

CRM 210.899: An Introduction to the American Criminal Justice System (ONLINE)
Spring 2018

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Class Dates: January 16 – May 16, 2018
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**email strongly preferred versus voice-mail*

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. Specific Course Information

A. Course Format

This course will be taught as an online course with an emphasis on provided lecture materials, textbook reading, discussion board assignments, journal assignments and unit exams. Students will be responsible for reading assigned textbook chapters and articles, completing outside investigation on particular topics and contributing to discussion boards, and taking weekly quizzes and unit examinations. 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, any similar “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 outlined negative 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 are 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. Required Materials

Required Textbook

Siegel, L. J. & Worrall, J. L. (2017). *Essentials of Criminal Justice* (10th ed.). Belmont, CA: Wadsworth – Cengage Learning.

Additional Materials

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 must be read 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 read and review these lectures will be at a significant disadvantage when completing any component within the course, including, but not limited to discussion board assignments, journals, quizzes and exams.

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.

V. Requirements of the Student

A. Student Participation

Each student should feel free to raise questions through the “Ask the Instructor” Discussion Board in “Discussion Board” on Blackboard, and contribute to the posed questions. There will be lecture material, textbook readings, and articles, or even the course format and expectations, that students may have questions about and such questions should be asked in the “Ask the Instructor” Discussion Board on Blackboard. When a question is posed in this forum, all students can benefit from the discussion and answer that follows, thus developing a true learning community for all enrolled in the course. If a student has a question that is NOT personal in nature, it should be addressed through either of those means and not through e-mail. Remember, every student will benefit from the educational curiosities presented by other classmates.

B. Blackboard

As this course is being presented in the online 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 exclusively and 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.

6. “Discussion Board”

Discussion Board assignments will be completed through the “Discussion Board” on Blackboard, but there is also another important role of the “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. “Journals”

This tab is used for accessing and completing the Journal assignments. More on these assignments 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. Missouri State University Student Email

Students are required to maintain and access their Missouri State Student E-mail account daily during the week (Monday – Friday). This is the email address that should be associated with his / her Blackboard account. In meeting this requirement, students will be most likely to receive news, announcements, updates, important information pertaining to the course, etc. This is an online course, and email is an essential way for the Instructor to communicate with the students. Students should not block e-mails from the Instructor as it will put him / her at a significant disadvantage in that there will be no receipt of important information, updates, etc.

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: <http://www.missouristate.edu/provost/academicintegrity.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 to be 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, using or copying one's own work that was produced for a previous assignment in this or any other class is also considered plagiarism and the Academic Integrity Policies will be employed in such a circumstance.*

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 the student's right to address inquiries or concerns about possible discrimination to Jana Estergard, the Equal Opportunity Officer, Siceluff Hall 296, (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 the Instructor's Department Head.*

**Note for this course, the Department Head is Dr. Brett Garland, whose office is in the Department of Criminology and Criminal Justice, Strong Hall 224, (417) 836-6954.*

C. Disability Accommodations*

If you are a student with a disability and anticipate 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) (<https://www.missouristate.edu/disability/>), Meyer Library, Suite 111, 417-836-4192, to initiate the process to establish your accommodation plan. The DRC will work with you to establish your accommodation plan, or it may refer you to other appropriate resources based on the nature of your disability. In order to prepare an accommodation plan, the University usually requires that students provide documentation relating to their disability. Please be prepared to provide

such documentation if requested. Once a University accommodation plan is established, you may notify the class instructor of approved accommodations. If you wish to utilize your accommodation plan, it is suggested that you do 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 you provide 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 also 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 Academic Affairs prohibits the use by students of cell phones, pagers, or similar communications during scheduled classes. All such devices must be turned off or put in a silent mode and cannot be taken out during class. At the discretion of the Instructor exceptions to this policy are possible in special circumstances. Sanctions for violations of this policy are determined by the Instructor and may include dismissal from class – see Class Disruption in the Missouri State University Student Honor Code. In testing situations, use of cell phones or similar communication devices may also lead to a charge of academic dishonesty and additional sanctions provided through the Student Academic Integrity Policies and Procedures (see section V., A. in this syllabus).

There are two appeal processes available to students. A sanction for class disruption may be appealed using the appeal process stated in the Class Disruption policy. However, a violation that involves a charge of academic dishonesty must be appealed using the process described in the Student Academic Integrity Policies and Procedures. Students have the right to continue attending class while an appeal is in progress.

E. Dropping and Adding Courses

It is the student's responsibility to understand the University's procedure for dropping and adding classes. (The student may access the university's academic calendar through www.missouristate.edu for all university deadlines.) If a student stops attending this class, but does not follow proper procedures for dropping the class, the student will receive a failing grade* and will also be financially obligated. To drop a class any time after the first week, the student must complete and turn in a drop slip at an authorized registration center. Students do not need to obtain an Instructor's signature on the drop slip to drop the class.

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.*

F. Emergency Response Plan

Students who require assistance during an emergency evacuation must discuss their needs with their Instructor and Disability Services. If the student has emergency medical information to share with the Instructor, or if he / she needs special arrangements in case the building must be evacuated, he / she must make an appointment with the Instructor as soon as possible for a discussion about these issues.

For additional information students should contact the Office of Disability Services, 836-4192 (PSU 405), or the Assistant Director of Public Safety and Transportation at 836-6576.

Also, students may find further information on Missouri State University’s Emergency Response Plan, at the following web site: <http://www.missouristate.edu/safetran/erp.htm>.

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. Discussion Board Assignments

i. Quantity and Value

There will be a total of 4 (four) Discussion Board Assignments completed throughout the semester and each will be worth a total of 20 (twenty) points for a total of 80 (eighty) points in the course being available through the Discussion Board Assignments. These In-Class Assignments will be made available in the “Discussion Board” component of Blackboard. Students must have one original post to the posed question; the original post should be their response or answer to the question, which will be worth 15 (fifteen) points. Students must also have a reaction or response post to a classmate’s original post, which cannot simply be “good post,” but rather in some way (such as asking a question) encourage further conversation for the remaining 5 (five) points.

4. Journal Assignments

i. Quantity and Due Dates

There will be a total of 8 (eight) Journal assignments required this semester. These “Journals” must be posted in the “Journals” component of Blackboard. **The journals themselves must be in the Blackboard component for that assignment – they must be copied and pasted or typed directly into the site. Attachments will be have 15 (fifteen) points deducted from the earned score.** Absolutely no emailed journal assignments will be accepted, read or graded as a means of ensuring no transmission of computer viruses.

ii. Directions and Requirements

For each Journal assignment, the student will be required to address the directions posted in the “Journals” component of Blackboard. Students will be responsible for composing a 1 (one) page essay addressing the concern posted in the directions posted in the “Journals” section of Blackboard. The journal prompts (concerns and questions) are also following the directions in this Syllabus (on page 11 of this Syllabus). The essay must completely address the posed question or inquisition and include reference not only to course materials (i.e. textbook, lecture notes, etc.), but also to a minimum of 1 (one) academic source, per journal assignment, which must be cited in APA format both parenthetically within the essay and with a full citation at the end. The essay itself absolutely must be proofread before submitted with checks for spelling and grammar.

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.

Journal assignments will be worth up to 35 (thirty-five) points each with a total of 280 (two-hundred-eighty) points available in total for the Journal assignments in the course. Each Journal assignment will be graded with accordance to the chart on the next page:

Journal Grading Chart – Point Distribution

<i>Assignment Requirement</i>	<i>Points Available</i>
<u>Academic Journal Research Included and Proper APA Citations</u> <i>Research from an academic article is present within the essay and is adequately referenced. There are parenthetical citations in the essay and referenced at the end as would appear in a Bibliography or on a Reference Page.</i>	5
<u>Grammar and Spelling Correct</u> <i>Apparent that the essay has been proofread for spelling and grammar errors – do not rely solely on the grammar and spell checks on the computer.</i>	5
<u>Overall Content</u> <i>The essay thoroughly addresses each component of the essay and is solid and thorough in the research completed and response provided</i>	25

*****Note: Do not submit any attachments to the Journal assignment postings. Student work must be submitted directly through the Blackboard component – which could have been copied and pasted into the site. Any Journal submitted as an attachment will have a 15 (fifteen) points deducted from the earned score. If a student is having difficulty submitting an assignment through Blackboard, he / she must seek Instructor assistance or contact the Blackboard Help Desk well in advance of the due date and time in order to assure that the assignment is submitted properly and on time.***

******If a student reads this statement during the first week of class, he / she can copy and paste a picture of the student's favorite animal into an e-mail (no attachments, please) no later than 5:00 p.m. (central time) on Friday, January 26, 2018 for 10 (ten) extra credit points.***

******No late work will be read or graded without documentation of an exigent circumstance that will be verified at the Instructor's discretion.***

****** No journals submitted via e-mail will be opened, read, or graded under any circumstance.***

Journal Prompts / Directions

1. Explore how social factors can impair communities and foster criminal activity.
2. List and briefly discuss 3 (three) critical problems facing the modern criminal justice system.
3. Choose 1 (one) critical problem from Journal #2 and identify a contemporary solution to that problem.
4. What are the merits (pros) of the contemporary solution discussed in Journal #3? (Be sure to identify the problem and solution prior to the discussion.)
5. What are the shortcomings (cons) of the contemporary solution discussed in Journal #4? (Be sure to identify the problem and solution prior to the discussion.)
6. Analyze how the solution in Journal #3, as a policy or practice, could be improved.
7. Develop a recommendation, which will address the chosen crime-related critical problem (Journal #3), and may or may not include components from the analysis for improvement (Journal #6) of the previously utilized contemporary solution (Journal #3).
8. Examine how the community can be strengthened to aid in crime prevention with accordance to the proposed recommendation (Journal #7).

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.

1. 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.

2. 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.

C. Unit Exams

1. 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	02/09/2018
Unit II Exam	03/09/2018
Unit III Exam	04/13/2018
Unit IV Exam	05/14/2018

2. 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.

3. 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.

4. 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.

5. 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.

A. 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>
In-Class Activity	4	20	80
Journals	8	35	280
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

Note: There are 250 (two hundred fifty) points per unit and there are 4 (four) units.

Unit I

Due Date	Assignment / Assessment	Earned Points	Points Available
Friday, 01/19/2018	Quiz #1		20
Friday, 01/26/2018	Journal #1		35
Friday, 01/26/2018	Quiz #2		20
Friday, 02/02/2018	Quiz #3		20
Wednesday, 02/07/2018	In-Class Activity #1		20
Friday, 02/09/2018	Journal #2		35
Friday, 02/09/2018	Exam I		100
	Unit I Extra Credit		0
			250

Earned Points (_____) / Points Available (250) = _____ %

Unit II

Due Date	Assignment / Assessment	Earned Points	Points Available
Friday, 02/09/2018	Total of Unit I		250
Friday, 02/16/2018	Quiz #4		20
Friday, 02/23/2018	Journal #3		35
Friday, 02/23/2018	Quiz #5		20
Friday, 03/02/2018	Quiz #6		20
Wednesday, 03/07/2018	In-Class Activity #2		20
Friday, 03/09/2018	Journal #4		35
Friday, 03/09/2018	Exam II		100
	Unit I Extra Credit		0
			500

Earned Points (_____) / Points Available (500) = _____ %

Unit III

Due Date	Assignment / Assessment	Earned Points	Points Available
Friday, 03/09/2018	Total of Units I and II		500
Friday, 03/23/2018	Quiz #7		20
Wednesday, 03/28/2018	Journal #5		35
Wednesday, 03/28/2018	Quiz #8		20
Friday, 04/06/2018	Quiz #9		20
Wednesday, 04/11/2019	In-Class Activity #3		20
Friday, 04/13/2018	Journal #6		35
Friday, 04/13/2018	Exam III		100
	Unit I Extra Credit		0
			750

Earned Points (_____) / Points Available (750) = _____ %

Unit IV

Due Date	Assignment / Assessment	Earned Points	Points Available
Friday, 04/13/2018	Total of Units I, II and III		750
Friday, 04/20/2018	Quiz #10		20
Friday, 04/27/2018	Journal #7		35
Friday, 04/27/2018	Quiz #11		20
Friday, 05/04/2018	Quiz #12		20
Wednesday, 05/09/2018	In-Class Activity #4		20
Wednesday, 05/09/2018	Journal #8		35
Monday, 05/14/2018	Exam IV		100
	Unit I Extra Credit		0
			250

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 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 Spring 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.**

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	“What is Crime?”	Syllabus and Chapter 1	Monday	01/15/2018	<i>No Classes</i>
			Wednesday	01/17/2018	Syllabus, Lecture: “What is Crime?”
			Friday	01/19/2018	Pre-Test and Quiz #1
2	“Nature & Extent of Crime”	Chapter 2	Monday	01/22/2018	Lecture: “Nature & Extent of Crime”
			Wednesday	01/24/2018	MSU Library “Field Trip” Library, O-10 B (basement)
			Friday	01/26/2018	Journal #1 & Quiz #2
3	“Theories of Crime”	All articles posted to Blackboard for Unit I	Monday	01/29/2018	Lecture: “Theories of Crime”
			Wednesday	01/31/2018	Lecture: “Theories of Crime,” continued & worksheet
			Friday	02/02/2018	Quiz #3
4	“Criminal Law”	Chapter 3	Monday	02/05/2018	Lecture: “Criminal Law”
			Wednesday	02/07/2018	Discussion Board #1
			Friday	02/09/2018	Journal #2 & 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	“History of Law Enforcement”	Chapter 4	Monday	02/12/2018	Lecture: “History of Law Enforcement”
			Wednesday	02/14/2018	NO CLASS: On own, complete the “History of Law Enforcement” worksheet (do not submit)
			Friday	02/16/2018	Quiz #4**
6	“Police Functions”	Chapter 5	Monday	02/19/2018	<i>No Classes</i>
			Wednesday	02/21/2018	Lecture: “Police Functions”
			Friday	02/23/2018	Journal #3 & Quiz #5
7	“Issues of Law Enforcement”	Chapter 6	Monday	02/26/2018	Lecture: “Issues of Law Enforcement”
			Wednesday	02/28/2018	Guest Presentation
			Friday	03/02/2018	Quiz #6
8	“Controlling the Police”	All articles posted to Blackboard for Unit II	Monday	03/05/2018	Lecture: “Controlling the Police”
			Wednesday	03/07/2018	Discussion Board #2
			Friday	03/09/2018	Journal #4 & Exam II

*****Spring Break is from 03/10/2018 – 03/18/2018*****

**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 02/14/2018 – 02/18/2018. Replies to e-mails received during this time period will have a response no later than 02/21/2018 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 02/21/2018, please do send a second e-mail.*

UNIT III: COURTS AND ADJUDICATION

*****Spring Break is from 03/10/2018 – 03/18/2018*****

Week	Lecture / Topic	Reading for the Week	Weekday	Date	“To Do” Due by 5:00 p.m. (central time)*
9	“History & Organization of the Courts”	Chapter 7	Monday	03/19/2018	Lecture: “History of Courts”
			Wednesday	03/21/2018	Lecture: “Inside the Courtroom”
			Friday	03/23/2018	Quiz #7
10	“Inside the Courtroom”	Chapter 8	Monday	03/26/2018	Lecture: “Inside the Courtroom,” Continued and Worksheet
			Wednesday	03/28/2018	Journal # 5 & Quiz #8
			Friday	03/30/2018	<i>No Classes</i>
11	“Pre-Trial Procedures and the Criminal Trial”	Chapter 9	Monday	04/02/2018	Lecture: “Pre-Trial Procedures”
			Wednesday	04/04/2018	Lecture: “Criminal Trial”
			Friday	04/06/2018	Quiz #9
12	“The Disposition”	All articles posted to Blackboard for Unit III	Monday	04/09/2018	Lecture: “The Disposition”
			Wednesday	04/11/2018	Discussion Board #3
			Friday	04/13/2018	Journal #6 and 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	"The History of Institutional Corrections"	Chapter 11	Monday	04/16/2018	Lecture: "History of Institutional Corrections"
			Wednesday	04/18/2018	Lecture: "History of Institutional Corrections," continued
			Friday	04/20/2018	Quiz #10
14	"Institutional Corrections"	None	Monday	04/23/2018	Lecture: "Institutional Corrections"
			Wednesday	04/25/2018	Lecture "Institutional Corrections," continued
			Friday	04/27/2018	Journal #7 & Quiz #11
15	"The Incarcerated Life"	Chapter 12	Monday	04/30/2018	Lecture: "The Incarcerated Life"
			Wednesday	05/01/2018	Watch Video: "Death Row – The Final 24 Hours"
			Friday	05/04/2018	Quiz #12
16	"Community Corrections"	Chapter 10	Monday	05/07/2018	Lecture: "Community Corrections"
			Wednesday	05/09/2018	Discussion Board #4 & Journal #8
			Friday	05/11/2018	<i>No Classes</i>
17	"Course Conclusion"	None	Monday	05/14/2018	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.