

McLennan C O M M U N I T Y C O L L E G E

WACO, TEXAS

COURSE SYLLABUS AND INSTRUCTOR PLAN

**Introduction to Criminal Justice
CRIJ 1301_75**

JARRED HANKHOUSE

NOTE: This is a 16 week course.

COVID 19 Notice:

McLennan Community College is committed to providing you with every resource you need to reach your academic goals. We are also concerned for your safety. We are working through COVID-19 guidelines to make sure we offer a safe environment for you and our faculty. This will include smaller class sizes to manage social distancing and proper cleaning techniques. You will have the advantage of a physical classroom experience but may also need to work part of the time online as we adjust to limited classroom capacity. This will also allow us the flexibility to move online if so directed by federal, state and/or local COVID 19 guidelines. Faculty and staff are preparing now to ensure that you have the best experience in the midst of these uncertain times.

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Course Description:

Introduces history and philosophy of criminal justice and ethical considerations; defines crime, its nature, and impact; overviews the criminal justice system: law enforcement, court system, and corrections. Semester Hours: 3 (3 lecture)

Prerequisites and/or Co-requisites:

None

Course Notes and Instructor Recommendations:

Students must be able to use and be familiar with the Brightspace platform. Class announcements and handouts will be made through Brightspace.

Instructor Information:

Instructor Name: Jarred Hankhouse
MCC E-mail: Jhankhouse@mclennan.edu
Office Phone Number: 254.299-6523
Office Location: ESEC 230
Office/Teacher Conference Hours:
Monday 8:00 AM – 9:30 AM
Wednesday 8:00 AM – 9:30 AM
Thursday 8:00 AM – 9:30 AM
Or by appointment upon request

Required Text & Materials:

Title: Criminal Justice in Action
Author: Gaines/Miller
Edition: 10th
Publisher: Cengage Learning
ISBN:978-1-337-55783-2

MCC Bookstore Website: <http://www.mclennan.edu/bookstore/>

Student Support/Resources:

MCC provides a variety of services to support student success in the classroom and in your academic pursuits to include counseling, tutors, technology help desk, advising, financial aid,

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etc. A listing of these and the many other services available to our students is available at <http://www.mclennan.edu/campus-resource-guide/>

College personnel recognize that food, housing, and transportation are essential for student success. If you are having trouble securing these resources, we encourage you to contact a success coach by calling (254) 299-8226. Students can visit the Completion Center Monday-Friday from 8:00 a.m.-5:00 p.m. to meet with a success coach and receive additional resources and support to help reach academic and personal goals. Paulanne's Pantry (MCC's food pantry) is open 12:00 p.m.-1:00 p.m., Monday-Friday, without an appointment. The Completion Center and pantry are located on the Second Floor of the Student Services Center (SSC).

MCC Foundation Emergency Grant Fund:

Unanticipated expenses, such as car repairs, medical bills, housing, or job loss can affect us all. Should an unexpected expense arise, the MCC Foundation has an emergency grant fund that may be able to assist you. Please go to <https://www.mclennan.edu/foundation/scholarships-and-resources/emergencygrant.html> to find out more about the emergency grant. The application can be found [here](https://www.mclennan.edu/foundation/docs/Emergency_Grant_Application.pdf) (https://www.mclennan.edu/foundation/docs/Emergency_Grant_Application.pdf).

Minimum Technical Skills:

Students should have basic computer skills, knowledge of word processing software, and a basic understanding of how to use search engines and common web browsers.

Backup Plan for Technology:

In the event MCC's technology systems are down, you will be contacted/notified through your MCC student email address. Please note that all assignments and activities will be due on the date specified in the Instructor Plan, unless otherwise noted by the instructor.

*** [Click Here for the Minimum System Requirements to Utilize MCC's D2L|Brightspace](https://www.mclennan.edu/center-for-teaching-and-learning/Faculty%20and%20Staff%20Commons/requirements.html)**
(<https://www.mclennan.edu/center-for-teaching-and-learning/Faculty%20and%20Staff%20Commons/requirements.html>)

Click on the link above for information on the minimum system requirements needed to reliably access your courses in MCC's D2L|Brightspace learning management system.

Email Policy:

McLennan Community College would like to remind you of the policy (<http://www.mclennan.edu/employees/policy-manual/docs/E-XXXI-B.pdf>) regarding college email. All students, faculty, and staff are encouraged to use their McLennan email addresses when conducting college business.

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A student's McLennan email address is the preferred email address that college employees should use for official college information or business. Students are expected to read and, if needed, respond in a timely manner to college emails.

Instructional Uses of Email:

Faculty members can determine classroom use of email or electronic communications. Faculty should expect and encourage students to check the college email on a regular basis. Faculty should inform students in the course syllabus if another communication method is to be used and of any special or unusual expectations for electronic communications.

If a faculty member prefers not to communicate by email with her/his students, it should be reflected in the course syllabus and information should be provided for the preferred form of communication.

Email on Mobile Devices:

The College recommends that you set up your mobile device to receive McLennan emails.

Forwarding Emails:

You may forward the emails that come to your McLennan address to alternate email addresses; however, the College will not be held responsible for emails forwarded to an alternate address that may become lost or placed in junk or spam filters.

Methods of Teaching and Learning:

Lecture, power point presentations, class discussions, student presentations, outside reading assignments, discussion boards, writing assignment, exams, videos and guest lecturers.

Course Objectives and/or Competencies:

The student will develop competency in explaining, analyzing, and describing the Criminal Justice System, which is composed of the police, the prosecution, the courts and corrections.

Course Outline or Schedule:

Week #1	First day of class – Orientation	8/24/20
	Chapter 1: Criminal Justice Today	
Week #2	Chapter 2: Causes of Crime	

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Week #3	Chapter 3: The Crime Picture: Offenders and Victims	
Week #4	Chapter 4: Inside Criminal Law	
Week #5	Exam I	9/16/20
Week #5	Chapter 5: Law Enforcement Today	
Week #6	Chapter 6: Modern Policing	
Week #7	Chapter 7: Police and the Constitution	
Week #8	Exam II	10/14/20
	Chapter 8: Courts	
Week #9	Chapter 9: Pretrial Procedures	
Week #11	Chapter 10: The Criminal Trial	
Week #12	Chapter 11: Punishment and Sentencing	
Week #13	Exam III/Paper is Due	11/22/20
	Chapter 12: Probation and Parole	
Week #14	Chapter 13: Prison and Jails	
Week #15	Chapter 14: Prison Experience and Prisoner Reentry	
Finals Week	Exam IV	12/9/20

If there is any change to the schedule, the student will be notified via announcement in class and/or Brightspace

Course Grading Information:

- A. There will be a Quiz due the Sunday of each week that will cover the chapter that is to be covered that week. This will ensure that students read the chapters and are prepared for class.
- B. **Four objective style tests each counting 15% of the student's final grade** will be given during the semester. **The Exams will be taken in Brightspace during regular classroom periods using the ESEC Computer Lab.**
 - 1. Exams will cover the material presented in class and from the textbook.
 - 2. Exams will be given when the appropriate material has been covered in class.
- C. Written report: A written report is due on a specified date. Written instructions along with the rubric will be provided to each student. Failure to complete this assignment can result

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in INCOMPLETE for the entire course. This assignment is submitted through the Brightspace platform.

- D. It is very important that students attend each class meeting and regular participation in class discussions is encouraged. Students are expected to have read the assigned material and examination questions will come from both the lecture and/or the assigned readings.
- E. Attendance and class participation will each be worth 5% of the students' grade. Student's will be allowed on absence for free and each additional absence will be deducted from the attendance grade.

Assignment of Grades:

Exam I	15%
Exam II	15%
Exam III	15%
Exam IV	15%
Quizzes	15%
Written Assignment	15%
Class Participation	5%
Attendance	<u>5%</u>
	100%

There is **NO** Mid-term or Final Exam in this course.

GRADING:

The following grading guidelines will prevail for all tests and written assignments.

100 - 90 = A

89 – 80 = B

79 – 70 = C

69 – 60 = D

59 – 00 = F

Late Work, Attendance, and Make Up Work Policies:

ALL ASSIGNMENTS ARE DUE ON THE ASSIGNED DATE. I DO NOT ACCEPT LATE ASSIGNMENTS! NO EXCEPTIONS, NO EXCUSES!

Late assignments will not be accepted and will receive a grade of "0". In addition, there is absolutely no allowance for make-up work.

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Student Behavioral Expectations or Conduct Policy:

Students are expected to maintain classroom decorum in the course just as they would in a face-to-face class. That includes respect for other students and the instructor, prompt and regular attendance, and an attitude that seeks to take full advantage of the education opportunity.

It is the student's responsibility to read the General Conduct Responsibility Policy in the Highlander Guide (MCC Student Handbook) and the Mental Health Handbook. Any breeches of conduct will result in disciplinary action.

Disturbances in the classroom, which include talking during class, will not be tolerated.

1. Students disturbing the class will be requested to leave the classroom or will have an assigned seat.
2. Continued disregard for classroom decorum will result in the student being dropped from the class rolls.
3. **Caps, hats, and sun glasses will not be worn in the classroom.** Sun glasses that are medically required may be worn.
4. Cheating during an exam or where related to a term paper, will result in the student being given a FAILURE (F) for the course, and dropped from the class rolls.
5. Use of Laptop type computers and tablets is authorized for taking of notes. **Using this device to access social media network sites is prohibited.** This also includes cell phone type devices.
6. Plagiarism will not be tolerated in any written assignment.
7. E-Cigarette: (Electronic) are not permitted to be used in the classroom
8. **CELL PHONE POLICY: (This policy will be strictly enforced)**
 - A. All students with cell phones will be required to place their cell phone on silent before entering the classroom. Text messaging is not allowed in the classroom.
 - B. If a student receives an emergency call during class and he or she needs to answer the call:
 1. Quietly leave the classroom before answering the call.
 2. After completing their phone call students are asked to quietly enter the classroom in a manner that will not disturb the instructor or other students.
 - C. First violation of the policy will result in the student not being able to have their cell phone activated during class.

D. Second violation of the policy, the student will have 5 points deducted from their final grade point average.

Dress Policy

Students of the college, while on campus and/or participating in any function or activity of the college, are expected to meet acceptable standards of dress and personal hygiene.

A student's dress or personal hygiene shall be considered unacceptable if it inhibits or interferes with the educational responsibility of the college community or if it disrupts the administrative functions of the college, including social-educational activities.

*** [Click Here for the MCC Academic Integrity Statement](#)**

(www.mclennan.edu/academic-integrity)

The link above will provide you with information about academic integrity, dishonesty, and cheating.

*** [Click Here for the MCC Attendance/Absences Policy](#)**

(<https://www.mclennan.edu/highlander-guide/policies.html>)

Click on the link above for the college policies on attendance and absences. Your instructor may have guidelines specific to this course.

Accommodations/ADA Statement

Any student who is a qualified individual with a disability may request reasonable accommodations to assist with providing equal access to educational opportunities. Students should contact the Accommodations Coordinator as soon as possible to provide documentation and make necessary arrangements. Once that process is completed, appropriate verification will be provided to the student and instructor. Please note that instructors are not required to provide classroom accommodations to students until appropriate verification has been provided by the Accommodations Coordinator. Instructors should not provide accommodations unless approved by the Accommodations Coordinator. For additional information, please visit mclennan.edu/disability.

Students with questions or who require assistance with disabilities involving physical, classroom, or testing accommodations should contact:

disabilities@mclennan.edu

254-299-8122

Room 319, Student Services Center

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*** [Click Here for more information about Title IX](#)**

(www.mclennan.edu/titleix)

We care about your safety, and value an environment where students and instructors can successfully teach and learn together. If you or someone you know experiences unwelcomed behavior, we are here to help. Individuals who would like to report an incident of sexual misconduct are encouraged to immediately contact the Title IX Coordinator at titleix@mclennan.edu or by calling Dr. Drew Canham (Vice President for Student Success) at 299-8645. Individuals also may contact the MCC Police Department at 299-8911 or the MCC Student Counseling Center at MCC by calling 299-8210. The MCC Student Counseling Center is a confidential resource for students. Any student or employee may report sexual harassment anonymously by visiting the following website: <http://www.lighthouse-services.com/mclennan/>.

McLennan's Title IX webpage (<http://www.mclennan.edu/titleix/>) contains more information about definitions, reporting, confidentiality, resources, and what to do if you or someone you know is a victim of sexual misconduct, gender-based violence or the crimes of rape, acquaintance rape, sexual assault, sexual harassment, stalking, dating violence or domestic violence.

** You will need to access each link separately through your Web browser (for example: Internet Explorer, Mozilla, Chrome, or Safari) to print each link's information.*