

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_87

Dr. Shannon Hankhouse

NOTE: This is a 6-week 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 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: Dr. Shannon Hankhouse

E-mail: hankhouse@tarleton.edu

Office Phone Number: 254-299-8316

Office Location: MAC 102

Office/Teacher Conference Hours: By Appointment Only

Other Instruction Information: Call 254-299-8322 to schedule an appointment

Required Text & Materials:

Title: Criminal Justice in Action

Author: Gaines/Miller

Edition: 11th

Publisher: Cengage Learning

ISBN:978-1-337-55783-2

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

Methods of Teaching and Learning:

Online course has weekly readings and PowerPoint presentations. Learning is assessed through discussion board groups and unit exams.

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:

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Week #1	Orientation , Chapter 1: Criminal Justice Today & Chapter 2: Causes of Crime
Week #2	Chapter 3: The Crime Picture: Offenders and Victims & Chapter 4: Inside Criminal Law - Exam I
Week #3	Chapter 5: Law Enforcement Today , Chapter 6: Modern Policing , Chapter 7: Police and the Constitution & Exam II
Week #4	Chapter 8: Courts & Chapter 9: Pretrial Procedures
Week #5	Chapter 10: The Criminal Trial & Chapter 11: Punishment and Sentencing - Exam III
Week #6	Chapter 12: Probation and Parole , Chapter 13: Prison and Jails& Chapter 14: Prison Experience and Prisoner Reentry - Exam IV

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. There will be discussion boards due every Sunday the grading will be based on the below rubric.

Metrics	Post 1	Reply 1	Quality of Post	Quality of reply 1
Points earned	25 points	25 points	25 points	25 points

C. **Four objective style tests worth 15% each** will be given during the semester. **The Exams will be taken in Brightspace and will consist of two parts – a multiple choice exam and written essays.**

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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.

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	25%
Discussion Boards	15%

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:

- I. 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.
- II. 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.
- III. I will only unlock one (1) quiz for a student during the semester.
- IV. A student may NOT retake a quiz.
- V. 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 students posting before the unit closing date, he or she will receive a zero for that posting.

**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.

Student Behavioral Expectations or Conduct Policy:

Students are expected to maintain classroom decorum. 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.

[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.

Updated 11/04/2022



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-
2998122

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 acting Title IX Coordinator at titleix@mclennan.edu or by calling, Dr. Claudette Jackson, (Diversity, Equity & Inclusion/Title IX) at (254) 299-8465. MCC employees are mandatory reporters and must report incidents immediately to the Title IX Coordinator. Individuals may also contact the MCC Police Department at (254) 299-8911 or the MCC Student Counseling Center 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/>

Academic Support and Tutoring is here to help students with all their course-related needs. Specializing in one-on-one tutoring, developing study skills, and effectively writing essays. Academic Support and Tutoring can be found in the Library and main floor of the Learning Commons. This service is available to students in person or through Zoom from 7:30 am - 6:00 pm Monday through Thursday and 7:30 am - 5:00 pm on Friday. You can contact the Academic Support and Tutoring team via Zoom (<https://mclennan.zoom.us/j/2542998500>) or email (ast@mclennan.edu) during the above mentioned times.

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 either MCC CREW – Campus Resources Education Web by calling (254) 299-8561 or by emailing crew@mclennan.edu or a Success Coach by calling (254) 299-8226 or emailing SuccessCoach@mclennan.edu. Both are located in the Completion Center located on the second floor of the Student Services Center (SSC) which is open Monday-Friday from 8 a.m.-5 p.m.

Paulanne's Pantry (MCC's food pantry) provides free food by appointment to students, faculty and staff. To schedule an appointment, go to https://mclennan.co1.qualtrics.com/jfe/form/SV_07byXd7eB8iTqJg. Both the Completion Center and Paulanne's 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/FacultyandStaffCommons/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/studentemail.

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](#)
- [Email Setup for Androids](#)

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:

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