SYLLABUS – PROFESSIONAL WRITING IN CRIMINAL JUSTICE
CJS 315
FALL 2018

Instructor: Dr. Milton C. Hill
Office: Liberal Arts North, Room 113
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Other Phone: (936) 355-1643 cell
E-mail: mhill@sfasu.edu
Class: CJS 315: Professional Writing in Criminal Justice
Section 090
Time: Monday/Wednesday 12:00 p.m. – 12:50 p.m.
Location: Ferguson 374

Office Hours:
Monday/Wednesday
9:00 a.m. – 10:00 a.m.
1:00 p.m. – 3:00 p.m.
and by appointment
No office hours during dead week and finals week

Course Description

Introduction to police writing, including the “why and how” of police report writing and guidance on how to write accurately and concisely. This course is writing-enhanced. Prerequisites: ENG 131 and 132 or instructor consent.

This course is a writing-enhanced course that emphasizes grammatical structure, use of capitalization and punctuation, sentence structure, topic development, and writing in the APA style. This course will prove useful in the students’ last few semesters of college coursework as it gives them time and opportunity to develop the writing skills that will be critically necessary in the field, in graduate school, and in other areas of their professional and personal lives.

Textbook

The textbook is required!

Helpful Hint

You should forward your D2L email and alerts and your MySFA email to the email account that you use the most. DO NOT USE D2L EMAIL TO CONTACT ME because I may not realize that it was sent through D2L, and you would not receive my reply. It is your very important responsibility to regularly check your email—and your D2L course homepage!
Course Objectives

Program Learning Objectives

This course meets the following CJS Program objectives:
1. The student will demonstrate an understanding of the purposes and operation of the major components of the criminal justice system, and the student will be able to critically analyze the criminal justice system and its aims and outcomes.
2. The student will demonstrate an understanding of legal and/or social science research and will apply professional standards of writing and research to criminal justice issues.

Course-Specific Student Learning Outcomes

This course meets the following CJS Course objectives:
1. The student will demonstrate their ability to gather, assimilate, and report accurate information in a concise and consistent manner.
2. The student will be able to identify the various components of grammatical structure.
3. The student will demonstrate an understanding of the value of the written report in policing, courts, and corrections.
4. The student will demonstrate their ability to report research, write, and cite in APA format by completing a first and final draft of an annotated bibliography on a current and salient criminal justice topic.
5. The student will develop critical thinking and writing skills through multiple assignments that will include research, role-play, and practical situations.

Attendance

It is expected that you will regularly attend class, that you will refrain from being tardy, and that you will come to class prepared to discuss the scheduled topics. Attendance will be recorded by the taking of roll at some point during each class. Class attendance requirements for this course are in accordance with SFA’s Class Attendance and Excused Absences Policy in the current General Bulletin.

Note about Class Meeting Schedule

We will not meet on Fridays during the semester, as those days are designated as personal work days where you will have the opportunity to complete assignments in which you demonstrate your understanding and competence in applying the materials covered in class. Please remember that you are responsible for all work assigned, whether in class or on D2L, so check D2L every Friday for that day’s assignment!
Absences

Attendance in this class is critical! Unexcused absences will affect your final grade substantially. You may have up to 3 absences (3 hours) without penalty. If you miss 4 to 6 classes, your participation grade will be cut by 50 points (because you cannot participate if you are not here). If you miss 7 or more class sessions, you will fail the course. Please note that I do NOT keep a running total; that is your responsibility. If we get to the end of the semester and you have missed 6 classes, it will not matter what your performance grade is at that point! If you have a situation that demands your time away from class, get in touch with me ahead of time.

Excused Absences

Students have the misconception that excused absences in college are the same as in high school. Please understand that is not the case. Especially in criminal justice coursework, college attendance is regarded much like work attendance. The only excused absences are for three reasons: health-related (student’s hospitalization ONLY); family emergencies (MUST be documented); and university-sponsored events (MUST be approved in advance). If you have a sore throat, bronchitis, a sprained ankle, etc., these will NOT be excused—even with a doctor’s note! I will be here when/if I am sick; I expect the same from you. (Remember, you are allowed 2 absences without penalty, but I implore you to use those absences wisely—if you must use them at all!)

Participation

Because participation is a very important part of learning, I place a strong emphasis upon discussion in ALL of the class meetings, so your participation is essential. NO ONE IS EXEMPT from participation; you must participate to be successful in this course!

Examinations

Four “examinations” will be given during the semester. Because this is a course that focuses exclusively upon research and writing, the exams will be tend to be written, and they will be cumulative; however, any of the exams may have any combination of: an objective section (multiple choice and true/false); and two subjective (short-answer and essay) sections.

Keep in mind that material from the textbook may not cover all of the required information; a portion of any examination material may come from other sources (as presented or discussed in class).

Exams may be offered online at my discretion.
Presentation and Final Paper

You will identify a salient criminal justice topic that interests you. The topic can be any CJ-related topic, but the more controversial, the easier to find information (hint, hint).

You will write a (minimum) 5-page literature review, due at the end of the semester, in which you demonstrate your understanding of, and ability to comply with, APA (6th Ed.) formatting guidelines, library research, and plagiarism-free writing. Your paper should include a title page, an abstract, and at least five sources on a works cited page. The references should be properly referenced in the text of your literature review.

The lit review will be submitted, in its entirety, approximately one month before the end of the semester. I will return it to you with remarks, comments, and suggestions, then you will adopt those recommendations into a final draft that is due as your final exam. The first draft of the paper will be worth 40 points, and the final will be worth 60 points. Both drafts are required.

Additionally, you will produce a PowerPoint presentation detailing what you learned about this topic, and you will share your information with the class in a 4 to 5 minute presentation toward the end of the semester.

This presentation is critical to your grade, and, even if you are “shy,” you MUST participate. You are studying a field in which communication is key! We are not here to judge you or laugh at you; we are here to support you.

Originality Checking

ALL written assignments submitted via the dropbox in D2L will be submitted to Turnitin.com for originality checking. Plagiarism of any kind will not be tolerated!

Make-Up Exams

Students with legitimate reason and prior approval from me can make up ONLY ONE exam at the end of the semester. Date and time will be announced—and that will be based upon my schedule and convenience.

Grading

Student grades will be earned according to the following table:

<table>
<thead>
<tr>
<th>Percentage</th>
<th>Score Range</th>
<th>Grade</th>
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</thead>
<tbody>
<tr>
<td>90-100 %</td>
<td>540-600</td>
<td>A</td>
</tr>
<tr>
<td>80-89%</td>
<td>480-539</td>
<td>B</td>
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<tr>
<td>70-79%</td>
<td>420-479</td>
<td>C</td>
</tr>
<tr>
<td>60-69%</td>
<td>360-419</td>
<td>D</td>
</tr>
<tr>
<td>Below 60%</td>
<td>Below 360</td>
<td>F</td>
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</table>
The cumulative semester grade will be based upon the following:

Exam One (0-100 pts)  
Exam Two (0-100 pts)  
Exam Three (0-100 pts)  
Research Paper (Lit Review) (0-100 pts)  
Participation (0-50 pts)  
/Presentation (0-50 pts)  
Writing Assignments (10 @ 0-10 pts; 100 pts possible)  

Make-Up Grades and Extra Credit

Not offered and not available.

Tentative Class Schedule

Please be advised that the class schedule on the following pages is a tentative schedule. We may spend more or less time on some topics than others.

<table>
<thead>
<tr>
<th>DAY</th>
<th>DATE</th>
<th>READING</th>
<th>TOPIC</th>
<th>class day</th>
<th>week</th>
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<tbody>
<tr>
<td>DAY</td>
<td>DATE</td>
<td>READING</td>
<td>TOPIC</td>
<td>class day</td>
<td>week</td>
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<tr>
<td>M</td>
<td>9/24/2018</td>
<td>Study for Exam</td>
<td>Exam #1</td>
<td>9</td>
<td>5</td>
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<tr>
<td>W</td>
<td>9/26/2018</td>
<td>Chapter 5</td>
<td>Mechanics of Writing</td>
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<tr>
<td>M</td>
<td>10/1/2018</td>
<td>Chapter 5</td>
<td>Mechanics of Writing</td>
<td>11</td>
<td>6</td>
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<tr>
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<td></td>
<td><strong>Topic Outlines due</strong></td>
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<tr>
<td>W</td>
<td>10/3/2018</td>
<td>Chapter 7</td>
<td>Creating a Reference List</td>
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<td>Chapter 7</td>
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<td>M</td>
<td>10/15/2018</td>
<td>SWACJ CONFERENCE - NO CLASSES</td>
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<td>15</td>
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<tr>
<td>W</td>
<td>10/17/2018</td>
<td>SWACJ CONFERENCE - NO CLASSES</td>
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<td>10/22/2018</td>
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<td>W</td>
<td>10/24/2018</td>
<td>Chapter 6</td>
<td>Writing an Annotation</td>
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<td>M</td>
<td>10/29/2018</td>
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<td>Writing an Annotation</td>
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<td>11/5/2018</td>
<td>Chapter 8</td>
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<td></td>
<td><strong>Full literature reviews drafts due</strong></td>
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<td>W</td>
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<td>Chapter 9</td>
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<td></td>
<td>Chapter 10</td>
<td>Preparing Professional Reports and Presentations</td>
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<tr>
<td>W</td>
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<td>Preparing Professional Reports and Presentations</td>
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<td>THANKSGIVING HOLIDAY - NO CLASSES</td>
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<td>THANKSGIVING HOLIDAY - NO CLASSES</td>
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<tr>
<td>DAY</td>
<td>DATE</td>
<td>READING</td>
<td>TOPIC</td>
<td>class day</td>
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<tr>
<td>M</td>
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<td>12/3/2018</td>
<td>Student Presentations</td>
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<td>29</td>
<td>15</td>
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<td>W</td>
<td>12/5/2018</td>
<td>No Class - Study Day</td>
<td></td>
<td>30</td>
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<tr>
<td>M</td>
<td>12/10/2018</td>
<td>Final draft of literature reviews due by end of exam time</td>
<td>Opens Monday 8:00 a.m. and stays open until end of University's scheduled exam time, which is Wednesday, Dec. 12th at 3:00 p.m. (We will not meet at this time; final exam online)</td>
<td>31</td>
<td>16</td>
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(Please see next page for very important information)
Acceptable Student Behavior

Classroom behavior should not interfere with the instructor’s ability to conduct the class or the ability of other students to learn from the instructional program (see the Student Conduct Code, policy D-34.1). Unacceptable or disruptive behavior will not be tolerated. Students who disrupt the learning environment may be asked to leave class and may be subject to judicial, academic or other penalties. This prohibition applies to all instructional forums, including electronic, classroom, labs, discussion groups, field trips, etc. The instructor shall have full discretion over what behavior is appropriate/ inappropriate in the classroom. Students who do not attend class regularly or who perform poorly on class projects/exams may be referred to the Early Alert Program. This program provides students with recommendations for resources or other assistance that is available to help SFA students succeed.

Rules of the Classroom

1. No cell phone usage… this includes texting. You will be asked to leave – so don’t do it.
2. The wearing of hats, caps, or other head wear is not acceptable in the classroom.
3. Maturity – Certain topics within this course may stir emotional reactions in some. So as not to distract others or derail the lecture, mature behavior is required. Please treat others with respect and courtesy. If you distract my class—or if you disrespect others’ opinions, feelings, or beliefs—you will be asked to leave.
4. When others are speaking, you are expected to listen and to be respectful of the person’s right to have an opinion that may differ from your own.
5. I do not “give” grades, I merely report them. You are in complete control of your final grade. Everyone starts with an A; where you go from there depends entirely upon you. Do NOT come to me at the end of the semester asking me to “give” you anything.
6. The tentative class schedule is a general guide. Coverage of the material may be accelerated, decelerated, rearranged, augmented, diminished, or otherwise modified when the professor believes such change would be to the benefit of the class.
7. This syllabus will act as the final word in the event of a discrepancy, error, or misunderstanding. Make sure you read and understand it completely—and make sure you keep a copy for reference during the semester.
SFASU Policy Statements

Academic Integrity
Academic integrity is a responsibility of all university faculty and students. Faculty members promote academic integrity in multiple ways including instruction on the components of academic honesty, as well as abiding by university policy on penalties for cheating and plagiarism.

Definition of Academic Dishonesty: Academic dishonesty includes both cheating and plagiarism. Cheating includes but is not limited to (1) using or attempting to use unauthorized materials to aid in achieving a better grade on a component of a class; (2) the falsification or invention of any information, including citations, on an assigned exercise; and/or (3) helping or attempting to help another in an act of cheating or plagiarism. Plagiarism is presenting the words or ideas of another person as if they were your own. Examples of plagiarism are (1) submitting an assignment as if it were one's own work when, in fact, it is at least partly the work of another; (2) submitting a work that has been purchased or otherwise obtained from an Internet source or another source; and (3) incorporating the words or ideas of an author into one's paper without giving the author due credit.

Please read the complete policy at http://www.sfasu.edu/policies/student_academic_dishonesty.pdf

Any occurrences of cheating or plagiarism will be dealt with according to University policy, provided to you in your student handbook. (A-9.1) Specifically, we will first meet together to discuss same in my office where you will be given the opportunity to explain your position. If it is determined that academic dishonesty has occurred, I will then make a decision as to the penalty therefore. Penalties may include reprimand or no credit for the assignment or exam, or re-submission of the paper, or make-up exam, or failure of the course. I will then refer the incident to the Chair of the Department and the Dean of the College. This Report of Academic Dishonesty form, along with supporting documentation shall be made a part of the student’s record and remains on file with the Dean’s office for at least four (4) years. A second or subsequent offense shall be referred to the Committee on Academic Integrity pursuant to policy.

Students with Disabilities
To obtain disability related accommodations, alternate formats and/or auxiliary aids, students with disabilities must contact the Office of Disability Services (ODS), Human Services Building, and Room 325, 468-3004 / 468-1004 (TDD) as early as possible in the semester. Once verified, ODS will notify the course instructor and outline the accommodation and/or auxiliary aids to be provided. Failure to request services in a timely manner may delay your accommodations.

Policy: http://www.sfasu.edu/policies/academic-accomodation-for-students-with-disabilities.pdf
For additional information: http://www.sfasu.edu/disabilityservices/

Witheld grades Semester Grades Policy (A---54)
Ordinarily, at the discretion of the instructor of record and with the approval of the academic chair/director, a grade of WH will be assigned only if the student cannot complete the course work because of unavoidable circumstances. Students must complete the work within one calendar year from the end of the semester in which they receive a WH, or the grade automatically becomes an F. If students register for the same course in future terms the WH will automatically become an F and will be counted as a repeated course for the purpose of computing the grade point average.