

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

WACO, TEXAS

COURSE SYLLABUS AND INSTRUCTOR PLAN

**POLICE SYSTEMS & PRACTICES
CRIJ_2328_87**

DENNIS A. STAPLETON

NOTE: This is a 16-week On-line 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:

Presents the study of management, organization and administration of law enforcement systems. The police role and discretion, ethics, police community interaction as well as current and future issues will be presented.

Prerequisites and/or Corequisites:

CRIJ 1301 with a grade of C or better or approval of program director.

Course Notes and Instructor Recommendations:

It is recommended that students read the assigned chapters and view all of the material posted on Brightspace prior to beginning the Discussion Board assignments and the Quizzes.

Instructor Information:

Instructor Name: Dennis Stapleton

MCC E-mail: dstapleton@mclennan.edu

Office Phone Number: 254.299.6528

Office Location: ESEC 234

Office/Teacher Conference Hours: Monday to Friday 8:00AM to 11:00AM

By appointment upon request via email. Due to COVID-19, conferences will be conducted via ZOOM.

Other Instruction Information: Advising by appointment only call 254.299.6502 to make an appointment.

- I will not respond to any voice mail, email or message after 9:00 p.m. and before 8:00 a.m. I am not available on Sunday mornings before noon. Please do not attempt to contact me during these hours. I will respond at my earliest availability.
- I *do not* use Bright Space Instant messenger.
- Email is the best communication method. I do monitor email via my cell phone, so this is the **PREFERED** communication method.

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Required Text & Materials:

Title: An Introduction to Policing
Author: John S. Dempsey and Linda S. Forst
Edition: 9th
Publisher: Cengage Learning
ISBN: 9781337739337

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

Methods of Teaching and Learning:

Course will be 100% internet based. Students will be required to take quizzes over selected chapters in the textbook. They will be required to post to assigned questions by using the discussion board in the course, and post responses to other students posting. Videos may be assigned for viewing during the semester. The student must have a working knowledge of the Brightspace platform. Within the on-line course, you will have access to an MCC internet link to learn Brightspace. Students are encouraged to use the “Mozilla Firefox” as their web browser.

Assigned readings, group discussion, practical problems, exams, quizzes, simulators, and/or tutorial software.

Course Objectives and/or Competencies:

The student will develop knowledge in explaining and analyzing police administration in terms of its two interdependent components; police organization and police management, which will include the interrelations controlling the bureaucratic structure of police administration that embodies the hierarchy, authority, span of control, delegation of authority, and communications. The student will also develop knowledge about the various administrative models which have molded current managerial thought, and have an effect on the major elements of police management of planning, organizing, decision making, budgeting, and directing.

Since the course is totally constructed around online participation, the student should have knowledge of using a Web browser, computer, and e-mail: the ability to create and save documents; the ability to send and receive electronic documents; and a general understanding of online technologies and appropriate online behavior.

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Course Outline or Schedule:

Each assignment unit will have an opening and closing date

The course will be broken down into 15 Units and a written assignment. There are assignments (Chapter Discussion board and Chapter Quizzes) due each week. Each unit covers a designated chapter. Each unit will have an OPEN date and a CLOSE date. If a student fails to complete an assignment within the allotted time, he or she will receive a zero for that assignment.

UNIT 01: includes the Coffeehouse discussion board posting, the information quiz and Chapters: 1 Discussion Board and Chapter Quiz.

UNIT 02: Chapter 2: Chapter Discussion Board and Chapter Quiz

UNIT 03: Chapter 3: Chapter Discussion Board and Chapter Quiz

UNIT 04: Chapter 4: Chapter Discussion Board and Chapter Quiz

UNIT 05: Chapter 5: Chapter Discussion Board and Chapter Quiz

UNIT 06: Chapter 6: Chapter Discussion Board and Chapter Quiz

UNIT 07: Chapter 7: Chapter Discussion Board and Chapter Quiz

UNIT 08: Chapter 8: Chapter Discussion Board and Chapter Quiz

UNIT 09: Chapter 9: Chapter Discussion Board and Chapter Quiz and Written Assignment

UNIT 10: Chapter 10: Chapter Discussion Board and Chapter Quiz

UNIT 11: Chapter 11: Chapter Discussion Board and Chapter Quiz

UNIT 12: Chapter 12: Chapter Discussion Board and Chapter Quiz

UNIT 13: Chapter 13: Chapter Discussion Board and Chapter Quiz

UNIT 14: Chapter 14: Chapter Discussion Board and Chapter Quiz

UNIT 15: Chapter 15: Chapter Discussion Board and Chapter Quiz
(This will be the last Unit for this class and there is NOT a final exam for the course)

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- **Check the document titled “Schedule” located in the “Content” Tab. Although each UNIT has specific OPEN and CLOSE dates, within each UNIT there are defined DUE dates for the Discussion Board and Quizzes. Basically, Discussion Board and Quizzes occur each week throughout the semester. It is important you adhere to the DUE dates for the assignments. Discussion Board Assignments and Quizzes all close at 11:55 P.M. on Tuesday.**

Course Grading Information:

- A. All assignments and discussion board postings must be completed no later than the due date. All weekly quizzes will be taken online by logging into the course. Each weekly quiz can only be taken once (1), and at the same time (you cannot save and come back to finish). The deadline for submitting each exam will be found in the course unit.
- B. Grading will come from five (5) different sources
1. The Information Quiz – will consist of twenty-five (25) questions worth 4 points each (100 points).
 2. Coffee house: This is discussion board assignment to introduce yourself and get to know the Professor and other student's worth up to 100 points.
 3. Chapter Discussion Board: Fifteen (15) discussion board postings worth up to 100 points each.
 4. Chapter quizzes: Fifteen-chapter (15) quizzes. Consisting of twenty-five (25) true/false, multiple choice and fill in the blank questions worth 4 points each (100 points).
 5. Written Assignment: Six (6) page research paper on the TCOLE requirements for a Peace Officer worth up to 100 points.

If a student gets locked out of an exam

- The student must send the instructor a course message in the communication link explaining why they were locked out of the exam. For quicker response though, I suggest sending me an email to dstapleton@mclennan.edu
- **I will only unlock one assignment exam or quiz for a student during the semester.** (Please do not ask a second time).

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Discussion Board Posting Grade:

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 postings must be completed within the allotted time. Each unit discussion board question will be found on the Discussion Board Link. If, for any reason, you are unable to complete a discussion board posting online and on time, you must contact the instructor as soon as possible. Arrangements will be made to help post to the board on campus or if the student is unable to come to the MCC campus, at another location.

- *Discussion Board: one Coffeehouse Discussion Board Assignment and fifteen (15) Chapter Discussion Board assignments. Students are required to post to the original discussion question and post to no less than two (2) other student's replies. Remember to read the question closely and answer it completely.*
- *Hint: Simply agreeing with another student's posting is not sufficient. Each student must post well-thought out and supported posts. It is considered a violation of academic integrity to copy another student's discussion board post and then post it to the discussion board. One, two and/or three sentences on a post are not considered acceptable for a "B" or "A" grade. Higher grades are also given to students who post and reply post early. Those who wait until the due date/time will receive a lower grade because by waiting until the last minute you penalize those who work ahead by not allowing all students the opportunity to complete the assignment.*

Netiquette

One of the shortcomings of an all text-based medium is the lack of facial expressions, body gestures, and tone of voice (nonverbal communication) that we all rely on to impart meaning into the words we speak. Emoticons are a poor substitute. Try to remember that others may read your messages with a different tone than in which you wrote them. Also, remember that a message may have been intended to have a different tone than the one you have read into it.

Always try to resolve disputes about the appropriateness of a post within the discussion forum. Keep such posts as neutral as possible; ask for clarification on a messages intention and meaning. If you are uncomfortable confronting a fellow student in such a manner, you may e-mail me directly and me alone. Do not email the fellow student directly, especially without a CC: to me. If you do not feel comfortable coming to me then talk with your coordinator.

I do not tolerate "flame wars." I will remove any abusive and inappropriate posts. Such postings will not count toward attendance. Under certain circumstances, a more formal inquiry and/or administrative action may be warranted.

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Discussion Board Rubric

The follow rubric illustrates how each discussion session will be graded. The number of post represented in your posting history will be calculated. The quality of your posts is a subjective assessment by your instructor of how much your post adds to the discussion. One and two sentence posts will get you a lower grade.

Metrics	Post 1	Reply 1	Reply 2	Quality of Post	Quality of Reply 1	Quality of Reply 2
Maximum Points Earned	25 Points	10 points	10 points	25 Points	15 Points	15 Points

Written Assignment: See the Written Assignment document for further information. The written assignment is a required assignment and to pass this course the student is required to submit the assignment. Failure to submit the assignment will result in INCOMPLETE for the course. No exceptions. Turn in late: your grade starts at a 79% and goes downward.

Grading Chart:

The following grading guidelines will prevail

The total points from all quizzes and the total points from all discussion board postings will be totaled to get the students final grade for the course.

90 to 100 = A 80 to 89 = B 70 to 79 = C 60 to 69 = D 0 to 59 = F

On Line Course Attendance, Late Work and Make-Up Work Policies:

This is an online class attendance in the class will be gauged by participation in the weekly discussion board activities.

- Failure to successfully complete FOUR (4) discussion board assignments will be taken as evidence that you do not intend to complete this course and will result in your being dropped from the course.
- Please note that per policy, students will not be dropped after the last day for student-initiated drops without a compelling reason.

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A student will not be allowed to take a missed quiz in a closed unit. He or she will receive a zero for the missed quiz.

If a student gets locked out of a quiz, he or she must send the instructor a message by using the message link inside the course, explaining why they were locked out. For quicker response, I suggest sending the professor an email to dstapleton@mclennan.edu. My email is sent to my cell phone.

A student may NOT retake a quiz once that quiz has been graded.

A student will NOT be given a grade for a late discussion board posting. If a student fails to post to the discussion board question or another student posting before the unit closing date, he or she will receive a zero for that posting.

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](http://www.mclennan.edu/academic-integrity)
(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)
(<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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C O M M U N I T Y

COLLEGE

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.

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.

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

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