Fall 2021 Course Syllabus: CRIJ 4305 – 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.
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Classroom Meeting Schedule and Location
This course combines D2L and Zoom online sessions. A course schedule is associated with this document, see the last page. Zoom sessions are held on four evenings of the term, these are: SEP 01, OCT 06, NOV 03, and DEC 01. The Zoom sessions are held from 5:00 p.m. – 6:30 p.m. Attendance will be taken for Zoom sessions. Your camera must be active for the entire session.

Campus Office Hours
I will be available in my on-campus office Wednesdays from 10:00 a.m. – 3:00 p.m.

Virtual Office Hours
Available by SFA E-mail, or ATT Cellular (Text before you call for confirmation of availability), or ZOOM (through prearrangement) Do Not send me email through D2L
Mondays: 9:00 a.m. – 11:30 a.m.
Tuesdays: 9:30 a.m. – 11:30 a.m. & 1:00 p.m. – 4:30 p.m.
I am also available by appointment Monday, Tuesday and Sunday evenings.

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, or any day before 8:00 a.m. or after 5:00 p.m. – nothing we do in academia requires urgency. Do Not send me email through D2L.

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 Module Schedule
A complete course module schedule is a part of this syllabus, you are expected complete online assignments and attend Zoom sessions 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 and attending scheduled Zoom sessions 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 (CRIJ 4305). 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.

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

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/.

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.

IP – Dr. George R. Franks, Jr., Ph.D., 2021
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. As an example of “timely manner”, primary discussions should be posted at least three days before the end of the module to allow others to respond.

During Zoom sessions, you are to have your camera activated and engage in active listening and appropriate discussion. Failure to do so will result in a loss of points for attendance.

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. I believe in freedom of individual opinion and speech, but there is no right affirmed allowing the harm of others physically or emotionally.

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 all of the required material in this course will 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 except in extreme circumstances.
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:

- Attendance & Participation in Scheduled Zoom Sessions = 9 QP
- Module Forums/Discussions = 35 QP
- Module Quizzes = 35 QP
- Final Examination = 21 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”.

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 (This will require a repeat of the course for CJ Majors)
- Below 60 QP = F (This will require a repeat of the course for CJ Majors)

Examination

There is one examination for this course, given online: The Final Examination covers course materials through Module Fourteen. The Final Examination will be online from 8:00 a.m., Monday, December 6th until 5:00 p.m., Thursday, December 9th.

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” requirements.

Modules – Read Carefully!

There are fifteen modules in this course, as designated in the included Course Calendar. Most modules require textbook readings, one or more 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 may be provided in the module.

Each module is scheduled for seven (7) days, which should give you ample time to complete the work. Modules One and Fifteen have information collecting questions, these do not require secondary responses, though you may reply to someone else if you prefer.

Each module will be open from 8:00 a.m. the morning of the first day, through the following end-date at 11:30 p.m. – once closed, the module will not be reopened. You are going to have to commit to getting your work done within the seven-day period.

The schedule includes details of the prescribed reading assignments and includes a work due date. All things detailed for the module must be completed by the Module Due Date.

Zoom Class Sessions

Scheduled Zoom sessions are indicated in a special column of the Course Module Schedule. Each session begins at 5:30 p.m. and is scheduled for one hour. These sessions will be used to answer questions regarding course materials and assignments, as well augment the materials we are covering.

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Attendance and participation will be monitored, and this activity accounts for a portion of the final grade. Turning of your camera or not responding to questions will result in a loss of attendance points.

Module Forums/Discussions

Primary Response: Each module includes at least two discussion prompts; you must respond to both. **Prompts require a primary response, which should be submitted as soon as possible.** 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. **Words included as direct quotes, do not count towards the word count!** 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 responses. Secondary responses are posted to another student’s primary response. **Again, you are required to respond to at least two other students’ 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 required 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 own secondary response requirement.

Pay close attention to these words: **You must respond to each discussion prompt in each module.** Discuss, describe, compare and contrast. Stay on the topic, the most common error is **students veering off on tangents**, such as racial profiling, and not discussing the topic in terms of ethics. Another is making unsupported statements, *if you write something, give supporting evidence and sources*. Unsupported material, and words included as direct quotes, do not count towards the word count!

**When selecting sources, do not use biased ones**, the best sources to use are those websites with “.gov” and “.edu” domains. Sources like the NRA, CHANGE, NAACP, NORMAL, NOW, DNC, RNC, and ACLU are organizations with a mission, and they rely on “studies” they conduct with bias. Likewise, the news media sources can be used to note the alleged constructs of an event, but use at least two that are independent of each other, and do not state anything they report as fact.

Some discussions ask for you to relate an experience and others ask for you to state your feelings, opinions, or thoughts on the subject. This is your opportunity to connect personally to the discussion topic. **However, do not make the mistake of isolating this portion of the prompt and making it the entire response!**

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

Module Quizzes

Academic Integrity (A-9.1)

Definition of Academic Dishonesty

Please read the complete policy at http://www.sfasu.edu/policies/academic_integrity.asp
## Course Module Schedule

**NOTE:** Zoom sessions are held on four evenings of the term, as identified below. **Sessions are held from 5:00 p.m. – 6:30 p.m.** Attendance will be taken for Zoom sessions. **Your camera must be active for the entire session.**

<table>
<thead>
<tr>
<th>Module</th>
<th>Module Available</th>
<th>Module Due Date</th>
<th>Zoom Session</th>
<th>Reading</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>AUG 23</td>
<td>AUG 29</td>
<td></td>
<td>Complete Syllabus Quiz and Introductory Discussions</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>AUG 30</td>
<td>SEP 05</td>
<td>SEP 01</td>
<td>Banks Chapter 1</td>
<td>Complete Discussions and Readings Quiz</td>
</tr>
<tr>
<td>3</td>
<td>SEP 06</td>
<td>SEP 12</td>
<td></td>
<td>Banks Chapter 2</td>
<td>Complete Discussions and Readings Quiz</td>
</tr>
<tr>
<td>4</td>
<td>SEP 13</td>
<td>SEP 19</td>
<td></td>
<td>Banks Chapters 3 &amp; 4</td>
<td>Complete Discussions and Readings Quiz</td>
</tr>
<tr>
<td>5</td>
<td>SEP 20</td>
<td>SEP 26</td>
<td></td>
<td>Banks Chapters 5 &amp; 6</td>
<td>Complete Discussions and Readings Quiz</td>
</tr>
<tr>
<td>6</td>
<td>SEP 27</td>
<td>OCT 3</td>
<td></td>
<td>Banks Chapters 7 &amp; 8</td>
<td>Complete Discussions and Readings Quiz</td>
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<tr>
<td>7</td>
<td>OCT 04</td>
<td>OCT 10</td>
<td>OCT 06</td>
<td>Banks Chapter 9 &amp; 10</td>
<td>Complete Discussions and Readings Quiz</td>
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<tr>
<td>8</td>
<td>OCT 11</td>
<td>OCT 17</td>
<td></td>
<td>Banks Chapter 11</td>
<td>Complete Discussions and Readings Quiz</td>
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<tr>
<td>9</td>
<td>OCT 18</td>
<td>OCT 24</td>
<td></td>
<td>Banks Chapter 12</td>
<td>Complete Discussions and Readings Quiz</td>
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<tr>
<td>10</td>
<td>OCT 25</td>
<td>OCT 31</td>
<td></td>
<td>Banks Chapter 13</td>
<td>Complete Discussions and Readings Quiz</td>
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<tr>
<td>11</td>
<td>NOV 01</td>
<td>NOV 07</td>
<td>NOV 03</td>
<td>Banks Chapter 14</td>
<td>Complete Discussions and Readings Quiz</td>
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<tr>
<td>12</td>
<td>NOV 08</td>
<td>NOV 14</td>
<td></td>
<td>Banks Chapter 15</td>
<td>Complete Discussions and Readings Quiz</td>
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<tr>
<td>13</td>
<td>NOV 15</td>
<td>NOV 21</td>
<td></td>
<td>Banks Chapter 16</td>
<td>Complete Discussions and Readings Quiz</td>
</tr>
<tr>
<td>NA</td>
<td>NOV 22</td>
<td>NOV 28</td>
<td></td>
<td></td>
<td>Fall Break</td>
</tr>
<tr>
<td>14</td>
<td>NOV 29</td>
<td>DEC 05</td>
<td>DEC 1</td>
<td>Banks Chapter 17</td>
<td>Complete Discussions and Readings Quiz</td>
</tr>
<tr>
<td>15</td>
<td>NOV 29</td>
<td>DEC 05</td>
<td></td>
<td><strong>Concurrent with Module 14</strong></td>
<td>Review &amp; Self-Assessment Exercise</td>
</tr>
</tbody>
</table>

*The Final Examination will be online from 8:00 a.m., Monday, December 6th until 5:00 p.m., Thursday, December 9th.*