

**CRM 210: Introduction to the American Criminal Justice System****Missouri State University****Spring 2017****SYLLABUS**

Class Dates: January 17 – May 15, 2017  
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*Don't forget about the "Ask the Instructor" Discussion Board!*

**A. Course Description**

This course is designed to educate and enlighten the student 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 institutions (including, but not limited to, prisons, jails, probation, and parole). Highlights of the ideals and realities within the criminal justice system will be included. At the conclusion of the semester, it is expected that students will have a general understanding about the operations, issues and problems besetting the criminal justice system.

**B. Student Learning Outcomes**

The material in this course is designed as a means of enabling the student to:

- a. Understand an overview of the criminal justice system, including, but not limited to, the role, purpose, steps, processes and case-flow
- b. Explore the arenas of law enforcement, crime control, police-community relations and the constitution, along with concerns, challenges and issues which effect policing
- c. Examine the court and trial processes, bail, plea-bargaining, trial, sentencing, and the roles of the prosecutor and defense counsel and to develop comprehension of the adjudicatory component
- d. Recognize the steps of the corrections process, the role and problems of jail and prisons, the conditions of incarceration and the rights of prisoners, and the impact of community corrections programs, such as probation, halfway houses, parole, diversion and work-release programs
- e. Consider the legal foundation of crime and law, with sociological emphasis

**C. Course Format**

This course will be taught as an online course with an emphasis on provided lecture materials, textbook reading, discussion boards, and unit exams. Students will be responsible for reading assigned textbook chapters and articles, completing outside investigation on particular topics and contributing to online discussions, and taking unit examinations. All material presented is intended to engage and inform the student, not to entertain.

## **D. 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.

## **II. Required Materials**

### **A. Required Textbook**

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

### **B. Additional Materials**

#### **1. Lecture Notes**

There are several lectures posted to Blackboard for this course. These lectures are posted to Blackboard under the “Course Units” tabs. Each student will be required to read through the lecture notes during the week indicated in 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. Each student will be required to read through these lectures and be familiar with the material included within them PRIOR to taking / completing an online Unit Exam. Students choosing to not read through these lectures will be at a significant disadvantage when completing the online Discussion Boards and Unit Exams.

#### **2. 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 the syllabus. Articles and videos will complement the majority of the chapters / topics to be covered in the course.

### III. Requirements of the Student

#### A. Student Participation

Each student should feel free to raise questions through the “Open Forum” Discussion Board and contribute to the posted questions. There will be lecture material, textbook readings, and articles, or even the course format and expectations, that students may have questions about and this is the place to discuss such curiosities. If a student has a question that is NOT personal in nature, it should be addressed here, not through e-mail. Every student will benefit from the educational curiosities presented by other classmates.

#### B. Blackboard

As this course is being presented as an online class, 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 and exclusively 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.

##### 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. Once a student finishes a unit by way of completing the exam for that unit, the next unit will open. For example, after Exam I has been taken by a student, Unit II will open for that student. This timing mechanism will allow students to work ahead if they so choose. *However, caution is urged in moving too far ahead too quickly as forgetting about responses and reaction postings in Discussion Board postings can cause loss of points in these assignments.*

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. This indicates that the Unit Exam is the last component to be completed during that unit.

## 5. “Discussion Board”

Students will use the online Discussion Board on Blackboard for two purposes.

### a. Communication / Inquisitions

The first is to communicate with the students and the Instructor about questions that he/she has about the course or the material. This 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. grades, emergency situations, exam re-set requests), the student is asked to use the Instructor’s e-mail address (Yarckow-Brown@MissouriState.edu).

### b. Discussion Board Assignments

The second purpose of the Discussion Board is to complete the Discussion Board Assignments. There are four of these assignments throughout the semester, which breaks down to one Discussion Board Assignment per “Course Unit,” which requires a minimum of two posts per assignment. Due Dates for these assignments are on the “Course Calendar” at the end of this Syllabus.

## 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.

## C. Missouri State University Student Email

**Students are required to maintain and access their Missouri State Student E-mail account daily during the week.** 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.

## IV. 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.*

## **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.*

## **C. Disability Accommodations\***

To request academic accommodations for a disability, students must contact Kathy Staeger-Wilson, Director, Disability Services, Plaster Student Union, Suite 405, (417) 836-4192 or (417) 836-6792 (TTY). Students are required to provide documentation of a disability to Disability Services prior to receiving accommodations. Disability Services refers some types of accommodation requests to the Learning Diagnostic Clinic, which also provides diagnostic testing for learning and psychological disabilities. For information about testing, students need to contact Dr. Steve Capps, Director, Learning Diagnostic Clinic, (417) 836-4787.

*\*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.

*\*Note that this policy is most applicable to seated in-class courses. However, it is the policy of Missouri State University to have this policy included in all of the course syllabi from this institution.*

### **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](http://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>.

*\*Note that this policy is most applicable to seated in-class courses. However, it is the policy of Missouri State University to have this policy included in all of the course syllabi from this institution.*

## **VI. 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 Due Dates**

There will be a total of 12 (twelve) online Discussion Boards made available throughout the semester. These Discussion Boards will be made available in each "Course Unit" as soon as that unit opens for the student (see "Course Units" in the beginning of this Syllabus. Discussion Board assignments are typically due on Wednesdays and Fridays by 5:00 p.m. (central time) each week (see dates in the Course Calendar at the end of this Syllabus). Absolutely no late submissions will be accepted for credit. Absolutely no attachments in the Discussion Board will be opened, read, or graded. Absolutely no e-mailed work for a Discussion Board assignment will be read or graded.

##### **ii. Directions and Requirements**

For each Discussion Board assignment, the student can access the forum through either: the "Discussion Board" link from the home page of the site or through the Course Unit in which work is currently being completed within Blackboard. *Note that there will be a separate forum for each of the questions to be addressed.* Students will be required to respond to the posted question for each forum a minimum of one (1) time and one (1) time to a classmates on posting by 5:00 p.m. (central time) on the scheduled due dates, which are included in the "Course Calendar." *Students are required to make a minimum of two (2) postings to each Discussion*

*Board Assignment – one (1) Original Post (typically due on a Wednesday by 5:00 p.m. central time) and one (1) reaction / response post (typically due on a Friday by 5:00 p.m. central time).*

*\*Note that students will not be able to see posts from classmates in order to make a Reaction Post until he / she has completed an Original Post, and therefore even if it is late, a student will have to make an Original Post if he / she intends to make a Reaction Post.*

A total of fifteen (15) points can be earned from each Discussion Board Assignment. The following rubric will be consulted while the Instructor grades the Online Discussion Board Assignments:

### **Original Posting**

**VALUE: Up to 10 points**

10	Quality content in a minimum of 200 words, includes or refers to class materials such as lectures or readings, and good grammar throughout
7	Two of the above three requirements (quality, class materials, grammar)
3	One of the above three requirements (quality, class materials, grammar)
0	None of the above requirements

### **Reaction Posting**

**VALUE: Up to 5 points**

5	Quality reaction post that relies upon and pulls in further class information and which encourages further conversations with classmates, such as by asking questions or (respectfully) challenging classmates
3	Quality reaction post that relies upon and pulls in further class information or encourages further conversations with classmates, such as by asking questions or (respectfully) challenging classmates
0	Not a quality reaction post that relies upon and pulls in further class information and does not encourage further conversations with classmates, such as by asking questions or (respectfully) challenging classmates.

*\*Note: Do **not** submit any attachments to Discussion Board assignment postings. They will not be opened, read, or graded by the Instructor under any circumstance.*

## **4. Ethical Reflection Essays**

### **i. Quantity and Due Dates**

There will be a total of 4 (four) Ethical Reflection Essays required this semester. These “Essays” must be posted in the “Ethical Reflection Essays” component of Blackboard. The essays themselves must be in the Blackboard component for that assignment – they must be copied and pasted or typed directly into the site. Absolutely no attachments will be opened, read, or graded. Absolutely no emailed journal assignments will be read or graded.

### **ii. Directions and Requirements**

For each Ethical Reflection Essay, the student will be required to respond to one of the Ethical Reflection questions that are in the required textbook from that half of the semester. These are those indicated on the following page:

**Ethical Reflection Essay #1 – Question / Topic Choices – Due: 02/01/2017**

<i>Chapter</i>	<i>Page Number</i>	<i>Topic</i>
1	7	Police Shootings
2	40	Media Responsibility
3	68	The Hernandez Case

**Ethical Reflection Essay #2 – Question / Topic Choices – Due: 03/01/2017**

<i>Chapter</i>	<i>Page Number</i>	<i>Topic</i>
4	102	Police Shootings
5	113 or 120	NYPD Work Slow Down
6	138 or 145 or 146	Eric Garner Death

**Ethical Reflection Essay #3 – Question / Topic Choices – Due: 04/05/2017**

<i>Chapter</i>	<i>Page Number</i>	<i>Topic</i>
7	166 or 172 or 174	Dzhokhar Tsarnaev Trial
8	188 or 203	Marijuana Legalization
9	214 or 215 or 220	Jordan Davis Shooting

**Ethical Reflection Essay #4 – Question / Topic Choices – Due: 05/03/2017**

<i>Chapter</i>	<i>Page Number</i>	<i>Topic</i>
10	238 or 240 or 244	Probation Eligibility
11	274 or 278	George Williams
2	290 or 309	Tommy Silverstein

Students will be responsible for composing a 500 word essay addressing one of the questions identified above for each of the Ethical Reflection Essay assignments. The essay must completely address the question and include reference not only to course materials (i.e. textbook, lecture notes, etc.), but also to one academic journal, which must be cited in APA format both parenthetically within the essay and with a full citation at the end. Prior to completing the essay, the student must type out the full question that he / she is addressing and this portion does not count towards the 500 word requirement. The essay itself needs to be proofread before submitted with checks for spelling and grammar.

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.

Each Ethical Reflection Essay will be worth up to 30 (thirty) points, as outlined in the chart on the next page:

**Ethical Reflection Essay Grading Chart – Point Distribution**

<i>Assignment Requirement</i>	<i>Points Available</i>
<u>Academic Journal Research Included</u> <i>Research from an academic article is present within the essay and is adequately referenced</i>	5
<u>APA Citations</u> <i>There are parenthetical citations in the essay and reference 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>	10
<u>Overall Style</u> <i>Good flow is present within the essay making it easy to read, understand and following while maintaining a professional tone</i>	5

**\*\*Note:** Do not submit any attachments to the Ethical Reflection Essay assignment postings. Student work must be submitted directly through the Blackboard component – which could have been copied and pasted into the site. Any submitted attachment will not be opened, read, or graded by the Instructor under any circumstance. No late work will be read or graded. No journals submitted via e-mail will be opened, read, or graded.

**B. Assessments****1. Weekly Quizzes**

***When completing a Quiz through Blackboard, students should use Google Chrome.***

**i. Quantity and Value**

There will be twelve (12) online quizzes throughout the semester. Each quiz will include fifteen (15) questions, each worth two (2) points, and in total each quiz will be worth a total of thirty (30) points. Therefore, a total of three-hundred-sixty (360) points can be earned during the course through these quizzes. **Students are strongly encouraged to use Google Chrome when completing these online 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 unit may be included on the quizzes including textbook readings, lecture notes, online 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 (sixty-five) 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 go over the one hour time 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.* Students are strongly encouraged to use Google Chrome when completing these online Exams. **All unit exams are due by 5:00 p.m. (central time) on the date indicated:**

<b>Unit I Exam</b>	<b>Friday, 02/10/2017</b>
<b>Unit II Exam</b>	<b>Friday, 03/10/2017</b>
<b>Unit III Exam</b>	<b>Wednesday, 04/12/2017</b>
<b>Unit IV Exam</b>	<b>Monday, 05/15/2017</b>

## 2. Material

Any material that is included within that particular unit may be included on the quizzes including 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 quizzes will be included in the Course Units. All exams in this course are Unit Exams – they are over single units and they are not cumulative.

## 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. *The Instructor **STRONGLY** encourages using Internet connections through **GOOGLE CHROME**.*

## 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.

## E. Due Dates and Times

All due dates for all assignments, essays, extra credit, projects and quizzes 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 the night before 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. In the past, some students have completed an entire week’s worth of work in this course over a weekend, when their work, family and social calendars were lower 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 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.**
- 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 the online discussion boards, journal assignments and the online unit exams 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.

**VII. Grading****A. Available Points**

Through the following assignments (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>
Discussion Board – Original Posting	4	20	80
Discussion Board – Reaction Posting	4	10	40
Ethical Reflection Essays	4	30	120
Unit Exams	4	100	400
Weekly Quizzes	12	30	360
		Total	1000

## B. Grade Calculations

A total of seven hundred (700) points may be earned throughout the course. Points that are earned by the particular student will be divided by seven hundred (700) 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.*

*\*\*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%.*

## IX. Extra Credit and Instructor Assistance

### A. Availability of Extra Credit

There is 1 (one) extra credit opportunity this semester:

#### Self-Introduction Discussion Board

This is a "Discussion Board" forum on Blackboard. It does not need to include course information or follow the other rubric requirements for "Discussion Board" assignments. The directions for it will be included in the forum, which will open when the Blackboard site for the course opens. The post is due by 5:00 p.m. (central time) on Tuesday, January 17, 2017. This opportunity is worth up to 10 (ten) points of extra credit. No late extra credit will be accepted under any circumstance.

### B. Requesting Instructor Assistance

Please do not ask the instructor for additional extra credit opportunities or other chances at increasing a student grade, especially during the last week of the semester. If a student is concerned with his or her grade, they are strongly encouraged to consult the Instructor about methods that the student can use to increase his or her overall performance in the course as soon as possible. Asking the Instructor for such advice should not be delayed until the last two weeks of the semester 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 2017 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.**

**UNIT 1: THE NATURE OF CRIME, LAW AND CRIMINAL JUSTICE**

<b>Week</b>	<b>Lecture / Topic</b>	<b>Reading for the Week</b>	<b>Weekday</b>	<b>Date</b>	<b>Assignment Due by 5:00 p.m. (central time)*</b>
1	"What is Crime?"	Syllabus and Chapter 1	Monday	01/16/17	<i>No School – MLK, Jr. Day</i>
			Tuesday	01/17/17	<i>Self-Introduction Discussion Board (extra credit)</i>
			<b>Wednesday</b>	<b>01/18/17</b>	<b>Discussion Board #1 - Original</b>
			Thursday	01/19/17	
			<b>Friday</b>	<b>01/20/17</b>	<b>Quiz 1</b>
2	"Nature & Extent of Crime"	Chapter 2	Monday	01/23/17	
			Tuesday	01/24/17	
			<b>Wednesday</b>	<b>01/25/17</b>	<b>Discussion Board #1 – Reaction</b>
			Thursday	01/26/17	
			<b>Friday</b>	<b>01/27/17</b>	<b>Quiz 2</b>
3	"Theories of Crime"	Chapter 3	Monday	01/30/17	
			Tuesday	01/31/17	
			<b>Wednesday</b>	<b>02/01/17</b>	<b>Ethical Reflection Essay #1</b>
			Thursday	02/02/17	
			<b>Friday</b>	<b>02/03/17</b>	<b>Quiz 3</b>
4	"Criminal Law"	All articles posted to Blackboard for Unit I	Monday	02/06/17	
			Tuesday	02/07/17	
			Wednesday	02/08/17	
			Thursday	02/09/17	
			<b>Friday</b>	<b>02/10/17</b>	<b>Unit I Exam</b>

*\*Note that ALL Discussion Board Assignments, Journals, 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 13 of the Syllabus.*

**UNIT II: THE POLICE AND LAW ENFORCEMENT**

<b>Week</b>	<b>Lecture / Topic</b>	<b>Reading for the Week</b>	<b>Weekday</b>	<b>Date</b>	<b>Assignment Due by 5:00 p.m. (central time)*</b>
5	"History of Law Enforcement"	Chapter 4	Monday	02/13/17	
			Tuesday	02/14/17	
			<b>Wednesday</b>	<b>02/15/17</b>	<b>Discussion Board #2 – Original</b>
			Thursday	02/16/17	
			<b>Friday</b>	<b>02/17/17</b>	<b>Quiz 4</b>
6	"Police Functions"	Chapter 5	Monday	02/20/17	<i>No Classes – President's Day</i>
			Tuesday	02/21/17	
			<b>Wednesday</b>	<b>02/22/17</b>	<b>Discussion Board #2 – Reaction</b>
			Thursday	02/23/17	
			<b>Friday</b>	<b>02/24/17</b>	<b>Quiz 5</b>
7	"Issues of Law Enforcement"	Chapter 6	Monday	02/27/17	
			Tuesday	02/28/17	
			<b>Wednesday</b>	<b>03/01/17</b>	<b>Ethical Reflection Essay #2</b>
			Thursday	03/02/17	
			<b>Friday</b>	<b>03/03/17</b>	<b>Quiz 6</b>
8	"Controlling the Police"	All articles posted to Blackboard for Unit II	Monday	03/06/17	
			Tuesday	03/07/17	
			Wednesday	03/08/17	
			Thursday	03/09/17	
			<b>Friday</b>	<b>03/10/17</b>	<b>Unit II Exam</b>

**\*\*\*Spring Break is March 11 – 19, 2017\*\*\***

*\*Note that ALL Discussion Board Assignments, Journals, 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 13 of the Syllabus.*

## UNIT III: COURTS AND ADJUDICATION

\*\*\*Spring Break is March 11 – 19, 2017\*\*\*

<b>Week</b>	<b>Lecture / Topic</b>	<b>Reading for the Week</b>	<b>Weekday</b>	<b>Date</b>	<b>Assignment Due by 5:00 p.m. (central time)*</b>
9	“History & Organization of the Courts”	Chapter 7	Monday	03/20/17	
			Tuesday	03/21/17	
			<b>Wednesday</b>	<b>03/22/17</b>	<b>Discussion Board #3 – Original</b>
			Thursday	03/23/17	
			<b>Friday</b>	<b>03/24/17</b>	<b>Quiz 7</b>
10	“Inside the Courtroom”	Chapter 8	Monday	03/27/17	
			Tuesday	03/28/17	
			<b>Wednesday</b>	<b>03/29/17</b>	<b>Discussion Board #3 – Reaction</b>
			Thursday	03/30/17	
			<b>Friday</b>	<b>03/31/17</b>	<b>Quiz 8</b>
11	“Pre-Trial Procedures”	Chapter 9	Monday	04/03/17	
			Tuesday	04/04/17	
			<b>Wednesday</b>	<b>04/05/17</b>	<b>Ethical Reflection Essay #3</b>
			Thursday	04/06/17	
			<b>Friday</b>	<b>04/07/17</b>	<b>Quiz 9</b>
12	“The Criminal Trial” and “The Disposition”	All articles posted to Blackboard for Unit III	Monday	04/10/17	
			Tuesday	04/11/17	
			<b>Wednesday</b>	<b>04/12/17</b>	<b>Unit III Exam</b>
			Thursday	04/13/17	<i>No Classes – Spring Holiday</i>
			Friday	04/14/17	<i>No Classes – Spring Holiday</i>

*\*Note that ALL Discussion Board Assignments, Journals, 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 13 of the Syllabus.*

## UNIT IV: CORRECTIONS AND ALTERNATIVE SANCTIONS

<b>Week</b>	<b>Lecture / Topic</b>	<b>Reading for the Week</b>	<b>Weekday</b>	<b>Date</b>	<b>Assignment Due by 5:00 p.m. (central time)*</b>
13	"The History of Institutional Corrections"	Chapter 11	Monday	04/17/17	
			Tuesday	04/18/17	
			<b>Wednesday</b>	<b>04/19/17</b>	<b>Discussion Board #4 – Original</b>
			Thursday	04/20/17	
			<b>Friday</b>	<b>04/21/17</b>	<b>Quiz 10</b>
14	"Institutional Corrections"	Chapter 10	Monday	04/24/17	
			Tuesday	04/25/17	
			<b>Wednesday</b>	<b>04/26/17</b>	<b>Discussion Board #4 – Reaction</b>
			Thursday	04/27/17	
			<b>Friday</b>	<b>04/28/17</b>	<b>Quiz 11</b>
15	"The Incarcerated Life"	Chapter 12	Monday	05/01/17	
			Tuesday	05/02/17	
			<b>Wednesday</b>	<b>05/03/17</b>	<b>Ethical Reflection Essay #4</b>
			Thursday	05/04/17	
			<b>Friday</b>	<b>05/05/17</b>	<b>Quiz 12</b>
16	"Community Corrections"	All articles and videos posted to Blackboard for Unit IV	Monday	05/08/17	
			Tuesday	05/09/17	
			Wednesday	05/10/17	
			Thursday	05/11/17	
			Friday	05/12/17	<i>No Classes – Study Day</i>
17	"Course Conclusion"	None	<b>Monday</b>	<b>05/15/17</b>	<b>Unit IV Exam</b>

*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.*

*\*Note that ALL Discussion Board Assignments, Journals, 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 13 of the Syllabus.*