Fall 2023 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.
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
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 five Wednesday evenings of the term, these are: AUG 30, SEP 20, OCT 18, NOV 01, and NOV 29. The Zoom sessions are held from 6:00 p.m. – 7:00 p.m. Attendance will be taken for Zoom sessions. Your camera must be active for the entire session. Please Note: This course closes at 5:00 p.m., Thursday, DEC 14th.

Campus Office Hours
I will generally be available in my on-campus office Mondays from 11:00 a.m. – 4:00 p.m., except during university breaks and final exams week. I will occasionally be in my office on-campus other days, and available for face-to-face meetings, email me to arrange an appointment. If something else interferes with my attendance, I will issue an email making notification and Ms. Joy will post a note on my office door.

Virtual Office Hours
I am available by SFA E-mail, or ATT Cellular (Text before you call for confirmation of availability), or ZOOM (through prearrangement) on Wednesdays: 9:30 a.m. – 11:30 a.m. & 2:00 p.m. – 5:00 p.m. I am also available by appointment most Tuesdays, Wednesdays, and Sunday evenings – it is best to text me to arrange a meeting by phone or Zoom. Do Not send me email through D2L/Brightspace.

Best Contact and Guidelines
The best way to contact me is by text to my cell phone (see Instructor above), followed by SFA regular email at the address above - Do Not send me email through D2L/Brightspace. 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 6:00 p.m. – nothing we do in academia requires urgency. Do Not send me email through D2L/Brightspace.

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 responsible for reading all announcements, course documents and e-mails relating to this course. You are also responsible for making sure emails are read. Likewise, your e-mails to me should be made to me through the SFASU e-mail system – Do Not send me email through D2L/Brightspace. Any attachments to e-mails must be in a Word Document format, unless directions specifically state otherwise. MS Word is free to all SFA students.

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.

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 send me email through D2L/Brightspace

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. Do Not send me email through D2L/Brightspace

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.

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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.

**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:

- Module Forums/Discussions = 40 QP
- Attendance of Zoom Sessions = 10 QP
- Module Quizzes = 25 QP
- Final Examination = 25 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, DEC 11th until 5:00 p.m., Thursday, DEC 14th. Please Note: This course closes at 5:00 p.m., Thursday, DEC 14th.**

**Missed Examinations**

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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 Final Exam does not follow this schedule, it closes at 5:00 p.m. on DEC 14th.

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 6:00 p.m. and is scheduled for one hour – attendance will be taken. These sessions will be used to present new material and answer questions regarding course materials and assignments, as well augment the materials we are covering. Attendance, promptness, and active participation will be monitored, and failure to participate in this activity will negatively impact your final grade. Turning off your camera or not responding to questions will result in a loss of attendance points. Missing one session may reduce your final grade by one letter, two misses may result in a loss of two letter grades, and a third miss may result in an automatic failure of the course. I reserve the right to use my personal discretion to determine the acceptability of reasonable accommodation for required absences or lateness. You should contact me as soon as you learn of an expected absence or late arrival.

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. Primary responses are to be 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.

To make this very clear, each prompt requires a primary response and two secondary responses made to the primary postings of different peers in the course, for three total per prompt.

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
Again, you must respond to each discussion prompt in each module. Discussions are required to be posted by the module due date listed in this document. 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 cumulative percentage earned will be multiplied by the assigned QP at the end of the course. Primary and secondary postings made after the due date receive no credit.

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

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will be determined by multiplying the percentage earned by assigned QP. **Quizzes completed after the due date receive no credit.**

**Incomplete Course Work**
Late assignments will not be permitted without approval obtained from the instructor based on extenuating circumstances. This is an online course, so proper planning will allow extended periods to prepare and submit work in most situations. 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 course work missed because of absences:

- Students who miss exams because of participation in student athletics or other university approved activities will be permitted to take a make-up exam at the professor's convenience. Student athletes are expected to know their team’s travel schedule and plan accordingly.
- Students who miss assignments for reasons other than student 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 date of funeral services; copy of military orders; or a copy of jury duty summons or other judicial document supporting a court appearance.

**SFA Standardized Syllabus Language**

**Academic Integrity (4.1)**

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.

**Withheld Grades Semester Grades Policy (5.5)**

*Please copy and paste the following information regarding Withheld Grades into your syllabus. Add additional information as needed to meet your departmental or course needs.*

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](https://www.sfasu.edu/policies/course-grades-5.5.pdf).

**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/](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](http://www.sfasu.edu/deanofstudents)

936.468.7249
dos@sfasu.edu

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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

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)
- johCrisis Text Line: Text HELLO to 741-74
Course Module Schedule

Please Note: This course closes at 5:00 p.m., Thursday, MAY 4th.

NOTE: Zoom sessions are held on five evenings of the term on Tuesdays, as identified below. Sessions are held from 6:00 p.m. – 7:00 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 28</td>
<td>SEP 10</td>
<td>Note: Runs Concurrent with Module 2</td>
<td>Complete Syllabus Quiz and Introductory Discussions</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>SEP 04</td>
<td>SEP 10</td>
<td>AUG 30</td>
<td>Banks Chapter 1</td>
<td>Complete Discussions and Readings Quiz</td>
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<tr>
<td>3</td>
<td>SEP 11</td>
<td>SEP 17</td>
<td></td>
<td>Banks Chapter 2</td>
<td>Complete Discussions and Readings Quiz</td>
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<tr>
<td>4</td>
<td>SEP 18</td>
<td>SEP 24</td>
<td>SEP 20</td>
<td>Banks Chapters 3 &amp; 4</td>
<td>Complete Discussions and Readings Quiz</td>
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<tr>
<td>5</td>
<td>SEP 25</td>
<td>OCT 01</td>
<td></td>
<td>Banks Chapters 5 &amp; 6</td>
<td>Complete Discussions and Readings Quiz</td>
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<tr>
<td>6</td>
<td>OCT 02</td>
<td>OCT 09</td>
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<td>Complete Discussions and Readings Quiz</td>
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<tr>
<td>7</td>
<td>OCT 09</td>
<td>OCT 15</td>
<td>OCT 18</td>
<td>Banks Chapter 9 &amp; 10</td>
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<td>OCT 16</td>
<td>OCT 22</td>
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<td>NOV 05</td>
<td>NOV 1</td>
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<td>NOV12</td>
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<td>NOV19</td>
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<td>NOV 20</td>
<td>NOV26</td>
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<td>No Class Session - Thanksgiving Break</td>
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<tr>
<td>13</td>
<td>NOV 27</td>
<td>DEC 03</td>
<td>NOV 29</td>
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<td>DEC 11</td>
<td>DEC 14</td>
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<td>Final Examination</td>
<td></td>
</tr>
</tbody>
</table>

* The Final Examination will be online from 8:00 a.m., Monday, DEC 11th until 5:00 p.m., Thursday, DEC 14th