

# McLennan

C O M M U N I T Y

# COLLEGE

WACO, TEXAS

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## **COURSE SYLLABUS**

## **AND**

## **INSTRUCTOR PLAN**

### **INTRODUCTION TO CRIMINAL JUSTICE**

### **CRIJ 1301 F1**

Professor Tamara Culver

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

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#### **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.

**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.)

**Course Notes and Instructor Recommendations:**

See online course information.

**Instructor Information:**

Professor Name: Tamara Culver

MCC E-mail: [tculver@mclennan.edu](mailto:tculver@mclennan.edu)

Office Phone Number: 254.299.6521

Office Location: ESEC 218

Office/Teacher Conference Hours: by appointment

Other Instruction Information: Advising by appointment only.

**Required Text & Materials:**

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

Edition: 10<sup>th</sup>

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 or 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 in the testing center)**

**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
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<b><u>Maximum</u></b>				
<b><u>Points</u></b>	<b><u>25 points</u></b>	<b><u>25 points</u></b>	<b><u>25 points</u></b>	<b><u>25 points</u></b>
<b><u>Earned</u></b>				

**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 Academic Integrity Statement](#)**

([www.mclennan.edu/academic-integrity](http://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 additional guidelines specific to this course.

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

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## ACADEMIC RESOURCES/POLICIES

### **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. Students can 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](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.

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.

**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](http://mclennan.edu/disability).

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

[disabilities@mclennan.edu](mailto:disabilities@mclennan.edu)

254-299-8122

Room 319, Student Services Center

\* [Click Here for more information about Title IX](http://www.mclennan.edu/titleix)  
([www.mclennan.edu/titleix](http://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

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[titleix@mclennan.edu](mailto:titleix@mclennan.edu) or by calling Dr. Drew Canham (Chief of Staff for Equity & Inclusion/Title IX) 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 Mozilla Firefox, Chrome, Microsoft Edge, or Safari) to print each link's information.*