

**CRM 598-899 Senior Seminar
Fall 2018**

Instructor: Caryn Saxon

Office: Strong Hall 234

Office Phone: (417) 836-5898

Email: CSaxon@MissouriState.edu

Fax: (417) 836-3200

Office Hours: Mondays and Wednesdays 11:00 a.m. – noon and 3:30 – 5:00 p.m.
Also by appointment.

Welcome to our course! This syllabus will provide you with important information concerning our course, university & classroom policies, required materials, my expectations of you, and what you can expect from me. Please take the time to read our syllabus thoroughly and let me know if you have any questions.

Course Description: This is the capstone course for majors in Criminology and Criminal Justice. Students in this course examine ethical leadership and decision-making in criminal justice professions, explore career opportunities in criminal justice, and prepare for their transition out of the undergraduate program. Students also complete the department's exit exam, student exit survey, and a senior capstone paper that integrates knowledge and skills acquired throughout their major coursework.

Required Course Texts: We have two required textbooks, cited below.

Burnett, B. & Evans, D. (2016). *Designing your life: How to build a well-lived, joyful life*. New York, NY: Knopf.

Brown, D.O. (2017). *Called to rise: A life in faithful service to the community that made me*. New York: Ballantine Books.

Student Learning Outcomes: Below are my projected learning outcomes for you as a student in this course.

The Department of Criminology & Criminal Justice is committed to six core learning outcomes for its students which you can read at:

http://criminology.missouristate.edu/undergraduate/Learning_Outcomes.htm

As follows, this course addresses all six of those learning outcomes:

- *SLO1: Students will demonstrate academic proficiency in the core criminal justice areas (law enforcement, law, and corrections).* This outcome will be assessed through the senior capstone paper.

- *SLO2: Students will be able to communicate effectively, orally and in writing, using appropriate references and technologies.* Our class includes several writing assignments and one oral assignment that will give you a chance to practice and develop these skills. The senior capstone paper and capstone paper presentation will be our major assessments of this learning outcome.
- *SLO3: Students will be able to assess the basic quality of research in criminology and criminal justice publications and other media.* This outcome will be assessed through the senior capstone paper.
- *SLO4: Students will be able to evaluate ethical issues related to the criminal justice system and criminology.* Assignments such as assigned reading/discussion and the senior capstone paper will assess this learning outcome.
- *SLO5: Students will identify issues of diversity and human rights in relation to the workings of the criminal justice system and criminology.* This learning outcome will be assessed through assigned reading/discussion.
- *SLO6: Students will employ critical thinking skills when evaluating issues in criminology and criminal justice.* This learning outcome will be assessed through the senior capstone paper and assigned reading/discussion.

In addition to the student learning outcomes identified by our department, the following learning outcome is specific to this course.

- *Students will engage in research, reflection, and practice concerning necessary information and skills connected to career preparation and initiation.* This learning outcome will be assessed through the career portfolio.

Classroom & University Policies: Below are important classroom and University policies. Please read carefully.

Late Work

Late work is not accepted in this class unless a specific hardship or emergency warrants an exception. Should an emergency occur that will impact your ability to submit an assignment on time, please let me know right away. If I deem that the situation warrants an extension, accommodations will be made. Please note that it is important to me as an instructor that all of my students are given equal opportunities. Extensions will not be given without careful consideration and appropriate verification.

Final Grades

It is important to me that all of my students are treated equally, fairly, and given the same opportunities to earn points and achieve the grade that reflects their ability and effort. I therefore do not adjust final grades by curving, rounding up or down, or offering certain students extra credit opportunities that are not offered to all students. Once your final grade is accurately calculated, it is final and will not be adjusted or changed. Appeals and requests due to hardship need to be communicated to me at the time of the disabling or distracting event, not after your final grade has been calculated.

Communication

It is important to me that I have good communication with my students. Besides talking to me in person, email is the most efficient way to reach me. I work hard to respond to student emails within 48 business hours. If you do not hear back from me within two business days, please follow up with me. Please do not expect me to email you back on a weekend. Sometimes I will do this, but it is not something you should rely on.

Academic Integrity

Missouri State University is a community of scholars committed to developing educated persons who accept the responsibility to practice personal and academic integrity. You are responsible for knowing and following the University's academic integrity policy plus additional more-specific policies for each class. The University policy, formally known as the "Student Academic Integrity Policies and Procedures" is available online at http://www.missouristate.edu/policy/Op3_01_AcademicIntegrityStudents.htm and also at the Reserves Desk in Meyer Library. Any student participating in any form of academic dishonesty will be subject to sanctions as described in this policy. Any student participating in any form of academic dishonesty (as defined by the university) will be subject to sanctions as described in this policy. Please note that any person plagiarizing will receive a "0" for the assignment and risks the possibility of an "F" or "XF" for the course. This means that you must turn in original work created by you specifically for this course, as well as use quotation marks when appropriate and cite authors that you paraphrase or quote in your papers, assignments, and in our online discussion forums. If you have any questions about what constitutes academic dishonesty you need to ask me (your instructor) and/or refer to the University's policy. Please note that all of

your written assignments will be run through Safe Assign in order to check for incidents of plagiarism and duplicate submission.

Statement of Nondiscrimination

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

Statement on Disability Accommodation

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.

Cell Phone Policy

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

the devices should be immediately returned to silent mode and put away. Other exceptions to this policy may be granted at the discretion of the instructor.

Emergency Response Statement

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

Dropping a Class

It is your responsibility to understand the University's procedure for dropping a class. If you stop attending this class but do not follow proper procedure for dropping the class, you will receive a failing grade and will also be financially obligated to pay for the class. For information about dropping a class or withdrawing from the university, contact the Office of the Registrar at 836-5520.

Audio and Video Recording Course Activity

Students may make audio or video recordings of course activity. However, the redistribution of audio or video recordings from the course to individuals who are not students in the class is prohibited without the express permission of the faculty member and any of the students who are recorded.

Religious Accommodation

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

Mental Health and Stress Management

As a student you may experience a range of personal issues that can impede learning, such as strained relationships, increased anxiety, alcohol/drug problems, feeling down, difficulty concentrating and/or lack of motivation. These mental health concerns or stressful events may lead to diminished academic performance and may reduce your

ability to participate in daily activities. You can learn more about free and confidential Missouri State University Counseling Center services available to assist you at <https://counselingcenter.missouristate.edu/>.

Title IX Policy

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

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

Chosen Name Policy/Gender Pronouns

A student may choose a name other than their legal name to identify themselves at Missouri State University. A chosen name is different than the student’s legal name. Refer to the [Chosen Name policy](#) for more information. Students can provide their chosen first and middle names in the *Profile* tab of [My Missouri State](#). In addition to your chosen name, please do not hesitate to let me know if there are specific pronouns by which you would prefer to be addressed.

Course Assignments & Grading: Below is a list of our graded assignments and their point values. You can find more detailed descriptions of our assignments on our Blackboard course site.

Dashboard Assessment	10 points
Workview/Lifeview Assignment	10 points
Alternative Visions Assignment	10 points
Career Prep Portfolio	80 points
<ul style="list-style-type: none">• Keirse Assessment: 10 points• Portfolio Meeting: 10 points• Keirse Reflection: 10 points• Mock Interview: 20 points• Résumé Check: 10 points• “You Choose” Assignment: 20 points	
Peer Support Team Participation (14 forums @ 5 pts each)	70 points
Self-Review	15 points
Peer Reviews	20 points
Phase III (of capstone paper)	60 points
Phase V (of capstone paper)	15 points
Capstone Paper	350 points
Paper Presentation	40 points
Exit Survey	10 points
Exit Exam	10 points
Total Points	700 points

Grading Structure

A= 90%-100%

B= 80%-89.99%

C= 70%-79.99%

D= 60%-69.99%

F= Below 60%

Course Schedule

Below is a projected schedule for our course; however, we may make adjustments as needed throughout the semester. **Online discussion requirements are not listed here as assignments.** Please log on to our Blackboard course site regularly to check on weekly assignments and deadlines.

Module	Dates	Assigned Readings	Major Assignments Due
Module 1	Monday August 20 – Sunday August 26	Introduction and chapter 1 in <i>Designing Your Life</i>	Student Profile Sheet and Dashboard Assessment due Sunday August 26
Module 2	Monday August 27 – Sunday September 2	Chapters 2-3 in <i>Designing Your Life</i>	Phase I, Workview Lifeview Assignment, and Keirse Assessment due Sunday September 2
Module 3	Monday September 3 – Sunday September 9	Chapters 4-5 in <i>Designing Your Life</i>	Phase II/Portfolio Meeting due Friday September 7 Alternative Visions Assignment due Sunday September 9
Module 4	Monday September 10 – Sunday September 16	Chapters 6-7 in <i>Designing Your Life</i>	Keirse Reflection due Sunday September 16
Module 5	Monday September 17 – Sunday September 23	Chapters 8-9 in <i>Designing Your Life</i>	
Module 6	Monday September 24 – Sunday September 30	Finish <i>Designing Your Life</i>	
Module 7	Monday October 1 – Sunday October 7	(none)	Phase III due Sunday October 7

	Monday October 8 – Sunday October 14 FALL BREAK		
Module 8	Monday October 15 – Sunday October 21	Chapters 1-3 in <i>Called To Rise</i>	Phase IV Meeting due Friday October 19 Phase V due Sunday October 21
Module 9	Monday October 22 – Sunday October 28	Chapters 4-6 in <i>Called To Rise</i>	
Module 10	Monday October 29 – Sunday November 4	Chapters 7-10 in <i>Called To Rise</i>	Mock Interview & Résumé Check due Sunday November 4
Module 11	Monday November 5 – Sunday November 11	Chapters 11-13 in <i>Called To Rise</i>	
Module 12	Monday November 12 – Sunday November 18	(none)	Capstone Paper due Sunday November 18
	Monday November 19 – Sunday November 25 THANKSGIVING BREAK		
Module 13	Monday November 26 – Sunday December 2	Chapters 14-17 in <i>Called To Rise</i>	Capstone Paper Presentation, Self-Review, & “You Choose” Portfolio Assignment due Sunday December 2
Module 14	Monday December 3 – Sunday December 9	Chapters 18-21 in <i>Called To Rise</i>	Peer Reviews due Thursday December 6 Exit Exam & Exit Survey due Sunday December 9