Summer I 2024 Course Syllabus: CJS-4345-500 – Criminal Justice Planning

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

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 Please do not send me an email through D2L

Campus Office Hours
No regular on-campus office hours are offered this term, although I will occasionally be on campus. Please let me know if you would like to arrange a face-to-face or Zoom meeting. The best way to initiate this is to text me at my AT&T Cellular number.

Virtual Office Hours
I am available by SFA E-mail, ATT Cellular (Text before you call for confirmation of availability) or Zoom (through prearrangement). Please do not send me an 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 that 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. Please do not send me an email through D2L.

Course Protection and Intellectual Property
My personal work, including this syllabus, the course calendar, and all handouts and assignments created by me, is my intellectual property and is protected by law. You may not duplicate any part of the work without my written permission.

Classroom Meeting Schedule and Location
This course closes at 5:00 p.m., July 5th!

This coursework is completely online. Please complete the Administrative Quiz by June 9th at 11:30 p.m. In addition, a Zoom session is scheduled for 7:00 p.m. on Tuesday, June 4th.

Participation in the Zoom session 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 session is clearly indicated in the calendar associated with this document. The Zoom connection will be emailed to you and posted prominently in the courseroom.
Course Syllabus: CRIJ-4345.500 – Criminal Justice Planning

Page 2 of 8

**Course Description**
Introduction to planning and evaluation techniques. Examines the design of experimental programs in the field of criminal justice.

**Course Calendar**
This syllabus includes a complete course calendar. You are expected to complete online assignments as detailed in this document and the courseroom modules. **This course closes at 5:00 p.m., July 5th!**

**Justification of Credit Hours and Course Work Expectations**
You are expected to spend an equivalent amount of time 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 of preparatory time in addition to at least three hours of 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-3327). 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 inbox for messages. **Please do not send me an email through D2L.**

Likewise, your emails should be sent to me through the SFASU email system—**Please do not send me an email through D2L.** Any attachments to emails must be in Word Document format unless directions specifically state otherwise. You are responsible for reading all announcements, course documents, and emails relating to this course and for making sure emails are read.

**Text required for Course**
The assigned textbook for this course is Criminal Justice Policy and Planning, by Welsh and Harris. The book is in its 5th Edition. I do not enforce the concept of one book per student, so sharing is an option. You will be responsible for the assigned readings.

**System Program Learning Outcomes Addressed in this Course**
This course meets the general Criminal Justice Program objectives.

**Course-Specific Student Learning Outcomes**
Through discussion, the student will be able to demonstrate an understanding of criminal justice system and policy development and evaluation in our society.

**Desired Competency**
You will demonstrate your understanding of the scope of the criminal justice system and policy planning and evaluation in our society.

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

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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, and 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:

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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. 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 becomes disruptive to the learning process.

You retain the responsibility to notify the university, department chair, and me of special needs and/or circumstances.

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 the 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 in the missed examinations section, and please do not ask me to deviate from it. 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 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 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.

**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 Discussions = 36 QP
- Essay Response One = 8 QP
- Essay Response Two = 8 QP
- Essay Response Three = 8 QP
- Midterm Examination = 20 QP
- Final Examination = 20 QP
The course grade will be based as follows:
89.5 QP and above = A
79.5 QP to 89 QP = B
69.5 QP to 79 QP = C
60 QP to 69 QP = D
Below 60 QP

Examinations
There will be a mid-term and final examination covering material that is presented in the class and assigned readings. The exams must be taken within the parameters assigned:

The Midterm Examination opens at 8:00 a.m. on June 18th and closes at 5:00 p.m. on June 20th.
The Final Examination opens at 8:00 a.m. on July 3rd and closes at 5:00 p.m. on July 5th.

Warning: Do not wait until the last moment to enter the exam; the closing time is firm, and the exam will end at the time posted.

Missed Examinations
Generally, examinations must be completed as scheduled; however, in the event of a missed examination, I reserve the right to review the circumstances and allow alternative examinations.

Written Assignments – Informal Essay Responses
Three essay responses are required in this course. These are academic but not formal papers. Be sure to include the title of the essay and your name, and the content should be between 300 and 500 words. A very good example of the expected design and format is prominently placed in the Courseroom—follow the model!

Failure to submit either of the three essay responses will result in you being assigned an “F” for the course. Your submissions will be graded on the initial submission, and there are no second-chance resubmissions. Paying close attention to the requirements is imperative, but you are always encouraged to reach out to me for assistance in understanding the assignments.

First and foremost, be sure to include your name on the paper. Margins are to be 1” for the side, top and bottom. The font is to be New Times Roman or Arial, with a type size of 12-point throughout the paper. All writing assignments are to be done in double-spaced format. Each assignment is expected to be between 300 to 500 words, with the lower number serving as a minimum and the upper a maximum. A submission below the minimum requirements will receive a grade of “0”. The paper will be due on the date specified for the related module. Late papers are automatically reduced by a factor of 25%; after two days, the reduction will be 50%, and after four days, the paper will result in a zero, but because the paper must be submitted anyway.

You will submit your assignment to the appropriate drop box in D2L. The paper is required to be in a Microsoft Word Document format, and no other form will be accepted. Again, ensure that your name is on the first page of the submitted document; a failure to identify yourself and the assignment will result in a reduction of one letter grade.

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Please take care to submit the paper with the appropriate file name of the document detailing the assignment: Your Last Name_Essay Response One, Your Last Name_Essay Response Two, and Your Last Name_Essay Response Three.

NOTE: The prompts for responses are in a separate designated module in the courseroom.

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

Module Discussions
Note that the module discussions are detailed in the included Course Module Schedule, the last page of this document. There are a total of ten graded responses in this course. The schedule includes details of the prescribed reading assignments and includes a work due date. Everything detailed for that assignment must be completed by the work due date, including your primary response to the discussion prompt. Your response to prompts should be between 150 and 300 words, and no peer responses are required. You may read the primary postings of other students and respond, but you are not required to do so – only a primary response is required. Primary responses posted after the work due date will not be considered for credit.

Module Discussion Grading
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 with feedback to the specific learner through email. The reason for this is that once I state a position, other postings will follow my lead, and we do not get a true discussion thread based on student insight, or responders may suppress their thoughts in fear of grade retribution. The grade is determined by calculating the total points for all discussions, averaging to a percentage, and multiplying this by the available points. Discussions are graded generally within a week of the due date.

You are required to post a primary response for each discussion prompt. Any response not meeting the minimum word count requirement will be deemed a “nonresponse” and no credit will be awarded.

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
Course Calendar & Module Schedule - **This course closes at 5:00 p.m., July 5th!**

Please be sure to complete the Administrative Quiz & Discussions by June 9th at 11:30 p.m.

<table>
<thead>
<tr>
<th>Module</th>
<th>Module Available</th>
<th>Module Due</th>
<th>Welsh &amp; Harris</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>June 3</td>
<td>June 18</td>
<td>General Policy Discussion</td>
<td>Zoom Session: Tuesday Evening, June 4th, 7:00 p.m. Review Syllabus and Course Schedule</td>
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<td>2</td>
<td>June 3</td>
<td>June 18</td>
<td>Introduction &amp; Chapter 1</td>
<td>Respond to Discussion Prompts</td>
</tr>
<tr>
<td>3</td>
<td>June 3</td>
<td>June 18</td>
<td>Chapter 2</td>
<td>Respond to Discussion Prompts</td>
</tr>
<tr>
<td>4</td>
<td>June 3</td>
<td>June 18</td>
<td>Chapter 3</td>
<td>Midterm Examination Respond to Discussion Prompts</td>
</tr>
<tr>
<td>5</td>
<td>June 3</td>
<td>July 3</td>
<td>Chapter 4</td>
<td>Respond to Discussion Prompts</td>
</tr>
<tr>
<td>6</td>
<td>June 3</td>
<td>July 3</td>
<td>Chapter 5</td>
<td>Essay Response One Due – June 16 Respond to Discussion Prompts</td>
</tr>
<tr>
<td>7</td>
<td>June 3</td>
<td>July 3</td>
<td>Chapter 6</td>
<td>Essay Response Two Due – June 23 Respond to Discussion Prompts</td>
</tr>
<tr>
<td>8</td>
<td>June 3</td>
<td>July 3</td>
<td>Chapter 7</td>
<td>Essay Response Three Due – June 28 Respond to Discussion Prompts</td>
</tr>
<tr>
<td>Final Exam</td>
<td>July 3</td>
<td>July 5</td>
<td></td>
<td>Complete Final Examination by 5:00 p.m., July 5th.</td>
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</tbody>
</table>

**The Midterm Examination opens at 8:00 a.m. on June 18th and closes at 5:00 p.m. on June 20th.**

**The Final Examination opens at 8:00 a.m. on July 3rd and closes at 5:00 p.m. on July 5th.**

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