

**McLennan**  
C O M M U N I T Y  
**COLLEGE**

WACO, TEXAS

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**COURSE SYLLABUS**

**AND**

**INSTRUCTOR PLAN**

**POLICE SYSTEMS AND PRACTICES**

**CRIJ\_2328\_87**

**DENNIS A. STAPLETON**

**NOTE: This is a 6-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 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.

## **POLICE SYSTEMS & PRACTICES**

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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 the material posted on D2L Brightspace prior to beginning the Discussion Board assignments and the Quizzes.

### **Instructor Information:**

Instructor Name: Dennis Stapleton

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

Office Phone Number: 254.299.6524

Office Location: ESEC 228

Office/Teacher Conference Hours: I do not have office hours during a summer semester.

By appointment upon request via email. Conferences can 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 D2L Brightspace 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: 9<sup>th</sup>

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 D2L Brightspace platform. Within the on-line course, you will have access to an MCC internet link to learn D2L 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 influence 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.

This is a summer class. The course is broken into 5 weeks. Week one covers chapters 1-3 and has 8 assignments. Week 2 through 5 have 3 chapters per week and has 6 assignments week. A written assignment is also required.

**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 an email explaining why they were locked out of the exam. Professor Email: [dstapleton@mclennan.edu](mailto: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).

### **Discussion Board Posting Grade:**

All course requirements must be completed no later than the due date for each D2L 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.

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- *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.

### **Discussion Board Rubric**

The follow rubric illustrates how each discussion session will be graded. The number of posts 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. Grades are based on substance and content. Submitting discussion board posts on the evening when the assignment is due will also cause the student to gain lower grades. Submit your work early for better grades.

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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

*Posting the evening the assignment closes will always gain lower grades. The closer to the close time, the lower the grade. Please note the following:*

- *Posting between 8:00PM and 9:00PM on the close date/time, will gain no better than a “B”*
- *Posting between 9:00PM and 10:00PM on the close date/time will gain not better than a “C”.*
- *Posting between 10:00PM and 11:55PM on the close date/time will gain a “D” at best.*
- *The grade could be lower if there is no substance, and if the student did not reply to two other students.*
- *Two reply posts are required. Substance in reply posts is also important.*

**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

### **Online 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.

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

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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](mailto:dstapleton@mclennan.edu). I can read emails through 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 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.



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## 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](http://www.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

### **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](mailto: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/](http://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](mailto: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](https://www.mclennan.edu/foundation/docs/Emergency_Grant_Application.pdf).

**MCC Academic Integrity Statement:**

Go to [www.mclennan.edu/academic-integrity](http://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.

**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](mailto:Helpdesk@mclennan.edu) for help.

**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.

**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.