Spring 2019 Course Syllabus: CJS-405.600 – 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
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Classroom Meeting Schedule and Location
This course is completely online.

Campus Office Hours
Mondays: 9:30 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 recommended before you call)
Wednesdays: 9:30 a.m. – 11:30 a.m.
Thursdays: 1:00 p.m. – 3:30 p.m.
I am also available by appointment.

Best Contact and Guidelines
The best way to contact me is by SFA regular email at the address above or by text. Please note, there are no emergencies in academia that require calling or texting at unreasonable hours. You should not text or call during weekends, University breaks, or any day before 8:00 a.m. or after 5:00 p.m. – nothing we do in academia requires urgency.

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 course provides an introduction to understanding ethical dilemmas in the three primary areas of the criminal justice system (police, courts, and corrections) and the development of ethical decision-making skills for criminal justice professionals. Required for all criminal justice majors and minors.

Course Calendar
A complete course calendar is a part of this syllabus, you are expected complete online assignments as detailed in this document and the courseroom modules.

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 at least three hours 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 (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 – do not send me email through D2L. Any attachments to e-mails must be in a Word Document format, unless directions specifically state otherwise.

You are responsible for reading all announcements, course documents and e-mails relating to this course. You are also responsible for making sure emails

**Text required for Course**
The assigned textbook for this course is *Criminal Justice Ethics: Theory and Practice, Fifth Edition*, by Cindy Banks. The readings are listed in the Course Calendar; these include textbook assignments and additional readings that will be placed in the respective modules. You will be responsible for the assigned readings in order to respond to discussions and complete the quizzes, as well as for examinations.

**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 distinguish normative ethics models.
- The student will be able to employ certain normative ethics tools to assist in understanding ethical issues and outcomes.

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

**Special Accommodations and 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. For additional information, go to [http://www.sfasu.edu/disabilityservices/](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 – please refer to **Best Contact and Guidelines** on page 1 of this syllabus.
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 courseroom regularly and complete all activities in a timely manner, demonstrating clear evidence of your effort.

You are to actively participate in courseroom 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.

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 your failure of the course.

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. Again, you are an adult and should be responsible in your approach to this course – this should reflect how you will behave in your career workplace.

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:

- Midterm Examination = 15 QP
- Module Discussions = 42 QP
- Module Quizzes = 28 QP
- Final Examination = 15 QP

This course does not offer a menu selection – you are expected to perform all of the work assigned. Failure to submit work may result in a grade assignment of “F”.

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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 two examinations for this course, both are given online:

The Midterm Examination covers course materials through Module Seven. The Midterm Examination will be online from 8:00 a.m., Monday, March 2nd – 5:00 p.m., Wednesday, March 4th.

The Final Examination covers course materials through Module Fourteen. The Final Examination will be online from 8:00 a.m., Monday, May 4th – 5:00 p.m., Wednesday, May 6th.

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 alternatives. You should contact me as soon as you know that you will miss an examination or as soon after missing one as possible, within the communication guidelines. Alternative examinations will not be permitted when the cause is “forgetting” or “overlooking” requirement.

Modules
There are fourteen modules in this course, as designated in the included Course Calendar. Each module requires textbook readings, discussion questions, and an associated quiz. Where there are two chapters assigned in a module, the associated quiz will contain questions from both readings. For some discussions, associated supplemental materials will be provided in the module.

With the exception of Module One, the modules are open from 8:00 a.m. Monday morning of the module week, through the following Sunday at 11:30 p.m. – once closed, a module will not be reopened. Module One, which has no reading requirement and is only introductory, will open at 8:00 a.m. on Wednesday, January 15th and close at 11:30 p.m. on Sunday, January 19th.

Note that the due dates for module 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

Module Discussions
Primary Response: Each module, with the exception of Module 14, includes two discussion prompts. Each prompt requires a primary response, which should be submitted by Thursday evening at the latest. Primary responses are expected to incorporate information from the assigned textbook reading(s) but should also include information from any additional assigned readings provided in the module, as appropriate. You are encouraged to incorporate additional information from peer-reviewed materials, books, personal experiences, and current events, where relevant to the discussion. These are to be substantive, meaning the response is to be developed with a firm basis in reality and therefore important and meaningful. They are also to be fairly substantial postings with a word count of 300 to 400 words. Failure to meet the guidelines will result in no credit being awarded.
Secondary Responses: In addition to your primary response, each prompt requires two additional secondary ones. Secondary responses are posted those made to another student’s primary response. Again, you are required to respond to at least two other student’s primary discussion postings for each prompt. Secondary responses, like primary ones, must be substantive, in this case they should focus on agreement or disagreement with the primary post to which you are responding. In these responses, be politely challenging when you do not agree. Whether you agree or disagree, be very specific about what it is you are addressing and share your reasoning. These are expected to have a word count of 150 to 300 words.

Replies to Secondary Responses: You are also expected to reply to those secondary postings made to your primary when appropriate, as when someone poses a question. The only guideline for this form of response is that you are to be courteous in your reply. Do not confuse such responses as counting toward your secondary response requirement.

The concept of this discussion process 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
Discussions are required to be posted by the module due date listed in this document. Primary and secondary postings made after the due date receive no credit. 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 poster. The primary reason for this is I do not want to cause embarrassment for the poster. A secondary reason is that once I state a position, other postings will follow my lead, I am not attempting to teach students what to think, I want students to learn how to reason through ethical issues. Discussions will be graded after the due date, and the percentage earned will be multiplied by the 42QP at the end of the course.

Module Quizzes
Module quizzes are taken straight from the textbook and other assigned readings. These will include T/F and multiple-choice questions. Quizzes are available only during the module period and will not be relaunched for any reason. The scores of all quizzes will be averaged into a percentage and your grade will be determined by multiplying the percentage earned by 28QP.

Academic Integrity (4.9.1)
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
<table>
<thead>
<tr>
<th>Module</th>
<th>Module Available</th>
<th>Module Due Date</th>
<th>Reading</th>
<th>Activity</th>
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<tbody>
<tr>
<td>1</td>
<td>JAN 15</td>
<td>JAN 19</td>
<td></td>
<td>Complete Syllabus Quiz and Two Introductory Discussions</td>
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<td>2</td>
<td>JAN 20</td>
<td>JAN 26</td>
<td>Banks Chapter 1</td>
<td>Complete Two Discussions and Readings Quiz</td>
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<td>3</td>
<td>JAN 27</td>
<td>FEB 02</td>
<td>Banks Chapter 2</td>
<td>Complete Two Discussions and Readings Quiz</td>
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<td>FEB 09</td>
<td>Banks Chapters 3 &amp; 4</td>
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<td>FEB 10</td>
<td>FEB 16</td>
<td>Banks Chapters 5 &amp; 6</td>
<td>Complete Two Discussions and Readings Quiz</td>
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<td>6</td>
<td>FEB 17</td>
<td>FEB 23</td>
<td>Banks Chapters 7 &amp; 8</td>
<td>Complete Two Discussions and Readings Quiz</td>
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<td>7</td>
<td>FEB 24</td>
<td>MAR 01</td>
<td>Banks Chapter 9 &amp; 10</td>
<td>Complete Two Discussions and Readings Quiz</td>
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<td>MAR 02</td>
<td>MAR08</td>
<td>Banks Chapter 11</td>
<td>Midterm Examination (Material Through Module 7)</td>
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<td>MAR 09</td>
<td>MAR 15</td>
<td>Spring Break – No Classes</td>
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<td>MAR 16</td>
<td>MAR 22</td>
<td>Banks Chapter 12</td>
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<td>MAR 23</td>
<td>MAR 29</td>
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<td>Banks Chapter 15</td>
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<td>APR 19</td>
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<td>APR 20</td>
<td>April 26</td>
<td>Banks Chapter 17</td>
<td>Complete Two Discussions and Readings Quiz &amp; Closing Review</td>
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<td>15</td>
<td>APR 27</td>
<td>May 3</td>
<td>Course Review and Final Exam Preparation</td>
<td>Final Examination Preparation</td>
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*The Final Examination will be online from 8:00 a.m., Monday, May 4th – 5:00 p.m., Wednesday, May 6th. (Material from Module 8 forward.)*

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