Summer 2023 Course Syllabus: CRIJ 3315.500 – Professional Writing in Criminal Justice

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 contain 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

Campus Office Hours
No regular on-campus office hours are offered this term, although I will occasionally be on campus.

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. I am also available by appointment in the evenings to accommodate working students.

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 7:00 p.m., you may email anytime. 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.

Classroom Meeting Schedule and Location
This coursework is completely online for the duration or Summer 2. All work is to be submitted by August 3, 2023, at 5:30 pm. for grading.

Participation in the Zoom sessions will assist you in being successful in the coursework. Students unable to participate in the active sessions should contact me to arrange alternatives. The Zoom sessions scheduled are clearly indicated in the calendar associated with this document. The Zoom connection will be emailed to you and posted prominently in the courseroom.
Course Description
From the Bulletin: 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 in the field, in graduate school, and in other areas of their professional and personal lives. Prerequisites: ENGL 1301 and 1302 or instructor consent.

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 for each module.

Course Related E-mail Guidelines
All e-mails to me concerning class issues should include your name and course number reference (CRIJ-3315). 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 are read.

Text required for Course

Program Learning Outcomes Addressed in this Course
This course fulfills general learning outcomes for the Criminal Justice Undergraduate Program. This is a writing enhanced course.

Course Specific Student Learning Outcomes
This course will introduce students to academic research and writing with an emphasis on professional writing in criminal justice research and in the criminal justice field. This course provides students the skills and knowledge needed not only to write, format, and properly cite academic papers, but also to think critically to define their research problem, find credible sources, and craft theses or dissertations worthy of publication.

Desired Competency
You will demonstrate your understanding of writing, formatting, and referencing techniques.
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/.

Mental Health
SFASU values students’ mental health and the role it plays in academic and overall student success. SFA provides a variety of resources to support student’s mental health and wellness. Many of these resources are free, and all of them are confidential.

On-campus Resources:
SFASU Counseling Services • www.sfasu.edu/counselingservices
Health and Wellness Hub (corner of E. College and Raguet) • 936-468-2401

SFASU Human Services Counseling Clinic • www.sfasu.edu/humanservices/139.asp
Human Services Room 202 • 936-468-1041

Crisis Resources:
Burke 24-hour crisis line 1(800) 392-8343
Suicide Prevention Lifeline 1(800) 273-TALK (8255)
Crisis Text Line: Text HELLO to 741-741

SFA Student Food Bank Availability - Lumberjack Food Pantry
The primary purpose of the Lumberjack Food Pantry is to lead the way in the reduction of food insecurity on the SFA campus. We identify and raise awareness of campus-specific needs and collaborate with campus departments and student organizations.

Distribution: Current SFA students are eligible to receive food distribution. Students who live off campus are eligible to receive two boxes of food per month, while students who live on campus may receive one box of food per month.

Donation and Distribution Location and Hours: Donations and item distributions occur at the Health and Wellness Hub during regular office hours noted at the bottom of this page. For more information, contact the hub at 936.468.4008 or email thepantry@sfasu.edu.
Contact the Health and Wellness Hub
936.468.4008
thehub@sfasu.edu

Office Hours: 8 a.m. to Noon & 1 p.m. to 5 p.m. Monday through Friday
Closed during university holidays.

Physical Address:
Tucker Building - Southeast corner of Raguet and East College streets
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.

IP – Dr. George R. Franks, Jr., Ph.D., 2023
**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:

- Exams = 45 QP
- Literature Review = 35 QP
- Writing Assignment = 20 QP

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 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
- Below 60 QP = F

**Module Work Due Dates**
All work required in the module must be completed by 11:30 p.m. of the assigned due date in order to receive credit.

**Literature Review**
You will identify a salient criminal justice topic that interests you. You will write a literature review, due at the end of the semester, in which you demonstrate your understanding of, and ability to comply with, APA (7th Ed.) formatting guidelines, library research, and plagiarism-free writing. Your paper should include a title page, an abstract, a references page, and at least fifteen academic (primary) sources (journal articles only; no books, magazines, etc.). The sources should be properly listed on the references page and correctly cited / referenced throughout the text of your literature review. With a minimum 15 sources, you should expect your paper to be about 8-10 substantive pages (again, not counting title page and references).

The lit review will be submitted, in its entirety, according to the course module schedule. I will return it to you with remarks, comments, suggestions, etc., then you will adopt those recommendations into a final draft that is due as your final exam. The first draft of the paper is worth 100 points, and it will be graded more leniently than the second draft. The second draft of the lit review, which will be worth 100 points, will count as the final “exam” for the course. Both drafts are required, and the first draft is not a “rough” draft; it is the COMPLETE paper!

**Examinations**
Three “examinations” will be given during the semester. Because this is a course that focuses exclusively upon research and writing, the exams will be written, and they will be cumulative.

**Missed Examination**
Generally, the examination must be completed as scheduled. However, in the event of a missed examination, I reserve the right to review the circumstances and allow an alternative one. Only in the case of extreme adversity will a rescheduled exam be allowed.

**Course Module Schedule**
A Course Module Schedule is a part of this syllabus.
**Academic Integrity (A-9.1)**
Academic integrity is the 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)
**Course Calendar & Module Schedule**

<table>
<thead>
<tr>
<th>Module</th>
<th>Module Available</th>
<th>Module Due Date</th>
<th>Reading Assignments &amp; Activities</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>July 3</td>
<td>July 18</td>
<td><strong>Zoom Session: Wednesday Evening, May 31st, 6:00 p.m.</strong> Access the FEMA EMI Courses Document and Perform Block 1. Complete Module Discussions.</td>
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<tr>
<td>2</td>
<td>July 3</td>
<td>July 18</td>
<td><strong>Zoom Session: Wednesday Evening, June 7th, 6:00 p.m.</strong> &amp; Admin Quiz by June 7, 11:30 p.m. Read Haddow et al. Chapter 1. Access the FEMA EMI Courses Document and Perform Block 2. Complete Module Discussions.</td>
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<tr>
<td>3</td>
<td>July 3</td>
<td>July 18</td>
<td><strong>Zoom Session: Wednesday Evening, June 14th, 6:00 p.m.</strong> Read Haddow et al. Chapters 2 &amp; 3. Access the FEMA EMI Courses Document and Perform Block 3. Complete Module Discussions.</td>
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<tr>
<td>8</td>
<td>July 3</td>
<td>August 2</td>
<td>Read Haddow et al. Chapters 9 &amp; 10. Access the FEMA EMI Courses Document and Perform Block 8. Complete Module Discussions.</td>
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<tr>
<td>Final Exam</td>
<td>August 1</td>
<td>August 3</td>
<td>Complete Final Examination by 5:00 p.m., June 30th.</td>
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* The Final Examination will be online from 8:00 a.m., Thursday, June 29th until 5:00 p.m., Friday, June 30th.

This course closes at 5:00 p.m., June 30th!