Spring 2018 Course Syllabus: CJS-475.001 – Independent Study in Criminal Justice

This is the course syllabus and it contains important information. Be sure to read the entire syllabus and contact me if you have difficulty understanding what is required for the successful completion of this course. This syllabus, and the accompanying course calendar, contains specific due dates for assignments. These documents should be read in their entirety and maintained for reference.

Instructor
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E-mail: franksgr@sfasu.edu

Classroom Meeting Schedule and Location
The Independent Study has no class meetings, but weekly progress reports are due each Monday by 12:00 a.m. (Noon), Central Time, through SFA e-mail.

Campus Office Hours
Mondays: 10:00 a.m. – 11:30 a.m. & 1:00 p.m. – 4:00 p.m.
I am also available by appointment.

Virtual Office Hours
Available by SFA E-mail or ATT Cellular (Texting permitted before you call)
Tuesdays: 9:30 a.m. – 11:30 a.m. & 1:00 p.m. – 2:30 p.m.
I am also available by appointment.

The best way to contact me is by SFA regular email at the address above.

Course Protection and Intellectual Property
My personal work contained in this syllabus, the course calendar, and all handouts and assignments created by me are my intellectual property and are protected by law. You do not have authorization to duplicate any part of the work without my written permission.

Course Description
This Independent Study is title, “Careers in Law Enforcement”.

Course Related E-mail Guidelines
All e-mails to me concerning class issues should include your name and course number reference (CJS-101). All e-mails made to you concerning class issues will be directed to your SFASU e-mail address. You are individually responsible for checking your assigned SFASU e-mail in-box for messages. Likewise, your e-mails should be made to me through the SFASU e-mail system. Using other e-mail systems often results in a corruption of the e-mail text. Any attachments to e-mails must be in the form of HTML, HTM, or Word Document formats. You are responsible for reading all announcements, course documents and e-mails relating to this course.
Text required for Course
No text is required for the course; however, students are expected to utilize a variety of available resources in developing class assignments.

Program Learning Outcomes Addressed in this Course
During this semester, in addition to others, this course specifically addresses the following CJS Program objectives:
There are no specific CJS Program objectives identified for this course.

Course Specific Student Learning Outcomes
- The student will demonstrate the ability to perform action research for a specific topic.
- The student will develop an understanding of career options at three levels of government.

Desired Competency
You will demonstrate your understanding of employment research and preparedness for interviews.

Special Accommodations and Students with Disabilities
My intention is to accommodate all students with special needs when I can do so without compromising the integrity of the classroom and/or disrupting the learning process. If you feel you have need of a special accommodation, whether or not it is the result of an officially recognized and covered disability, please discuss this with me. I will endeavor to work with you to accomplish a fair resolution.

In addition, individuals with disabilities officially identified in the policies of the University may contact Disability Services and request special accommodations.

In previous courses I have recognized indications of certain learning, communication, or reading disabilities, where the student has been unaware of the opportunity to take advantage of special accommodations available to them. In such cases I will address the observation with you in private and confidentially. My recommendation to you to seek assistance is only a suggestion and not a course requirement.

I have encountered students who feel ill at ease in accepting special accommodations. The acceptance of an accommodation legitimately available to you is neither a sign of weakness nor a statement of worth. Please view these opportunities as being equivalent to my using a stepladder to change a ceiling mounted light bulb. An accommodation is a tool available to assist you in doing your best, not an excuse for a lower standard of performance.

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. For additional information, go to http://www.sfasu.edu/disabilityservices/.

Student Responsibility
You retain the responsibility to follow the guidelines of the course syllabus; comply with university regulations; read all assigned material and postings specific to this course; comply with due dates, submission guidelines, and my directions.

Do not abuse the privilege of having access to my cellphone number – do not text or call between the evening or night hours.

IP – Dr. George R. Franks, Jr., Ph.D.  2018
You are an adult and retain the responsibility of regulating your behavior in a manner that will be conducive to learning and attaining a passing grade for the course. You are expected to comply with the following general rules of civility:

You are to participate in classroom discussions, and while you are free to express your personal views, you must also respect the views of others. I maintain the right to censor any discussion that is becoming disruptive to the learning process.

You retain the responsibility to make notification of special needs and/or circumstances to the University, Department Chair, and to me.

Because you are an adult, it is inappropriate to have your parents calling on your behalf requesting special consideration, complaining about workload, or about course content. I will not discuss your class business with your parents or guardians.

The course syllabus is not a menu and you do not have the option of choosing what items to complete and tasks to perform. Failure to submit required material may result in an incomplete being assigned.

You are participating in a course designed to prepare you for a career as a public servant. The U.S. Supreme Court has repeatedly upheld higher standards for those involved in public service, particularly those professions related to criminal justice. You are expected to read carefully and to fully comply with the academic honesty policy contained in this syllabus.

Be sure to read the policy contained in the missed examinations section, and please do not ask me to deviate from the policy.

Violations of the rules of Student Responsibility may result in a student conduct complaint being filed with the SFA Office of Student Rights and Responsibilities.

Withheld 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. Please note that my personal policy is that I will exercise my discretion and not allow grades of WH for this course.
Assessment Methods
There are a total of 100 quality points (QP) available in this class. The course breakdown of the final grade is made in the following manner:

Completed Application State Law Enforcement Agency = 10 QP
Completed Application County Law Enforcement Agency = 10 QP
Completed Application Municipal Law Enforcement Agency = 10 QP
Professional Memorandum on State Law Enforcement Agency = 15 QP
Professional Memorandum on County Law Enforcement Agency = 15 QP
Professional Memorandum on Municipal Law Enforcement Agency = 15 QP
Professional Memorandum on Federal Enforcement Agency Options = 15 QP
Professional Memorandum on Lessons Learned = 10 QP

The course grade will be based as follows:
90 QP and above = A
80 QP to 89 QP = B
70 QP to 79 QP = C
60 QP to 69 QP = D
Below 60 QP = F

Examinations
There are no examinations in the Independent Study.

General Accountability – Report on Activities
You will report your progress towards completion of the Study on a weekly basis, by SFA e-mail, submitted no later than Monday of each week, by 12:00 a.m. (Noon), Central Time. Each report will detail the names of contacts made, what material was reviewed, progress towards completion of applications/memorandums, and other pertinent information to demonstrate action.

Completed Agency Applications
You will select one agency each from state, county, and municipal law enforcement. You will acquire an application for employment from that agency, and complete the same entirely. You will scan the completed application to a PDF format, and submit it for review and credit. You may or may not, at your election, actually submit the application to the agency; but you will need to report your decision when you submit the application. The application will be due on the date specified in the course calendar.

Late submissions are automatically reduced by a factor of 25%, after one week, the reduction is 50%, and a zero will be issued at the end of the second week. Applications are to be converted to PDF format and submitted to the instructor’s SFA e-mail address, using the name of the assignment as the name of the document, and in the subject line of the e-mail.

Professional Agency Memorandums
You will develop five professional memorandums, using the model that is being forwarded to you with the syllabus for this Study. In each, you will address the components as outlined in this syllabus and should have section headings listed according to the four components. Each memorandum must follow the model provided, and address the components as outlined in this syllabus, for each. Margins are to be 1” for the side, top and bottom. The font is to be New Times Roman and type size is to be 12-point consistently throughout the document. Each memorandum is expected to be no less than one and a half (1.5), and no more than three (3) pages. The pages must be numbered in the upper-right corner. There will be a reference page, not included in the page length requirements, prepared in appropriate APA Style. The memorandum is to be single-line spaced. The memorandum must follow the course model, or a grade of zero (0) will be issued. The memorandum will be due on the date specified in the course calendar.

Late submissions are automatically reduced by a factor of 25%, after one week, the
reduction is 50%, and a zero will be issued at the end of the second week. Memorandums are to be developed in Word format and submitted to the instructor’s SFA e-mail address, using the name of the assignment as the name of the document, and in the subject line of the e-mail.

Each of the agency memorandums is to be composed of the following components:

- **Introduction** = Tell us about the agency you chose, what is the name? What is the role it plays? Where is the headquarters of the agency? What is the jurisdiction of the agency?
- **History of the Agency** = When was the agency formed? For what purpose was the agency created? How has the purpose and role of the agency changed with time? How has the agency developed/grown with time?
- **What is the Career Opportunities within the Agency** = How many sworn positions does the agency have? How do they prepare new hires to be enforcement officers? What is the stability level within the agency (turnover rate)? Have there been publicly known issues within the agency concerning employment?
- **Connective Thought and Reflection** = Why or why not would this be an appropriate fit for your career goals? Is this an agency you would seriously consider entering as an enforcement officer? Why or why not?

**Professional Memorandum on Federal Enforcement Agency Options**
Choose three Federal agencies with enforcement agents. For each agency give a brief overview of the name, purpose/role, history, and employment opportunities. Discuss why or why not you would consider each to be an acceptable career option.

**Professional Memorandum on Lessons Learned**
In a final memorandum, give an overview of lessons you have learned from the experiences in researching for these assignments, and discuss what you have gleaned from your exploration of career options.

**Course Calendar**
A Course Calendar is a part of this syllabus.

**Academic Integrity (A-9.1)**
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/academic_integrity.asp
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