Fall 2019 Course Syllabus: CJS-445-500 – Criminal Justice Planning

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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Campus Office Hours
Mondays: 9:30 a.m. – 11:30 p.m.; 12:15 p.m. – 1:00 p.m. & 2:15 p.m. – 4:00 p.m.
During the Advising Period (October 30 – November 20), I will offer expanded campus office hours on Wednesdays, check the Advising tab in MySFA, then check my availability, appointments are required.
I am also available by special appointment and during virtual hours.

Virtual Office Hours
Available by SFA E-mail or ATT Cellular (Texting permitted before you call)
Tuesdays & Thursdays: 12:30 p.m. – 3:00 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
Introduction to planning and evaluation techniques. Examines the design of experimental programs in the field of criminal justice.

Course Calendar
A complete course calendar is a part of this syllabus, you are expected to attend class as noted, and to complete online assignments as detailed in the syllabus.

Justification of Credit Hours and Course Work Expectations
You are expected to spend an equivalent amount of time actually working in D2L as would normally be spent in the classroom. In addition, you are expected to spend time each week reading the required course materials, including the textbook and handouts provided in class or online in the courseroom. You should plan on spending a minimum of six hours preparatory time in addition to online participation each week.
Course Related E-mail Guidelines
All e-mails to me concerning class issues should include your name and course number reference (CJS450). All individual e-mails made to you concerning class issues will be directed to your SFASU e-mail address. You are individually responsible for checking your e-mail in-box for messages. Likewise, your individual e-mails should be made to me through the SFASU e-mail system. **Do not use D2L for personal communications. I will utilize D2L only for a general mailing of reminders and such.**

Classroom Meeting Schedule and Location
You are expected to participate actively in the courseroom. There are no specific times for you to be present in the courseroom, but you should expect to visit the courseroom several times each week.

Text required for Course
The assigned textbook for this course is Criminal Justice Policy and Planning, by Welsh and Harris. The book is in its 5th Edition. You may use an earlier edition but check for the readings. You will be responsible for the assigned readings. I do not enforce the concept of one book per student, so sharing is an option.

Program Learning Outcomes Addressed in this Course
This course meets the following CJS Program objectives: -The student will demonstrate critical reasoning, problem solving abilities, communications skills, and technology skills. -The student will demonstrate an understanding of the functions of policing in the United States in terms of its historical roots, structure, and contemporary issues. -The student will demonstrate an understanding of the social, political, economic, and cultural factors that influence the development of criminoalogical theory and its application to criminal behaviors. -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
- Explain the process of developing paradigms—thinking outside the box.
- Describe and participate in the process of analyzing organizational and procedural problems.
- Make use of goal setting and assist in the development of objectives.
- Describe and work within the process used in criminal justice project plan development and implementation.
- Discuss and apply the issues involved in developing complex criminal justice policies.
- Work with others in diverse group projects.
- Demonstrate the ability to self-motivate and assist others in accomplishing goals.
- Demonstrate the ability to use multitasking and time management.
- Demonstrate a high degree of interdependent accountability.

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.

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.
• 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:
  • Do not abuse the privilege of having access to my cell phone number – do not text or call from 6:00 p.m. – 9:00 a.m., or on weekends.
  • You are expected to participate in the online courseroom regularly.
  • You are to participate in courseroom discussions, and while you are free to express your personal maintain the right to censor any discussion that is becoming disruptive to the learning process.
  • 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.
• You retain the responsibility to make notification of special needs and/or circumstances to the University, Department Chair, and to me.
• 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.

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:

- Initial Syllabus Quiz = 5 QP
- Module Discussions = 35 QP
- Midterm Examination = 30 QP
- Final Examination = 30 QP

The course grade will be based as follows:
- 89.5 QP and above = A
- 79.5 QP to 89 QP = B
- 69.5 QP to 79 QP = C
- 60 QP to 69 QP = D
- Below 60 QP = F

This course does not offer a menu selection – you are expected to perform all of the work assigned. Failure to submit work will result in a grade determination of “F”, regardless of the assigned quality points.

Examinations
The Midterm Examination will be online from 8:00 a.m., Monday, October 14th through 5:00 p.m., Wednesday, October 16th.

The Final Examination will be online from 8:00 a.m., Monday, December 9th through 5:00 p.m., Wednesday, December 11th.

Warning: Do not wait until the last moment to enter the exam, the closing time is firm, and the exam will end at the time posted.

Missed Examinations
Generally, 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.

Module Work Due Dates
All work required in the module must be completed by 11:30 p.m. of the assigned due date. Special Note: Module work may be accessible through pathways other than the module itself, however work done outside the parameters of the module opening and closing dates will not receive credit!

Module Discussions
Note that the module discussions are detailed in the included Course Module Schedule, the last page of this document. The schedule includes details of the prescribed reading assignments and includes a work due date. All things detailed for that assignment must be completed by the work due date, including your primary response to the prompt, and the additional response posting to at least one other student’s primary discussion postings. Understand, you are expected to reply to those secondary postings made to your primary one, but these are not counted towards your own requirement to post a secondary response to the primary posting of a peer. Primary and secondary responses posted after the work due date will not be considered for credit. When I
post a question to you about your primary posting, you are expected to reply to me, and failure to do so may result in a loss of credit.

The idea here is to, in some limited form, require a dialogue among students like what would occur in a regular classroom. **If you have questions about the requirements, ask me.**

**Module Discussion Grading**

As a general practice, I read the postings, but do not respond to them publicly. If I see a major issue with something being posted, I will respond privately in an email to the specific learner. The reason for this is that once I state a position, other postings will follow my lead, and we do not get a true discussion thread.

Discussions will be graded after the due date, and the percentage earned will be multiplied by the 35QP at the end of the course. In a traditional classroom setting discussions are not graded, participation may be, and that is what this grade reflects for this course. **You are required to post a minimum of two times for each discussion prompt, whether the module has one or two prompts.** Let us say Module Two has two prompts, each prompt would be evaluated separately, and each requires a primary and secondary response.

The first response must be your primary response to the discussion prompt. Let us say the first discussion asks you to write about the use of police for public order. You can draw from the text, and from recent events to develop a response to the prompt. These responses are usually assigned an expected number of words, with the intent of getting a substantive statement from you.

After posting your primary response, you should read the primary responses of others, and respond to at least one other. This is a direct response to the primary response someone else has posted, not a response to something someone has posted to you. These too should be substantive, and should include things like: “I agree with your point about . . . , because . . .”, or “I disagree with your statement about . . . , because . . .” Short secondary responses will not count!

**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](http://www.sfasu.edu/policies/academic_integrity.asp)
<table>
<thead>
<tr>
<th>Module</th>
<th>Module Available</th>
<th>Module Due Date</th>
<th>Welsh &amp; Harris</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>8/26</td>
<td>09/01</td>
<td>General Policy Discussion</td>
<td>Module One</td>
</tr>
<tr>
<td>2</td>
<td>09/02</td>
<td>09/15</td>
<td>Introduction &amp; Chapter 1</td>
<td>Module Two</td>
</tr>
<tr>
<td>3</td>
<td>09/16</td>
<td>09/29</td>
<td>Chapter 2</td>
<td>Module Three</td>
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<tr>
<td>4</td>
<td>9/30</td>
<td>10/13</td>
<td>Chapter 3</td>
<td>Module Four</td>
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<tr>
<td>5</td>
<td>10/14</td>
<td>10/27</td>
<td>Chapter 4</td>
<td>Module Five (Midterm Exam*)</td>
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<tr>
<td>6</td>
<td>10/28</td>
<td>11/10</td>
<td>Chapter 5</td>
<td>Module Six</td>
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<td>7</td>
<td>11/11</td>
<td>11/24</td>
<td>Chapter 6</td>
<td>Module Seven</td>
</tr>
<tr>
<td>8</td>
<td>11/25</td>
<td>12/08</td>
<td>Chapter 7</td>
<td>Module Eight (Final Exam**)</td>
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