Spring 2018 Course Syllabus: CJS-405.001 – Professional Standards in CJ

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
Dr. George R. Franks, Jr., Ph.D.
Associate Professor of Government
Office: Liberal Arts North, Room 109
Office Phone: 936.468.1188
AT&T Cellular: 936.554.8626 (See Virtual Hours)
E-mail: franksgr@sfasu.edu

Classroom Meeting Schedule and Location
Mondays & Wednesdays: 2:30 p.m. – 3:45 p.m.
T.E. Ferguson Liberal Arts (Liberal Arts South), Room 471
Known exceptions are noted on the Course Calendar

Campus Office Hours
Mondays & Wednesdays: 9:30 a.m. – 11:30 a.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
History, development, and philosophy of law enforcement; introduction to criminal justice agencies.
Required for all criminal justice majors and minors.

Course Related E-mail Guidelines
All e-mails to me concerning class issues should include your name and course number reference (CJS-405). 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
The assigned textbook for this course is *Criminal Justice Ethics: Theory and Practice, Fourth Edition*, by Cindy Banks. The readings are listed in the Course Calendar, and you will be responsible for the assigned readings. In addition, I will provide additional reading materials in the classroom, and they too will be required reading.

Program Learning Outcomes Addressed in this Course
During this semester, in addition to others, this course specifically addresses the following CJS Program objectives: The student will demonstrate an awareness of ethical issues in criminal justice, and how to use ethical reasoning to formulate decisions and promote positive organizational and professional trust.

Course Specific Student Learning Outcomes
- The student will be able to discuss ethical dilemmas and resolve positive outcomes.
- The student will be able to employ certain tools to assist in understanding ethical issues and outcomes.

Desired Competency
You will demonstrate your understanding of ethical decision making, and the related importance to American justice.

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.

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 expected to participate in classroom regularly.

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.

IP – Dr. George R. Franks, Jr., Ph.D. 2018
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:

Section 1 Examination = 15 QP Each
Section 2 Examination = 15 QP Each
CJ Professional Standards Interview Memorandum = 10 QP
CJ Professional Ethical Dilemma Memorandum = 10 QP
Final Examination = 20 QP
Attendance, Demonstration of Reading, and Active Participation = 3 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
The Section One & Two exams will be given in class, and will cover the material from the associated lectures. The Final Examination will be given online, and will cover everything in the course. The Final Examination will be online from 8:00 a.m., Monday, May 7th – 5:00 p.m., Tuesday, May 8th. While the Section Two and Final examinations will primarily come from the readings, there will be questions that come from lectures and handouts.

Missed Examinations
Generally, all examinations must be completed as scheduled; however, in the event of a missed examination, I reserve the right to review the circumstances and allow alternative examinations. You should contact me as soon as you know that you will miss an examination. Where preplanning is not an option, you should contact me immediately on your return to availability.

Class Discussions
Class discussions are an integral part of learning, and information from these will be included in the final examination. Failing to participate when called on may result in an absence being counted against you. Maintaining active reading will be a requirement to do well in the discussions.

General Attendance
General class attendance and participation in this course will account for 40 QP of your final grade. Attendance will be taken at each scheduled class meeting, failing participate in discussions will be counted as an absence. Should you arrive in class after the door has been closed, you will be counted absent for that session. However, you should come in quietly and participate in preparation for the examination. If your cell phone activates during the class session, you will be asked to leave the classroom and counted as absent.

CJ Professional Standards Interview Memorandum
Your memorandum will address the components as outlined in this syllabus and should have section headings listed according to the three components. Your 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 no reference page, as this is a report on an interview. The memorandum is to be single-line spaced. The
memorandum must follow the class 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 the next class period, the reduction will be 50%.

The memorandum is to be composed of the following components:

- **Introduction** = Tell us about you, what is your background? What do you want to do for a career? Why did you choose to interview the person you did?

- **About the Person I Chose to Interview** = What is the name and position of the person chosen? For what agency do the work? Why did this person choose this person/position? What does their position have to do with criminal justice?

- **What I Learned from the Interview** = Tell us about your interview; give a summary of the things you asked and what was told you. Remember, this is a summary. This should include what the individual views as common ethical dilemmas in their profession; how the persons says they “check” their ethical decision making; whether the person considers their peers to be more or less ethical overall; what they consider to be the greatest ethical challenge they have personally faced, and how they resolved the situation.

- **Connective Thought and Reflection** = What did the person tell you that clearly connected with things we have discussed or that you have read in this course? What connects with what you already thought? What surprised you? What was most interesting about the interview?

### CJ Professional Ethical Dilemma Memorandum

Your memorandum will address the components as outlined in this syllabus and should have section headings listed according to the three components. Your 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 no reference page, as this is a report on an interview. The memorandum is to be single-line spaced. The memorandum must follow the class 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 the next class period, the reduction will be 50%.

The memorandum is to be composed of the following components:

- **Introduction** = Tell us the source(s) of information about your ethical dilemma, time setting, and agency involved, then give a brief description of the issue.

- **Details of the Dilemma** = Give us the specifics of the setting, wrongs committed, and consequences, including any information about changes in policy, rules, or regulations.

- **Philosophical Connections** = Discuss the dilemma from philosophical perspectives of Deontology, Utility, Situational, and the Hybrid (given in class).

- **Personal Protection** = Discuss what you have learned from investigating the dilemma, and comparing the philosophical connections. Explain what you would do personally if faced with a similar situation – not a statement of “I would not get involved in this”, but from the standpoint you have stepped in, but now must make tough decisions about how to correct the situation.

### 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
## Course Calendar

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<th>Date</th>
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<tr>
<td>01/22</td>
<td>Introduction &amp; An Introduction to Ethics</td>
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<td>An Introduction to Ethics &amp; The Concept of Duty</td>
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<tr>
<td>01/29</td>
<td><strong>Field Lab – Interview Day</strong></td>
<td>01/31</td>
<td><strong>Field Lab – Ethical Dilemma Research</strong></td>
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<td>Understanding Character</td>
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<td>03/12</td>
<td><strong>Spring Break – No Classes</strong></td>
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<td><strong>Spring Break – No Classes</strong></td>
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<td>03/19</td>
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<td><strong>Dead Week – Preparation Focus</strong></td>
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<td><strong>Dead Week – Preparation Focus</strong></td>
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<td>05/07</td>
<td><strong>Final Examination Opens</strong></td>
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*The Final Examination will be online from 8:00 a.m., Monday, May 7th – 5:00 p.m., Tuesday, May 8th.*