a means of ensuring the education of and respect for fellow classmates.

- No act of racism, sexism, ageism, or any similar negative "ism," or harassment will be tolerated. Students who choose to engage in such a negative activity may be dropped from the course by the Instructor.
- Online discussions are designed for educational purposes and therefore should not be used to express harmful or disrespectful remarks about fellow classmates or the topics at hand. Conversations within the online discussion boards are intended to allow for academic inquiry. Any student who desires to engage in these harmful or disrespectful behaviors will be required to have a conversation with the Instructor about appropriate online classroom behavior.
- When a student is involved in a single, severe incident of disrespect or in a manner that seriously violates the above modes of required conduct, or if a student is repeatedly engaged in negative behavior patterns that include, but not limited to those mentioned, the Instructor does reserve the right to use the Class Disruption policies that are integral to the university. The Instructor will use the Class Disruption policy to determine an appropriate action and consequence to follow.

C. Course Attendance Policy

Students who do not attend a class session are responsible for retrieving missed course materials from a classmate. With this expectation in place, students are encouraged to befriend a classmate or two within the first week of class, so he / she may contact the classmate(s) for information that was disseminated in the class meeting.

If a student is absent for a University-sanctioned event, the Instructor must be notified through written documentation of the absence prior to absence.

Personal illness, family emergencies, and or compelling circumstances which prevent attendance will be considered at the Instructor's discretion with regards to any allowances for making up points that were missed due to an absence. Without any of the above exigent situations being present and discussed with the Instructor during office hours, missed points cannot be made up.

Excessive tardiness to class will not be tolerated. If a student must arrive late or leave a class early, students are requested to enter the classroom from a back door, take a seat towards the back of the room, and to be as quiet as possible as a means of respecting classmates and not disrupting the class.

In summary, students not in attendance will miss valuable information, classmate input, and gained understanding that would have been provided through the class discussions and activities. Students are expected to attend every possible class session.

D. Email Etiquette and Requirements

Students are required to use their Missouri State University e-mail account when sending e-mails to the Instructor and or classmates. When an e-mail is sent to the Instructor, a student needs to include his / her full name as it appears on the class roster, along with the GEP 101 class designated. E-mails sent to the Instructor from the Missouri State University account will receive a reply within 24 hours if they are sent between 8 a.m. and 8 p.m. Monday through Friday, except on holidays. If a reply has not been received within these timeframes, a student is encouraged to send a second or follow e-mail to the Instructor.

Note that assignments cannot be sent as attachments on e-mails to the Instructor. Attachments will not be opened, read, or graded, unless it is specifically noted in an assignment that an e-mail attachment should be sent. In the majority of cases, e-mailed assignments will not be accepted. E-mailed assignments will only be accepted when a special provision has been made in writing.

E-mail etiquette notes that when sending e-mails, they must be respectful, professional, void of slang, and not written in a "texting" manner (e.g. "u" instead of "you," LOL). Appropriate grammar, spelling, capitalization, and more is required in e-mail communications.

E. Civil Communication

With accordance of Section 2.4 of the Missouri State University's Code of Students' Rights and Responsibilities, all communications must follow respectful and civil guidelines in order to assure productivity of all enrolled students. Students are encouraged to express their opinion, but are reminded that those opinions cannot be at the expense of others in the course.

F. Preparedness

Students must be prepared for a class session upon arrival to the classroom. Any reading assigned for the day, needs to be read before entering the classroom. Being prepared will assist the student in sharing knowledge and learning from his / her peers and in being an effective and productive member of class. Additionally, if there are assignments completed in the class session, a student will be best suited to complete them if assigned work and reading has been addressed beforehand.

G. Student Grievance Procedures

Every effort to resolve any problem or issue with the Instructor. If such a problem or issue cannot be handled with the Instructor, the student may contact the Department Head of the Criminology and Criminal Justice Department, Dr. Brett Garland, at (417) 836-6954, or visit him in his office, Strong Hall, Office 224.

H. Student Responsibilities

All of the addressed classroom and course policies must be followed by the student. It is the enrolled student's responsibility to know the Syllabus, class requirements, and to abide by them fully. If a student does not properly adhere to the course expectations, the Instructor will consult Missouri State University's Code of Students' Rights and Responsibilities. If necessary, Classroom Disruption policies will be pursued, as well.

V. Course Materials

A. Required Textbook

Siegel, L. J. & Worrall, J. L. (2018). *Essentials of Criminal Justice* (11th ed.). Belmont, CA: Wadsworth – Cengage Learning.

B. Blackboard

As this course is being presented in the blended format, students have been enrolled in the Blackboard site for this course. If a student is not familiar with Blackboard, he / she should seek assistance with learning how Blackboard works *immediately*. Blackboard will be used extensively for this course.

1. “Announcements”

This is typically the page to which the course will open to that includes any recent announcements the Instructor would like to make to the students. Examples include reminders about due dates for assignments and notices that Unit Exams have been posted and / or are opened for the student to complete. It is absolutely imperative that students read all “Announcements” posted in Blackboard, which means that students should be accessing the Blackboard site on a regular basis.

2. “Home Page”

Here, students can see a summary of posted “Announcements,” a calendar of due assignments and exams, etc.

3. “Course Information”

On Blackboard, a student will find important Course Documents, including this Syllabus, assignment directions, etc.

4. “Faculty Information”

This component provides contact information for the Instructor. Students can use the direct link to e-mail the Instructor, discover a phone number for the Instructor, and find the office hours for the Instructor.

5. “Course Units”

The bulk of the material for the curriculum units will be located in “Course Units” and will become available one unit at a time. In “Course Units,” the student will find the lecture note(s), any required article reading for that unit, video clips, Internet links, worksheets, and the Unit Exam. Students should complete what is posted within that unit in the order that it is posted, such as the top or first item first, the second item second, and so on. The Unit Exam is the last component to be completed during that unit and will be at the end of the list in a particular Course Unit.

5. “Discussion Board”

The “Discussion Board” will enable the student to communicate with the other students in the course and the Instructor about questions that he/she has about the course or the material. The “Ask the Instructor” Discussion Board should be the primary means of communication with the Instructor *unless* the student has something of the personal nature to discuss with the Instructor. In the case of a personal message (i.e. emergency situations, exam re-set requests), the student is asked to use the Instructor’s e-mail address (Yarckow-Brown@MissouriState.edu). Note that grades will NOT be discussed through e-mail in order to comply with FERPA. If a student would like to discuss grades with the Instructor, he or she must visit with the Instructor during Office Hours in her office or via telephone during those Office Hours. If the posted Office Hours do not work for the student’s schedule, he / she will need to e-mail the Instructor to set up an appointment for such a discussion.

6. “Semester Project”

This tab is used for accessing and submitting the Semester Project. More on this project appears later in the Syllabus.

7. “My Grades” on Blackboard

“My Grades” is an online grade-book that the student may consult in keeping track of his / her progress in the course. Note, however, that the “Total Points” column should not be consulted as a steadfast true and accurate summation, and instead the student should add his / her points him or herself in order to determine his or her true number of points that have been earned. Additionally, Blackboard’s “My Grades” is a means of providing grades to the student and it is not the sole record of grades for the student. *To help the student keep track of his / her grade in the course, there is a grade recording chart near the end of this Syllabus and prior to the “Course Calendar.”*

C. Additional Materials

Articles / Videos

Additional articles for reading and video clips are posted to Blackboard. These materials are under the “Course Units” tabs. Each student will be required to read through the articles and view the

videos during the week indicated in the “Course Calendar” at the end of this Syllabus. Articles and videos will complement the chapters / topics to be covered in the course.

Lecture Notes

There are several lectures posted to Blackboard for this course. These lectures are posted to Blackboard under the “Course Units” tabs. These lectures will be delivered in class on the dates indicated within the “Course Calendar” at the end of this Syllabus. The lecture notes will complement the majority of the chapters / topics to be covered in the course. Students choosing to not attend these lectures will be at a significant disadvantage when completing any component within the course, including, but not limited to assignments, journals, quizzes and exams.

VI. Missouri State University’s Course Policies and Accommodations

A. Student Academic Integrity Policies and Procedures

Missouri State University is a community of scholars committed to developing educated persons who accept the responsibility to practice personal and academic integrity. The students are responsible for knowing and following Missouri State University’s student honor code, *Student Academic Integrity Policies and Procedures*, available online and at the Reserves Desk in Meyer Library or through the following website: www.missouristate.edu/policy/Op3_01_AcademicIntegrityStudents.htm.

Any student participating in any form of academic dishonesty will be subject to sanctions as described in this policy. Copying someone else’s work, including, but not limited to the work of other students, authors, researchers and or professors, and/or allowing someone to copy a student’s original work are both considered violations of the Student Academic Integrity Policy. Credit must be given and afforded to all sources utilized, such as the original authors, in compiling the student’s work, in any and all assignments, by way of citations and reference pages. The use of textbooks, cellular telephones, jump sticks, flash drives, notes, study guides, or any other supplemental materials during exams or quizzes is prohibited. Collaborative work between students is not permitted unless expressly directed by the professor.*

**Note that when the Instructor of this course is allowing collaborative work between students, such directions will be expressed in writing. If collaborative work between students occurs when no such directive has been made by the Instructor, in writing, the Instructor will pursue all measures and sanctions afforded to faculty through the Student Academic Integrity Policies and Procedures.*

***Additionally, note that work that is submitted for credit in this course, absolutely must be original work that was created, written, designed, etc. for this particular class. Any work that had an original creation, writing, design, etc. for any other course cannot and will not be accepted for credit in CRM 333.*

B. 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 the 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/.

**The Department Head of the Department of Criminology and Criminal Justice is Dr. Brett Garland. He may be contacted at (417) 836-6954, and his office is in Strong Hall, Office 224.*

C. Disability Accommodations*

If a student has a disability and anticipates barriers related to this course, it is important to request accommodations and establish an accommodation plan with the University. Please contact the Disability Resource Center (DRC) (www.missouristate.edu/disability), Meyer Library, Suite 111, 417-836-4192, to initiate the process to establish an accommodation plan. The DRC will work with the student to establish an accommodation plan, or it may refer the student to other appropriate resources based on the nature of the disability. In order to prepare an accommodation plan, the University usually requires that students provide documentation relating to their disability. Students should be prepared to provide such documentation if requested. Once a University accommodation plan is established, students may notify the class instructor of approved accommodations. If a student wishes to utilize an accommodation plan, it is suggested that the student does so in a timely manner, preferably within the first two weeks of class. Early notification to the instructor allows for full benefit of the accommodations identified in the plan. Instructors will not receive the accommodation plan until the student provides that plan, and are not required to apply accommodations retroactively.

**Students in this course are asked to please inform the Instructor as soon as possible about any accommodations that are being requested and feasible efforts will be made to make sure all reasonable accommodations are made for the student.*

D. The Use of Cellular Telephones in Class

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. Other exceptions to this policy may be granted at the discretion of the instructor.

**Note the use of Ipods, Bluetooths, and similar musical or technological devices are also prohibited in this class. Additionally, the Instructor understands that each student has responsibilities outside of this class and allows for students to have their cellular telephones turned to a "silence" or "vibrate" mode during each class session. If a cellular telephone is turned to "vibrate," it is mandated that the phone is not placed on a hard surface that would cause as much disruption as the actual ring of the device. Should a student's phone ring or the student receives a text message, he / she should only respond if there is an absolute emergency noted. In no circumstance, outside of an exigent circumstance, should a student send text messages via a cellular telephone or similar electronic device while the class is in session.*

E. Dropping and Adding Courses

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.

If the student wants to drop this class after the date specified in the University's academic calendar, the student will not automatically receive an "N" grade. "N's" at this point will only be given if the student can provide documented proof of extenuating circumstances. Dropping this late in the semester because you aren't doing well in a course is not an excuse. If the student wishes to withdraw from the University (i.e., drop all of your classes), he / she must contact the Registration Center, Carrington Hall, Room 320, (417) 836-5522.

** To clarify, the Instructor will be left with no choice per University policy to record an "F" grade for this course should the student not properly follow the procedures outlined above with regards to desisting from attending the course without dropping it through the Registration Center in Carrington Hall.*

Last Day to Drop Full Semester Classes at 100% Credit / Refund:	August 24, 2018
Last Day to Drop Full Semester Classes at 75% Credit / Refund:	August 31, 2018
Last Day to Drop Full Semester Classes at 50% Credit / Refund:	September 17, 2018
Last Day to Drop Full Semester Classes at 25% Credit / Refund:	October 17, 2018
Last Day to Drop or Withdraw, declare Pass / Not Pass, and Change to or from Audit for Full Semester Classes:	November 9, 2018

F. Emergency Response Plan

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>.

G. (Video) Recording of Course Activity

Students who wish to record lectures or class activities for study purposes should inform the faculty member first. Distribution or sale of recordings or other course materials is prohibited without the written permission of the instructor and other students who are recorded. Distribution without permission is a violation of copyright law and the Code of Student Rights and Responsibilities (Sections 4.6, 4.8, 4.9).

H. 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.

I. Mental Health and Stress Management

As a student you may experience a range of personal issues that can impede learning, such as strained relationships, increased anxiety, alcohol/drug problems, feeling down, difficulty concentrating and/or lack of motivation. These mental health concerns or stressful events may lead to diminished academic performance and may reduce your ability to participate in daily activities. You can learn more about free and confidential Missouri State University Counseling Center services available to assist you at counselingcenter.missouristate.edu.

J. Title IX

Missouri State University has a Title IX policy that guides our response to instances of sexual violence. Sexual Violence includes: Rape, Sexual Assault, Sexual Misconduct, Sexual Discrimination, Domestic Violence, Dating Violence, Stalking, Sexual Harassment and Pregnancy issues. The Title IX policy can be located on the MSU Title IX website at www.missouristate.edu/titleix. This website is also a good resource for any questions or issues involving Title IX and contains contact information for the MSU Title IX Office and staff. Read an [overview of the Title IX office](#).

If an MSU student discloses a Title IX related issue to a MSU faculty or staff member who is deemed to be a “Responsible Employee” under the policy, that faculty or staff member is required to report such disclosure to the Title IX Coordinator. A responsible employee includes any employee who has the authority to take action to redress sexual violence; who has been given the duty of reporting incidents of sexual violence or any other misconduct by students to the Title IX Coordinator or other appropriate school designee; or whom a student could reasonably believe has the authority or duty to take action. Magers Health and Wellness Center employees and MSU Counseling Center Clinicians are not considered to be Responsible Employees under the policy, and therefore, are not required to report Title IX issues to the Title IX Coordinator.

K. Chosen Name

A student may choose a name other than their legal name to identify themselves at Missouri State University. A chosen name is different than the student’s legal name. Refer to the [Chosen Name policy](#) for more information. Students can provide their chosen first and middle names in the *Profile* tab of [My Missouri State](#).

VII. Assignments and Assessments**A. Assignments****1. Reading Assignments**

Students are required to read assigned chapter from the required textbook and any lecture material and/or articles as posted to Blackboard in the “Course Units” for each topic. The dates for these reading assignments are included in the course calendar at the end of this syllabus. Becoming familiar with the information in the assigned readings best prepares the student for taking and succeeding in the Discussion Board assignments and the Unit Exams.

2. Video Viewing Assignments

Students are required to view videos that are included within the posted links within the “Course Units.” Becoming familiar with the material in these videos best prepares the student for taking and succeeding in the Discussion Board assignments and Unit Exams.

3. Jigsaw Assignments and Group Work**i. Expert Teams and Home Groups**

There will be a total of 4 (four) Jigsaw Assignments and Group Work Sessions each will be worth a total of 50 (fifty) points for a total of 200 (two hundred) points in the course being available through them. These Jigsaw Assignments will be made available only to students who are in attendance. Students will be assigned to an Expert Team and a Home Group. There will be 9 (nine) Expert Teams and 4 (four) Home Groups. This means that each Home Group will have 9 (nine) members (1 from each for the Expert Teams).

During each class session, in which there is a lecture, a number (or two) will be drawn. Students who are part of that Expert Group Number will remain for the last ten minutes of class to formulate an answer to the question of the day with the Instructor. Each student will be responsible for taking notes and then composing a typed, mini essay (approximately 100 words) and uploading it into the Home Group page on Blackboard by the date of the Jigsaw Group Work day (see the Course Calendar). A paper copy will be turned in on the Jigsaw Group Work day, as well.

On the Jigsaw Group Work day, each student will be with their Home Group. It is the responsibility of each Expert to relay the question to their Home Group and to discuss the best possible answer to their questions.

**Exigent circumstances for absences on the dates of Jigsaw Assignments and Group Work may be presented with documentation which will be verified by the Instructor and make-up may be made at the discretion of the Instructor.*

ii. Expert Mini-Essay Expectations

The Expert Mini-Essay to be composed after the meeting of the Expert Team needs to follow the below expectations:

- Approximately 100 words in length
- Typed in Times New Roman font
- Double spaced
- Free of spelling and grammatical errors
- If a source (other than the textbook or lecture notes) is used, it is cited in the essay and reference citation is provided at the bottom of the page
- Header should include students name, expert team number, and home group
- Full question should be typed at the top of the page
- Paper copy turned in on the day of the Home Group work
- Question and answer uploaded into Blackboard Home Group page
- All work must be completed by 10:00 a.m. (central time) on the day of the Home Group Group Work

iii. Participation, Requirements and Value

Due to the spontaneous nature of when an Expert Team member will be called upon for receiving their question, each Expert Team member should be doing their best in order to attend each and every class period in which a lecture is planned. Expert Team members are required to be contributing members to the team and to full participate in the team discussions as a means of formulating an appropriate, educated and thorough response the posed question.

While working with their Home Group, each student needs to continue with the same level of participation as was expected within their Expert Teams. Relaying information to one another is a vital way of increasing levels of knowledge within the classroom.

<i>Assignment Component</i>	<i>Value</i>
Expert Team Participation	10
Expert Mini-Essay	30
Home Group Participation	10
Total	50

4. Semester Project (the “Journal” from the General Education Student Outcomes)

i. Quantity, Due Dates and Value

There will be 1 (one) Semester Project required this semester. This “Semester Project” must be completed by Monday, December 3, 2018. This project will be worth a total of 160 (one-hundred-sixty) points as outlined below:

<i>Project Component</i>	<i>Value</i>
Section I: Introduction	5
Section II: Factors	25
Section III: Problems	25
Section IV: Solution	50
Section V: Strength	25
Creativity & Professionalism	10
Spelling & Grammar	10
Reference & Citations	10
Total	160

ii. Directions and Requirements

The Semester Project must follow the outline format that is posted as a pdf in Blackboard. There are 5 (five) sections inclusive of introduction, factors, problems, solution and strength. Students are given the academic freedom to compile the project in their own method or format (i.e. detailed outline, written report, Power Point presentation, video, poster, etc.), but it must be accessible by the Instructor for ease in grading. If the project is presented in a video or other format, note that a script or similar document must be provided for the project. Regardless of the format, the project must be professional and creative (preferably something that applies to the major of the student), free of spelling and or grammatical errors, and include citations and a reference section (both in APA format, see www.apa.org). With considerations to the citations and reference section, the student must include a minimum of 1 (one) academic source other than the lecture notes and or the assigned textbook.

What is an academic source?

- Academic journal articles can be accessed through the Missouri State University library databases at: <http://libraries.missouristate.edu/subject.htm>. The suggested databases for this course are JSTOR, Lexis Nexis, and Academic Search Premier. Other databases may be helpful, but these three tend to be most useful in the fields of Criminology and Criminal Justice.
- Websites that end in .org, .edu, or .gov are considered academic sources. However, no more than four of the eight Journal assignments can have research from a website.
- Textbooks, biographies, documentaries, experts, and other relevant factual or non-fictional sources are permissible after they have been cleared by the Instructor via e-mail.

If a source is not approved by the Instructor, it will not be counted towards the count of academic sources used in the Journal assignment.

What is not an academic source?

- Friends who are not considered by the government as an “expert” on a source per a governmental agency with documentation to demonstrate the “expert” status.
- Wikipedia. It may give you some ideas of where to search, but cannot be relied upon as a true academic source.
- Any website that ends in .com. These types of websites are not reliable sources and should never be used as an academic source.

The Semester Project must be posted to Blackboard in the “Semester Project” tab no later than 10:00 a.m. (central time) on Monday, December 3, 2018 unless otherwise approved by the Instructor for hand delivery (i.e. posters, recordings, etc.). Students will be informally presenting their project to their Home Groups in class on Monday, December 3, 2018.

B. Assessments

1. Weekly Quizzes

i. Quantity and Value

There will be twelve (12) online quizzes throughout the semester. Each quiz will include ten (10) questions, each worth two (2) points, and in total each quiz will be worth a total of twenty (20) points. Therefore, a total of two-hundred-forty (240) points can be earned during the course through these quizzes.

ii. Question Style and Content

The questions will be objective in style including multiple-choice, true / false, and or matching. Any material that is included within that particular week may be included on the quizzes, including, but not limited to, textbook readings, lecture notes, classroom discussions, article readings, etc. The emphasis of the quizzes will be placed upon the textbook and article readings, and the lecture notes. However, this material should NOT be consulted during the process of taking the online quiz as this would violate the purpose of this assessment tool. In addition, as the quizzes are timed, students who choose to consult these materials despite this notation and policy will have a strong likelihood of running out of time in taking the quiz. Study guides for these quizzes will not be made available.

iii. Timing and Availability

Students will be timed during the quiz and will have one-half (1/2) hour or 30 (thirty) minutes to complete each quiz. Typically, they will open at 5:00 p.m. (central time) on a Friday, and will be due by 5:00 p.m. (central time) on the following Friday. Exceptions follow the Academic Calendar for Missouri State University. Please see the “Course Calendar” at the end of this Syllabus for the due dates.

iv. Technological Difficulties with Quizzes

Students who experience difficulties in taking the online quizzes, may contact the Instructor to have a quiz re-set. Repetitive requests for a single quiz may be denied. If a student is consistently asking for quizzes to be re-set for each of the units, these requests may also be denied. A record will be kept of all students who have asked for requests. No more than 3 (three) re-set requests will be fulfilled for any student per class per semester. Therefore, it is strongly suggested that students are confident that they are able to take the quiz in its entirety at the time he/she begins the quiz and that he/she is working on a computer with a reliable Internet connection. Once a quiz is opened, it must be completed and it cannot be re-opened without a re-set request being sent to the Instructor.

v. Make-up Quizzes

IF a student knows in advance that he / she will be NOT be able to take a quiz during a scheduled week, he /she is required to make arrangements with the Instructor to take the quiz at an earlier date and time, which is prior to the scheduled week for the quiz. Make-up or post dates for the quiz will not be permitted.

2. Unit Exams

i. Quantity, Question Style and Dates

There will be four (4) online Unit Exams throughout the semester. These Unit Exams will each be available one at a time – there are set due dates in the “Course Calendar” at the end of this Syllabus, but a student may choose to work ahead. They must be completed by 5:00 p.m. (central time) on the date specified in the “Course Calendar” at the end of this Syllabus. Each Exam will be worth a total of one hundred (100) points each, therefore, a total of four hundred (400) points can be earned during the course through these Unit Exams. There will be 50 (fifty) questions on each exam, including multiple choice questions, true / false questions, and / or matching questions, with each question being worth up to two (2) points. Students will be timed during the exam and will have one hour (60 minutes) to complete each Exam. *Note that students who go over the one hour time limit will receive an automatic zero (0) score for the Unit Exam. Once the Unit Exam is opened, the timer starts and there is no re-opening the Unit Exam or back-tracking with the questions.*

All unit exams are due by 5:00 p.m. (central time) on the date indicated:

Unit I Exam	09/14/2018
Unit II Exam	10/10/2018
Unit III Exam	11/09/2018
Unit IV Exam	12/10/2018

ii. Material

Any material that is included within that particular unit may be included on the quizzes, including, but not limited to, textbook readings, lecture notes, and any other material posted for that particular topic. However, this material should NOT be consulted during the process of taking the online quiz as this would violate the purpose of this assessment tool. Study guides for these Exams will be

included in the “Course Units” component of Blackboard. All exams in this course are Unit Exams – they are over single units and they are not cumulative, including Exam IV, which is due during the Final Exam week.

iii. Technological Difficulties with Online Unit Exams

Students who experience difficulties in taking the online Unit Exams, may contact the Instructor to have a Unit Exam re-set. Repetitive requests for a single Unit Exam may be denied. If a student is consistently asking for an exam to be re-set for each of the units, these requests may also be denied. Therefore, it is strongly suggested that students are confident that they are able to take the Unit Exam in its entirety at the time he/she begins the quiz and that he/she is working on a computer with a reliable Internet connection.

iv. Make-up Unit Exams

IF a student knows in advance that he / she will be NOT be able to take a Unit Exam during a scheduled week, he /she is required to make arrangements with the Instructor to take the Unit Exam at an earlier date and time, which is prior to the scheduled week for the Unit Exam. Make-up or post dates for the Unit Exam will not be permitted.

v. Late Unit Exams

Any exam submission after the due date and time will result in a zero (0) score being assigned for that Unit Exam.

vi. Due Dates and Times

All due dates for all assignments, journals, quizzes and exams are indicated on the “Course Calendar” at the end of the Syllabus and are available by the first day of the semester. The due dates will not be moved ahead or earlier through the semester. If they are moved at all, the due date would be pushed back to a later day and students will be notified via an “Announcement” on Blackboard and via e-mail.

All work in this course is due by 5:00 p.m. (central time) on the due date. If a student cannot submit his / her work during the day (for example between 8 a.m. and 5 p.m. because of work, or other such obligations), he / she is able to submit their work ahead of time as Blackboard is open and available 24 hours a day, 7 days a week.

Moreover, units open a week in advance and there is adequate time to get the work completed on time, and even ahead of time if a student so chooses. This means that if a student works from 8 a.m. – 5 p.m. on the day that a course component is due, he / she needs to complete it prior to going to work on that day and there is adequate opportunity to do so as all material is posted well in advance of the due dates. Or, if a student has commitments Monday through Friday, all work that is due the following week can be completed the weekend prior. Quizzes are available a minimum of a full week in advance and Exams are available four weeks in advance; these assessments can be completed any time prior to the due date / time as they are open, but they cannot be late. If a student is uncomfortable with the 5 p.m. due time on a Friday, he / she could record the due date / time in their own planner or calendar as 11:59 p.m. on Thursday in efforts to assure his / her work is completed on time.

As a side note, it has not been uncommon to see students have complete an entire week's worth of work in this course over a weekend, when their work, family and or social calendars were less demanding or more flexible for them. The course components are open well in advance of their due dates and times to allow for a student to work at a pace that fits his / her schedule more readily.

FAQ: Why 5:00 p.m.?

- 1) If a student has difficulty taking a quiz or submitting an assignment (i.e. cat unplugs a computer, toddler turns a computer off, room-mate blew a fuse and electricity went out, Blackboard got a migraine, etc.), then he / she can e-mail the Instructor and get a re-set BEFORE the due time. The Instructor checks emails daily typically between 7 a.m. and 9 p.m. If the due time was midnight, and a student took a quiz at 11 p.m., and Blackboard experienced a hiccup, he / she would not be able to get a re-set before the due time of midnight, because the Instructor is not available during that time. If a quiz is not re-set before the due date / time, he / she would have access to quiz answers since quiz answers become available through "My Grades" at the due date and time of an assessment, and thus intentions of preserving Academic Integrity disintegrate.**
- 2) The Instructor frequently completes grading during the evening hours. This means that upon occasion, it is possible that students can / will receive grades for an assignment turned in at 5 p.m. (central time) on any given day, and have it graded by 9 p.m. Feedback is an important part of success for a student in any course and this feedback can help improve future grades. The sooner a student receives feedback, the sooner he / she can make adjustments to ensure better work on the next assignment.

VII. Additional Notation on Academic Integrity

1. Misrepresentation of Student's Identity

Students must complete all work in the course by him or her self and cannot, under any circumstance, have someone else complete these components of the course under the guise of the student.

2. Assistance in Completing Student Work

Students are NOT allowed to use written notes, recorded notes, textbooks, the required reader, another classmate's written answers, etc. when taking an online quiz or in completing the final exam (note that sources ARE allowed in the completion of the Primary Exam). Therefore, absolutely no technological devices, including, but not limited to Ipods, bluetooths, cellular telephones, jump sticks, flash drives, etc. should be used by the student while taking an online quiz, or in the completion of the final exam. Students who are determined to be in direct violation of Missouri State University's Academic Integrity Policies, will automatically receive a 0 (zero) score on that online quiz or the final exam.

A. Available Points

Through the following course components (as discussed previously in this Syllabus), the points available for earning by the student in this class are as follows:

<i>Assignment</i>	<i>Quantity</i>	<i>Points Each</i>	<i>Total Points</i>
Jigsaw Assignments & Group Work	4	50	200
Semester Project	1	160	160
Unit Exams	4	100	400
Weekly Quizzes	12	20	240
Total			1000

B. Grade Calculations

A total of one thousand (1000) points may be earned throughout the course. Points that are earned by the particular student will be divided by one thousand (1000) as a means of calculating a percentage in determining the student's grade. The percentage-grade scale will be as follows:

Grade*	Lowest Percentage Possible	Estimated Minimum Number of Points to Earn**
A	90%	900
B	80%	800
C	70%	700
D	60%	600
F	59% or below	599

*There are no +/- grades for this course or for any course within the Department of Criminology and Criminal Justice.

**Grades will be determined by consulting the percentage Microsoft Excel determines. This program is set-up to automatically round the percentage to the nearest 1%.

C. How to Calculate Earned Current Grade in the Course**Unit I**

Due Date	Assignment / Assessment	Earned Points	Points Available
Friday, 08/24/2018	Quiz #1		20
Friday, 08/31/2018	Quiz #2		20
Friday, 09/07/2018	Quiz #3		20
Monday, 09/10/2018	Jigsaw #1		50
Friday, 09/14/2018	Exam I		100
	Unit I Extra Credit		0
			210

Earned Points (_____) / Points Available (210) = _____ %

Unit II

Due Date	Assignment / Assessment	Earned Points	Points Available
Friday, 09/14/2018	Total of Unit I		210
Friday, 09/21/2018	Quiz #4		20
Friday, 09/28/2018	Quiz #5		20
Friday, 10/05/2018	Quiz #6		20
Monday, 10/08/2018	Jigsaw #2		20
Wednesday, 10/10/2018	Exam II		100
	Unit II Extra Credit		0
			420

Earned Points (_____) / Points Available (420) = _____ %

Unit III

Due Date	Assignment / Assessment	Earned Points	Points Available
Wednesday, 10/10/2018	Total of Units I and II		420
Friday, 10/19/2018	Quiz #7		20
Friday, 10/26/2018	Quiz #8		20
Friday, 11/02/2018	Quiz #9		20
Monday, 11/05/2018	Jigsaw #3		35
Friday, 11/09/2018	Exam III		100
	Unit III Extra Credit		0
			630

Earned Points (_____) / Points Available (630) = _____ %

Unit IV

Due Date	Assignment / Assessment	Earned Points	Points Available
Friday, 11/09/2018	Total of Units I, II and III		630
Friday, 11/16/2018	Quiz #10		20
Monday, 11/19/2018	Quiz #11		20
Friday, 11/30/2018	Quiz #12		20
Monday, 12/03/2018	Semester Project		160
Wednesday, 12/05/2018	Jigsaw #4		35
Monday, 12/10/2018	Exam IV		100
	Unit IV Extra Credit		0
			1000

Earned Points (_____) / Points Available (1000) = _____ %

IX. Extra Credit and Instructor Assistance**A. Availability of Extra Credit and Additional Extra Credit**

Throughout the semester, a few extra credit opportunities will be made available at the discretion of the Instructor. The directions will be made readily available to the students in the course either in the class meetings, through a Blackboard “Announcement,” and or via e-mail and it is the student’s responsibility to become aware of these opportunities.

Due dates for the available Extra Credit will be given and no late extra credit assignments will be accepted without first providing the Instructor with verifiable documentation of an exigent circumstance.

Only extra credit opportunities offered by the Instructor will be those that will be allowed and accepted within this class. Do not ask the Instructor for additional extra credit opportunities or other chances at increasing a student grade at any time during the semester, especially in the month of May.

B. Requesting Instructor Assistance

If a student is concerned with his or her grade, he or she is strongly encouraged to consult the Instructor about methods that the student can use to increase his or her overall performance in the classroom. The Instructor will meet with the student on Office Hours or during a scheduled appointment to have this conversation. The Instructor will not partake in such a conversation during the last two weeks of class as that would be too late for such suggestions to make a difference.

X. Course Calendar

The course calendar for the entirety of the Fall 2018 semester course of CRM 210 follows. Students should become familiar with all due dates indicated on this calendar. **Remember, all course components are due by 5:00 p.m. (central time) on the date indicated in the calendar, unless otherwise noted in the Syllabus (i.e. Semester Project).**

X. Course Calendar**UNIT I: THE NATURE OF CRIME, LAW AND CRIMINAL JUSTICE**

<i>Week</i>	<i>Lecture / Topic</i>	<i>Reading for the Week</i>	<i>Weekday</i>	<i>Date</i>	<i>“To Do” Due by 5:00 p.m. (central time)*</i>
1	Crime and Criminal Justice	Syllabus and Chapter 1	Monday	08/20/2018	Syllabus and Introductions
			Wednesday	08/22/2018	Lecture: “What is Crime?”
			Friday	08/24/2018	Pre-Test and Quiz #1
2	The Nature of Crime and Victimization	Chapter 2	Monday	08/27/2018	Lecture: “Nature & Extent of Crime”
			Wednesday	08/29/2018	Lecture: “Nature & Extent of Crime,” Continued
			Friday	08/31/2018	Quiz #2
3	Criminal Law	Chapter 3I	Monday	09/03/2018	<i>No Classes – Labor Day</i>
			Wednesday	09/05/2018	Lecture: “Criminal Law”
			Friday	09/07/2018	Quiz #3
4	Unit I Wrap-Up and Review	Chapter 3	Monday	09/10/2018	Jigsaw #1
			Wednesday	09/12/2018	Exam I Review
			Friday	09/14/2018	Exam I

**Note that ALL Journals, Quizzes and Unit Exams are due by 5:00 p.m. (central time) on the due date indicated in the calendar. If a student is unable to complete an assignment on the due date by that time, it is recommended that he / she complete the assignment prior to that date as late assignments and late exams are not allowed in this course. For more information about the 5:00 p.m. (central time) due time for all course components, please see page 15 of the Syllabus.*

UNIT II: THE POLICE AND LAW ENFORCEMENT

Week	Lecture / Topic	Reading for the Week	Weekday	Date	“To Do” Due by 5:00 p.m. (central time)*
5	Police in Society: History and Organization	Chapter 4	Monday	09/17/2018	Lecture: “History of Law Enforcement”
			Wednesday	09/19/2018	Lecture: “History of Law Enforcement,” Continued
			Friday	09/21/2018	Quiz #4
6	Police: Their Role And Function	Chapter 5	Monday	09/24/2018	Lecture: “Police Functions”
			Wednesday	09/26/2018	Lecture: “Police Functions,” Continued
			Friday	09/28/2018	Quiz #5
7	Issues In Policing	Chapter 6	Monday	10/01/2018	Lecture: “Issues of Law Enforcement”
			Wednesday	10/03/2018	Lecture: “Issues of Law Enforcement,” Continued
			Friday	10/05/2018	Quiz #6
8	Unit II Wrap Up and Review	All articles posted to Blackboard for Unit II	Monday	10/08/2018	Jigsaw #2 & Exam II Review
			Wednesday	10/10/2018	Exam II
			Friday	10/12/2018	<i>No Classes – Fall Break</i>

**Note that ALL Journals, Quizzes and Unit Exams are due by 5:00 p.m. (central time) on the due date indicated in the calendar. If a student is unable to complete an assignment on the due date by that time, it is recommended that he / she complete the assignment prior to that date as late assignments and late exams are not allowed in this course. For more information about the 5:00 p.m. (central time) due time for all course components, please see page 15 of the Syllabus.*

***Ms. Yarckow-Brown will be unavailable via e-mail from 09/27/2018 – 09/30/2018. Replies to e-mails received during this time period will have a response no later than 10/01/2018 and will be addressed in the order they are received. Please refrain from sending multiple emails with the same concern and or question during her absence. If a reply is not received by 5:00 p.m. (central time) on 10/02/2018, please do send a second e-mail.*

UNIT III: COURTS AND ADJUDICATION

Week	Lecture / Topic	Reading for the Week	Weekday	Date	"To Do" Due by 5:00 p.m. (central time)*
9	Courts, Prosecution And Defense	Chapter 7	Monday	10/15/2018	Lecture: "History of Courts"
			Wednesday	10/17/2018	Lecture: "Inside the Courtroom"
			Friday	10/19/2018	Quiz #7
10	Pre-Trial And Trial Procedures	Chapter 8	Monday	10/22/2018	Lecture: "Pre-Trial Procedures"
			Wednesday	10/24/2018	Lecture: "The Criminal Trial"
			Friday	10/26/2018	Quiz #8
11	Punishment And Sentencing	Chapter 9	Monday	10/29/2018	Lecture: "The Disposition"
			Wednesday	10/31/2018	Video: Death Row, the Final 24 Hours
			Friday	11/02/2018	Quiz #9
12	Unit III Wrap Up And Review	All articles posted to Blackboard for Unit III	Monday	11/05/2018	Jigsaw #3 & Exam III Review
			Wednesday	11/07/2018	Library Tour
			Friday	11/09/2018	Exam III

****Note that ALL Journals, Quizzes and Unit Exams are due by 5:00 p.m. (central time) on the due date indicated in the calendar. If a student is unable to complete an assignment on the due date by that time, it is recommended that he / she complete the assignment prior to that date as late assignments and late exams are not allowed in this course. For more information about the 5:00 p.m. (central time) due time for all course components, please see page 15 of the Syllabus.**

UNIT IV: CORRECTIONS AND ALTERNATIVE SANCTIONS

Week	Lecture / Topic	Reading for the Week	Weekday	Date	"To Do" Due by 5:00 p.m. (central time)*
13	Corrections: History, Institutions And Population	Chapter 11	Monday	11/12/2018	Lecture: "History of Institutional Corrections"
			Wednesday	11/14/2018	Lecture: "Institutional Corrections"
			Friday	11/16/2018	Quiz #10
14	Prison Life	None	Monday	11/19/2018	Lecture: "The Incarcerated Life" Quiz #11
			Wednesday	11/21/2018	<i>No Classes – Thanksgiving Holiday</i>
			Friday	11/23/2018	<i>No Classes – Thanksgiving Holiday</i>
15	Community Sentences	Chapter 12	Monday	11/26/2018	Lecture: "Community Corrections"
			Wednesday	11/28/2018	Lecture: "Community Corrections, Continued"
			Friday	11/30/2018	Quiz #12
16	Unit IV Wrap Up	Chapter 10	Monday	12/03/2018	Semester Project & Presentation
			Wednesday	12/05/2018	Jigsaw #4 & Exam IV Review
			Friday	12/07/2018	<i>No Classes – Study Day</i>
17	Course Conclusion	None	Monday	12/10/2018	Post-Test and Exam IV

**Note that ALL Journals, Quizzes and Unit Exams are due by 5:00 p.m. (central time) on the due date indicated in the calendar. If a student is unable to complete an assignment on the due date by that time, it is recommended that he / she complete the assignment prior to that date as late assignments and late exams are not allowed in this course. For more information about the 5:00 p.m. (central time) due time for all course components, please see page 15 of the Syllabus.*

"Course Calendar" Note: The course calendar above may be changed at the discretion of the Instructor. If such changes occur, students will be notified via posted announcement on Blackboard and e-mailed to the student. It is the student's responsibility to become aware of such announced changes that may or may not be made during the semester and therefore it is imperative that student's do check their Missouri State University e-mail accounts often and do read the "Announcements" as posted in Blackboard.