Spring 2024 Course Syllabus: CRIJ-3315 Professional Writing in Criminal Justice
Instructor Jason Rash, M.A.
Adjunct Faculty of Government
Office: Virtual
Office Phone: Please use SFASU email: jason.rash@sfasu.edu

Classroom Meeting Schedule and Location
This course is completely online.

Virtual Office Hours
Available by SFA email or Zoom (through prearrangement) most evenings Sunday through Thursday. It is best to email me to arrange a meeting by phone or Zoom. **Please Do Not send me email through D2L/Brightspace.**

Course Related E-mail Guidelines
All emails to me concerning class issues should include your name and course number reference (CRIJ-3315). All emails made to you concerning class issues will be directed to your SFASU email address. You are responsible for reading all announcements, course documents and emails relating to this course. You are also responsible for making sure emails are read. **All emails to me should go to my SFASU email address, NOT D2L/Brightspace.**

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 an 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 ENGL 1302

Course Contact Hours and Study Hours
Professional Writing in Criminal Justice (3 credit hours) is a writing-enhanced, upper-level course that meets virtually for 16 weeks. In addition to weekly or bi-weekly writing assignments, students will have two exams. Weekly readings and assignments are designed to support the creation of the final writing assignments. 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.

Required Texts, Materials, or Equipment
- **Report Writing for Law Enforcement and Corrections Professionals, 1e**
  - When you're ready, join your course at:
    - [https://console.pearson.com/enrollment/5c3qfb](https://console.pearson.com/enrollment/5c3qfb)
  - Select the course for SFASU, if not already selected.
  - If you need help, check out these Revel student resources:
    - [https://www.pearsonhighered.com/revel/students/support/](https://www.pearsonhighered.com/revel/students/support/)
  - Here's more information for your course section:
    - Course start date: Jan 8, 2024
    - Course end date: May 31, 2024
This link to APA will also be helpful in your writing. [APA Style](#)

**Program Learning Outcomes:**
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 Outcomes:** By completing this course, students should be able to:

- Write a variety of reports common to criminal justice agencies.
- Communicate ideas in writing that are sensible and relate logically to the subject at hand.
- Collect and evaluate information and translate the information into written form.
- Write complete sentences that are clear in meaning and concise in form.
- Put ideas and sentences into a logical order.
- Relate events accurately in writing.
- Follow guidelines and instructions for written reports.
- Improve skills for writing for an academic audience.
- 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.

**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.

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 class regularly and complete all activities in a timely manner, demonstrating clear evidence of your effort. You are to actively participate in class assignments, and while you are free to express your personal views, you must also respect the views of others. I maintain the right to censor anything 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.

**Grading Policy**
Grades will be determined using the following composition:

<table>
<thead>
<tr>
<th>Component</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introductory Discussion</td>
<td>5%</td>
</tr>
<tr>
<td>Syllabus Quiz</td>
<td>5%</td>
</tr>
<tr>
<td>2 exams</td>
<td>20% (10% for each of the two exams)</td>
</tr>
<tr>
<td>9 writing assignments</td>
<td>70% (students must pass the writing component to pass the course)</td>
</tr>
</tbody>
</table>

- 1-Self Chronology: 15 points of 250 total
- 2-Video Exercise-Report Writing: 25/250
- 3-Investigative Process / Essay Topics: 10/250
- 4-Case Brief: 25/250
- 5-Second Video Exercise-Report Writing: 25/250
- 6-Investigative Process Research Paper: 35/250
- 7-Essay Rough Draft: 25/250
- 8-Use of Force / Current Events Paper: 40/250
- 9-Essay: 50/250

The final grade will be assigned as follows.

- **A** = 90% or above
- **B** = 80% - 89%
- **C** = 70% - 79%
- **D** = 60% - 69%
- **F** = below 60%

**Writing Assignments**—There will be nine (9) writing assignments. Each is due by midnight on the date listed in the schedule at the end of this syllabus. All writing assignments will be exclusively accepted through Brightspace in a .doc or .docx format (word document). Originality checks will be performed once assignments are uploaded. *Grading rubrics for each assignment will be provided accordingly.* If it is found/determined that any or all of any writing assignment is AI generated, consequences could include: failing of the assignment, failure for the course, or a report made to the University as a Code of Conduct violation.

**Examinations**
There will be two exams throughout the semester which will be based upon the readings in the book. You are expected to read the chapters and other assigned readings no later than the date assigned in the syllabus. You may read ahead as your time allows. Make-up exams will be entirely by the permission of the instructor. Please contact the instructor immediately after a missed exam to make the necessary arrangements. Exams will not be curved.
## Course Calendar

<table>
<thead>
<tr>
<th>Week</th>
<th>Starting</th>
<th>Topics/Assigned Readings/Homework</th>
<th>Major Assignments and Deadlines</th>
</tr>
</thead>
</table>
| 1    | 1/22/2024 | 1st Week of Class-Read Chapters 1 and 2 | Discussion Introduction-due by 1/27/2024  
Syllabus Quiz-due by 1/27/2024 |
| 2    | 1/29/2024 | Read Chapter 3                     | Exercise 1-Self Chronology due 2/3/2024 |
| 3    | 2/5/2024  | Read Chapter 4                     | Exercise 2-Video due 2/10/2024 |
| 4    | 2/12/2024 | Read Chapter 5                     | Exercise 3 Investigative Process Topic due 2/17/2024 |
| 5    | 2/19/2024 | Read Chapter 6                     | Exercise 4-Case Brief due 2/24/2024 |
| 6    | 2/26/2024 | Read Chapter 7                     | Exercise 5-Second Video due 3/2/2024 |
| 7    | 3/4/2024  | Read Chapter 8                     | Exam 1-due by 3/9/2024            |
| 8    | 3/11/2024 | Spring Break                       | Spring Break                     |
| 10   | 3/25/2024 | Read Chapters 10                   |                                  |
| 11   | 4/1/2024  | Read Chapter 11                    | Exercise 7-Essay Draft due 4/6/2024 |
| 12   | 4/8/2024  | Read Chapter 12                    |                                  |
| 13   | 4/15/2024 | Read Chapter 13                    | Exercise 8-Use of Force/Current Events due 4/20/2024 |
| 14   | 4/22/2024 | Read Chapter 14                    |                                  |
| 16   | 5/6/2024  | Finals Begin                       | Exam 2-due by 5/11/2024          |
| 17   | 5/13/2024 |                                     | Grades Due                       |

### 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.**
**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**

**Institution Absences (HOP 04-110)**

An Institutional Absence may be granted to a student who participates as a representative of the University in academic (including research), extra- or cocurricular, or athletic activities. Students will be excused for institutional purposes from otherwise required academic activity only when a valid Institutional Absence is approved by the appropriate administrative unit or official and the documentation of approval is provided to the faculty member at least five (5) days in advance.

Institutional absences will not be approved for keystone events, defined as: a special or unique assignment, test, project, experience, or other academic exercise identified by the Faculty member as critical for successful completion of standards of the class and unable to be missed. These events must be identified on the syllabus at the beginning of the semester and communicated to the students. Events added to the syllabus at a later date will not qualify for Keystone Event status. Keystone Events where the date/time is changed will no longer be considered a Keystone Event. Students should make themselves aware of any Keystone Events identified in the syllabus to ensure there are no conflicts.

For keystone events where the assignment dates vary, it is incumbent upon the students to work with their faculty member to not select a conflicting date.

More information on Institutional Absences, including how to apply, can be found at [https://www.sfasu.edu/deanofstudents/student-resources/institutional-absences](https://www.sfasu.edu/deanofstudents/student-resources/institutional-absences).

**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.

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)
- johCrisis Text Line: Text HELLO to 741-7