CRIJ 3315_092 Professional Writing in Criminal Justice

Fall 2023

Dr. George J. Day
Associate Professor of Criminal Justice; Department of Government

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Class Hours & Location: Ferguson Liberal Arts 471 / MWF @ 9:00 a.m. - 9:50 a.m.
Zoom link for the virtual classroom:
https://sfasu.zoom.us/j/94889574613?pwd=TnRPWDF6dStPd3R0SVJGMpUdUJJiZz09

Office Hours:
- Mondays - Thursdays: 1:30 p.m. - 3:30 p.m.
- Friday: by appointment only

Office hours are available face-to-face or by Zoom at the following link:
https://sfasu.zoom.us/j/92445418870?pwd=aXVnQGtwZ2Y4ZI8JbXhBTmk0ZEZLUT09

When logging into the Zoom meeting, you may be placed in a virtual waiting room if I meet with another student. I will be notified that you are waiting and will admit you when it is your turn to meet with me.

Required textbook:

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 the authorization to duplicate any part of the work without my permission.

Course Description:
This course is a writing-enhanced course that emphasizes grammatical structure, use of capitalization and punctuation, sentence structure, topic development, and writing in the APA style. This course will prove useful in the students’ last few semesters of college coursework as it gives them time and opportunity to develop the writing skills that will be critically necessary for the field, in graduate school, and in other areas of their professional and personal lives. Prerequisites: ENG 131 and 132 or instructor consent.

Course Contact Hours and Study Hours
Professional Writing in Criminal Justice (3 credit hours) is a writing-enhanced, upper-level course that meets for 150 minutes per week for 16 weeks. In addition to weekly assignments, students will produce a literature review on a criminal justice or criminology related topic approved by the professor. Weekly readings, assignments, and in-class activities are designed to support the creation of the literature review. For each classroom “hour,” the student is expected to spend a minimum of 3 hours in preparation for upcoming classes and in completing assigned work.

1 When logging into the Zoom meeting, you may be placed in a virtual waiting room if I meet with another student. I will be notified that you are waiting and will admit you when it is your turn to meet with me.
Program Learning Objectives:
- The student will demonstrate an understanding of the purposes and operation of the major components of the criminal justice system, and the student will be able to critically analyze the criminal justice system and its aims and outcomes.
- The student will demonstrate an understanding of legal and/or social science research and will apply professional standards of writing and research to criminal justice issues.

Student Learning Objectives: By completing this course, students should be able to:
- The student will demonstrate their ability to gather, assimilate, and report accurate information in a concise and consistent manner.
- The student will be able to identify the various components of grammatical structure.
- The student will demonstrate an understanding of the value of the written report in policing, courts, and corrections.
- The student will demonstrate their ability to report research, write, and cite in APA format by completing a first and final draft of an annotated bibliography on a current and salient criminal justice topic.
- The student will develop critical thinking and writing skills through multiple assignments that will include research, role-play, or practical situations.

Course Engagement (formerly “attendance”) Policy:
This class utilizes a HyFlex modality which means that students have the freedom to choose how they wish to engage or interact with the course throughout the semester. Furthermore, students can change how they interact with the course at any time. See the “Required Course Work” section of the syllabus to learn more about my expectations for student engagement with the course.

Students taking a HyFlex class are expected to manage their schedules and decide which means of engaging or interacting with the course best fits their learning style and personal schedules. Students will have been considered to have “attended” class at least once for financial aid purposes if they have, during the first 12 class days, either (a) attended at least one class session f2f or via video conference (Zoom) or (b) submitted at least one assignment/quiz or participated in at least one online discussion.

Grading Policy
Final course grades will be assessed on the following scale:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Points Range</th>
<th>Assignments</th>
<th>Literature Review</th>
<th>Final Exam</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>688 - 765</td>
<td>up to 465</td>
<td>up to 200 points</td>
<td>up to 100 points</td>
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<tr>
<td>B</td>
<td>612 - 687</td>
<td>up to 200</td>
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<tr>
<td>C</td>
<td>535 - 611</td>
<td>up to 100</td>
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<tr>
<td>D</td>
<td>459 - 534</td>
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<tr>
<td>F</td>
<td>&lt; 459</td>
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Required Course Work:
- **Assignments:** Each unit of the course will include an assignment due by midnight of the last day of the unit. Assignment formats will vary from unit to unit. See Brightspace for instructions for specific assignments.
- **Literature Review Project:** Students will complete a literature review project by the end of the semester. Many of the unit assignments will include drafts or tasks designed to facilitate the completion of this project.
- **Final Exam:** The final exam tests your knowledge of the elements and mechanics of style from the *Publication Manual of the American Psychological Association*, and what
you have learned in this class. The exam consists of 100 items of various types, which you will have 120 minutes to complete.

**Incomplete course work:** Late assignments or exams will not be permitted without approval obtained from the instructor based on extenuating circumstances. Extenuating circumstances include, but are not limited to: military deployment, religious holidays/observances, court appearances, jury duty, family emergencies, personal or immediate family illness, or participation in student athletics or other university-approved activity.

Please note the following course policies regarding coursework missed as a result of absences:

- Student-athletes are expected to be aware of their team’s travel schedule and plan their activities accordingly. Because course material and required coursework are available to all students over the entirety of each unit, student-athletes are expected to complete all tasks on time. *Extensions due to athletic travel will not be granted unless that travel involves more than 1/3 of the allotted number of days for a particular unit.* This policy also applies to all other student clubs, organizations, and other university-sponsored travel.

- Students who miss assignments for reasons other than athletics or other university-approved activities will need to provide acceptable documentation of the absence. Acceptable documentation includes but is not limited to notices from doctors/medical providers on official stationery that include the date(s) of illness; published obituaries that include the date of funeral services; a copy of military orders; or a copy of jury duty summons or other judicial document supporting a court appearance. If you become ill, visit a medical professional and obtain a work excuse (many doctors and physician assistances will ask you if you need one, the correct answer is “yes”)

**Conduct:** Classroom behavior should not interfere with the instructor’s ability to conduct the class or the ability of other students to learn from the instructional program. Unacceptable or disruptive behavior will not be tolerated. Students who disrupt the learning environment may be asked to leave class and may be subject to judicial, academic, or other penalties. This prohibition applies to all instructional forums, including electronic, classroom, labs, discussion groups, field trips, etc. The instructor shall have full discretion over what behavior is appropriate/ inappropriate in the classroom. Students who do not attend class regularly or perform poorly on class projects/exams may be referred to the Early Alert Program. This program provides students with recommendations for resources or other assistance available to help SFA students succeed.

**Rules of the Classroom**

- While the 1st Amendment to the U.S. Constitution protects each individual’s freedom of expression, freedom of speech is NOT an absolute right. Students who express themselves in a way that belittles, insults, bullies, or otherwise attempts to make another person feel like they are less human than another will be held accountable for their inappropriate conduct. There will be consequences for being a bully, insulting or belittling another, or being mean and hateful. Students violating this

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2 Note that documentation related to medical or mental health issues do not need to provide details of specific diagnoses (in fact, I would prefer that they do not); they need mere need to verify that you are or were under a doctor’s care and the dates of the absence.

3 I operate under a principle of “trust but verify”; a good philosophy to adopt when you work in the criminal justice field.
policy will be given one opportunity to apologize publicly. Those that refuse to apologize or continue to disrespect, bully, or harass others in the class will be removed from the course with a grade of F.

Grades are not given; they are earned. I do not offer or entertain requests for extra credit. I do not round grades. Do not ask; you may assume the answer will be “no.”

The tentative class schedule is a general guide. Coverage of the material may be accelerated, decelerated, rearranged, augmented, diminished, or otherwise modified when the professor believes such change would be to the benefit of the class.

This syllabus will act as the final word in the event of a discrepancy, error, or misunderstanding. Make sure you read and understand it completely—and make sure you keep a copy for reference during the semester.

Academic Integrity

The Code of Student Conduct and Academic Integrity outlines the prohibited conduct by any student enrolled in a course at SFA. It is the responsibility of all members of all faculty, staff, and students to adhere to and uphold this policy.

Articles IV, VI, and VII of the new Code of Student Conduct and Academic Integrity outline the violations and procedures concerning academic conduct, including cheating, plagiarism, collusion, and misrepresentation. Cheating includes, but is not limited to: (1) Copying from the test paper (or other assignment) of another student, (2) Possession and/or use during a test of materials that are not authorized by the person giving the test, (3) Using, obtaining, or attempting to obtain by any means the whole or any part of a non-administered test, test key, homework solution, or computer program, or using a test that has been administered in prior classes or semesters without permission of the Faculty member, (4) Substituting for another person, or permitting another person to substitute for one’s self, to take a test, (5) Falsifying research data, laboratory reports, and/or other records or academic work offered for credit, (6) Using any sort of unauthorized resources or technology in completion of educational activities.

Plagiarism is the appropriation of material that is attributable in whole or in part to another source or the use of one’s own previous work in another context without citing that it was used previously, without any indication of the original source, including words, ideas, illustrations, structure, computer code, and other expression or media, and presenting that material as one’s own academic work being offered for credit or in conjunction with a program course or degree requirements.

Collusion is the unauthorized collaboration with another person in preparing academic assignments offered for credit or collaboration with another person to commit a violation of any provision of the rules on academic dishonesty, including disclosing and/or distributing the contents of an exam.

Misrepresentation is providing false grades or résumés; providing false or misleading information in an effort to receive a postponement or an extension on a test, quiz, or other assignment for the purpose of obtaining an academic or financial benefit for oneself or another individual or to injure another student academically or financially.
Academic Integrity and the Use of AI
All submitted work, including assignments, papers, discussion posts, and exams, must be the original work of the individual student unless explicitly stated otherwise. The use of AI technology, such as ChatGPT, is not permitted (see Policy Number 10.4, Article VI [vi]). While AI can be a useful and helpful tool, it is not an acceptable substitute for real scholarship. The consequence of the submission of AI-generated material in this course will be dismissal from the course with a grade of “F.”

Academic Integrity and Background Investigations
Students who wish to work for a state or federal criminal justice agency should keep in mind that background investigators frequently talk to people who know an applicant but are not on that applicant’s reference list (such as professors). If I determine that a student has violated this academic integrity policy and that determination is confirmed through a due process hearing conducted by Student Affairs, that student’s lack of integrity will be the first thing I tell an investigator about them.

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 promptly may delay your accommodations. For additional information, go to http://www.sfasu.edu/disabilityservices/.

Student Wellness and Well-Being
SFA values students’ overall well-being, mental health and the role it plays in academic and overall student success. Students may experience stressors that can impact both their academic experience and their personal well-being. These may include academic pressure and challenges associated with relationships, emotional well-being, alcohol and other drugs, identities, finances, etc.

If you are experiencing concerns, seeking help, SFA provides a variety of resources to support students’ mental health and wellness. Many of these resources are free, and all of them are confidential.

On-campus Resources:
The Dean of Students Office (Rusk Building, 3rd floor lobby)  
www.sfasu.edu/deanofstudents
936.468.7249
dos@sfasu.edu

SFA Human Services Counseling Clinic Human Services, Room 202  
www.sfasu.edu/humanservices/139.asp
936.468.1041

The Health and Wellness Hub “The Hub”  
Location: corner of E. College and Raguet St.
To support the health and well-being of every Lumberjack, the Health and Wellness Hub offers comprehensive services that treat the whole person – mind, body and spirit. Services include:

- Health Services
- Counseling Services
- Student Outreach and Support
- Food Pantry
- Wellness Coaching
- Alcohol and Other Drug Education

www.sfasu.edu/thehub
936.468.4008
thehub@sfasu.edu

Crisis Resources:
- Burke 24-hour crisis line: 1.800.392.8343
- National Suicide Crisis Prevention: 9-8-8
- Suicide Prevention Lifeline: 1.800.273.TALK (8255)
- Crisis Text Line: Text HELLO to 741-741

Withheld Grades Semester Grades Policy:
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 coursework 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 to compute the grade point average. For additional information, go to https://www.sfasu.edu/policies/course-grades-5.5.pdf.
## Class Schedule - subject to change at the instructor’s discretion

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<thead>
<tr>
<th>Dates</th>
<th>Topic</th>
<th>Assignments</th>
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<tbody>
<tr>
<td>Unit 1</td>
<td>Aug 28-Sept. 2</td>
<td>Ethics of Writing</td>
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<td>Assignment #1, due 9/2/2023 by midnight CST</td>
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<td>Unit 2</td>
<td>Sept. 4-Sept. 9</td>
<td>Topic Selection</td>
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<td>Assignment #2, due 9/9/2023 by midnight CST</td>
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<td>Unit 3</td>
<td>Sept. 11-Sept. 16</td>
<td>Identifying Academic Sources</td>
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<td>Assignment #3, due 9/16/2023 by midnight CST</td>
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<td>Unit 4</td>
<td>Sept. 18-Sept. 23</td>
<td>APA Publication Style</td>
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<td>Assignment #4, due 9/23/2023 by midnight CST</td>
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<tr>
<td>Unit 5</td>
<td>Sept. 25-Oct. 7</td>
<td>Using Academic Sources</td>
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<td>Assignment #5, due 10/7/2023 by midnight CST</td>
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<td>Unit 6</td>
<td>Oct. 9-Oct. 14</td>
<td>Constructing Literature Reviews</td>
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<td>Assignment #6, due 10/28/2023 by midnight CST</td>
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<td>Progress report #1, due 10/14/2023 by midnight CST</td>
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<tr>
<td>Unit 7</td>
<td>Oct. 16-Oct. 21</td>
<td>Elements of Style</td>
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<td>Assignment #7, due 10/21/2023 by midnight CST</td>
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<td>Progress report #2, due 10/21/2023 by midnight CST</td>
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<tr>
<td>Unit 8</td>
<td>Oct. 23-Oct. 28</td>
<td>Mechanics of Style</td>
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<td>Assignment #8, due 10/28/2023 by midnight CST</td>
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<td>Progress report #3, due 10/28/2023 by midnight CST</td>
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<tr>
<td>Unit 9</td>
<td>Oct. 30-Nov. 4</td>
<td>Abstracts, Introductions, and Conclusions</td>
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<td>Assignment #9, due 11/4/2023 by midnight CST</td>
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<tr>
<td>Unit 10</td>
<td>Nov. 6-Nov. 18</td>
<td>Proofreading &amp; Peer-review</td>
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<td>Assignment #10(a), due 11/6/2023 by midnight CST</td>
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<td>Assignment #10(b), due 11/18/2023 by midnight CST</td>
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<td>Unit 11</td>
<td>Nov. 27-Dec. 2</td>
<td>Peer Review #2</td>
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<td>Assignment #11, due 12/2/2023 by midnight CST</td>
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<tr>
<td>Unit 12</td>
<td>Dec. 4-Dec. 9</td>
<td>Revise &amp; resubmit</td>
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<td>Literature review final submission, due 12/9/2023 by midnight CST</td>
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<tr>
<td>Final Exam</td>
<td>Exam available 12/11/2023 @ 8:00 a.m. CST</td>
<td>Exam due by midnight CST on 12/12/2023</td>
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