

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 F1

Professor Tamara Culver

Note: This is an 8-week course online course.

COVID 19 Notice:

McLennan Community College is committed to providing you with every resource you need to reach your academic goals including your safety. We will continue to monitor the evolving situation with COVID 19 and adjust our safety guidelines to make sure we offer a safe environment for you and our faculty. Please make sure to consult your faculty and the MCC website at <https://www.mclennan.edu/crisis-management/coronavirus-updates/index.html> on any changes to these guidelines.

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 lec.)

Prerequisites and/or Corequisites:

None

Course Notes and Instructor Recommendations:

See online course information.

Professor Information:

Professor Name: Tamara Culver

MCC E-mail: tculver@mclennan.edu

Office Phone Number: 254.299.6521

Office Location: ESEC 218

Office/Teacher Conference Hours: by appointment or call/email anytime

Other Instruction Information: Advising by appointment only. Please call Glenda Drake at 254.299.6502 for an appointment.

Required Text & Materials:

Title: Criminal Justice in Action, Author: Gaines and Miller

Edition: 10th

Publisher: Cengage

ISBN: 9781337607094

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

Methods of Teaching and Learning:

This class will be a combination of group discussions, application exercises, learning activities, video clips, exams, quizzes and instructor power points/notes.

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/Schedule:

Additions and deletions may be made to the following schedule as necessary. Students will be advised in class by the instructor of any changes to the schedule.

- **SEE UNIT COMPLETION DATES (Course Information Link) Each assignment will have a start date and a completion date:**

UNIT #1-INTRODUCTION/ORIENTATION and Chapter 1

UNIT #2 – Chapter 2

UNIT #3- Chapter 3

UNIT #4- Chapter 4

UNIT #5- Chapter 5

UNIT #6- Chapter 6

UNIT #7- Chapter 7

UNIT #8- Chapter 8

UNIT #9 – Chapter 9

UNIT #10 – Chapter 10

UNIT #11 – Chapter 12

Final Exam Chapters: 1 – 10 and 12 (to be taken, timed)

Course Grading Information:

All assignments and discussion board postings must be completed no later than the due date. All quizzes will be taken online by logging into the course. Each quiz can only be taken once (1). The deadline for submitting each quiz will be found in the course information link.

- I. You will have several quizzes and the average of the quiz grades will comprise 50% of your final grade.
- II. The Final Examination will each count 25% of your final grade.
- III. The discussion board average will comprise the remaining 25% of your grade. You must post a minimum of two per unit and the posts must be made by the due dates.

Students will not be allowed any makeups during the class BUT I will drop the lowest quiz at the end of the semester as an alternative. Any make-up of the final examination will result in a 25 point penalty for the exam, unless the student has a documented emergency.

Discussion Board Grades:

All course requirements must be completed no later than the due date for each Brightspace posting. All postings will be done online by logging into the course. Each unit's postings must be completed within the allotted time. Each unit discussion board question will be found on the Discussion Board Link. You will have one discussion board posting for each unit with the exception of the Final Exam week. Students have to post to the discussion board a minimum of two times for each unit. Students are required to post to the original discussion question and post to at least one other student's reply. Remember to read the question closely and answer it completely. Simply agreeing with another student's posting is not sufficient. Each student must post well thought-out replies.

The follow rubric illustrates how each discussion session will be graded. The quality of your posts is a subjective assessment by your instructor of how much your post adds to the discussion.

Metrics	Post 1	Reply 1	Quality of Post	Quality of reply 1
<u>Maximum Points Earned</u>	<u>25 points</u>	<u>25 points</u>	<u>25 points</u>	<u>25 points</u>

Late Work, Attendance, and Make Up Work Policies:

Once the discussion board closes for the week no further discussion posts will be allowed or graded. Any make-up of the Final examination will result in a 25 point penalty for the exam unless the student has a documented emergency.

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.

Since this is an on-line class most of the interaction between students will occur during the discussion board. Students are required to be respectful of one another during the discussion and inappropriate comments will result in disciplinary action including loss of points on the assignment.

*** [Click Here for the MCC Attendance/Absences Policy](https://www.mclennan.edu/highlander-guide/policies.html)**

(<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 additional guidelines specific to this course.



ACADEMIC RESOURCES/POLICIES

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. For additional information, please visit www.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

Title IX:

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 (Chief of Staff for Diversity, Equity & Inclusion/Title IX) at (254) 299-8645. Individuals also may contact the MCC Police Department at 299-8911 or the MCC Student Counseling Center at MCC at (254) 299-8210. The MCC Student Counseling Center is a confidential resource for students. Any student or employee may report sexual harassment anonymously by visiting <http://www.lighthouse-services.com/mclennan/>.

Go to McLennan's Title IX webpage at www.mclennan.edu/titleix/. It 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.

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, 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 or want to explore strategies for balancing life and school, we encourage you to contact a Success Coach by calling (254) 299-8226 or emailing SuccessCoach@mclennan.edu. Students may visit the Completion Center Monday-Friday from 8 a.m.-5 p.m. to schedule a meeting with a Success Coach and receive additional resources and support to help reach academic and personal goals. Paulanne's Pantry (MCC's food pantry) provides free food by appointment to students, faculty and staff based on household size. Text (254) 870-7573 to schedule a pantry 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 at https://www.mclennan.edu/foundation/docs/Emergency_Grant_Application.pdf.

MCC Academic Integrity Statement:

Go to www.mclennan.edu/academic-integrity for information about academic integrity, dishonesty, and cheating.

Minimum System Requirements to Utilize MCC's D2L|Brightspace:

Go to <https://www.mclennan.edu/center-for-teaching-and-learning/Faculty-and-Staff-Commons/requirements.html> for information on the minimum system requirements needed to reliably access your courses in MCC's D2L|Brightspace learning management system.

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 notified via 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.

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.

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. For more information about your student email account, go to www.mclennan.edu/student-email.

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 their 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. If you need assistance with set-up, you may email Helpdesk@mclennan.edu for help.

You can find help on the McLennan website about connecting your McLennan email account to your mobile device:

- [Email Setup for iPhones and iPads](https://support.microsoft.com/en-us/office/set-up-an-outlook-account-in-the-ios-mail-app-b2de2161-cc1d-49ef-9ef9-81acd1c8e234?ui=en-us&rs=en-us&ad=us) (<https://support.microsoft.com/en-us/office/set-up-an-outlook-account-in-the-ios-mail-app-b2de2161-cc1d-49ef-9ef9-81acd1c8e234?ui=en-us&rs=en-us&ad=us>)
- [Email Setup for Androids](https://support.microsoft.com/en-us/office/set-up-email-in-android-email-app-71147974-7aca-491b-978a-ab15e360434c?ui=en-us&rs=en-us&ad=us) (<https://support.microsoft.com/en-us/office/set-up-email-in-android-email-app-71147974-7aca-491b-978a-ab15e360434c?ui=en-us&rs=en-us&ad=us>)

Forwarding Emails:

You may forward 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 be lost or placed in junk or spam filters.

For more helpful information about technology at MCC, go to [MCC's Tech Support Cheat Sheet](#) or email helpdesk@mclennan.edu.

Disclaimer:

The resources and policies listed above are merely for informational purposes and are subject to change without notice or obligation. The College reserves the right to change policies and other requirements in compliance with State and Federal laws. The provisions of this document do not constitute a contract.