



WACO, TEXAS

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**COURSE SYLLABUS  
AND  
INSTRUCTOR PLAN**

**Introduction to Criminal Justice**

**CRIJ\_1301\_O280**

**JARRED HANKHOUSE**

**NOTE: This is a 2<sup>nd</sup> 8-week Online course.**

AN EQUAL OPPORTUNITY INSTITUTION      Fall 2023 **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: Jarred Hankhouse  
MCC E-mail: Jhankhouse@mclennan.edu  
Office Phone Number: 254.299-6523  
Office Location: ESEC 222  
Office/Teacher Conference Hours:  
Monday      8:00 AM – 9:30 AM  
Tuesday      8:00 AM – 9:30 AM  
Wednesday 8:00 AM – 9:30 AM  
Or by appointment upon request

**Required Text & Materials:**

Title: Introduction to Criminal Justice  
Author:Bohm  
Edition: 10<sup>th</sup>  
Publisher: McGraw-Hill  
ISBN: 1260253872

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

**Methods of teaching and Learning:**

The 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' posts. Videos may be assigned for viewing during the semester. The student must have a working knowledge of the D2L Brightspace platform. Within the online course, you will have access to an MCC internet link to learn D2L Brightspace. Students are encouraged to use "Mozilla Firefox" as their web browser.

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

**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 Attendance/Participation Guidelines:**

If a student is not in attendance in accordance with the policies/guidelines of the class as outlined in the course syllabus as of the course census date, faculty are required to drop students from their class roster prior to certifying the respective class roster. A student's financial aid will be re-evaluated accordingly and the student will only receive funding for those courses attended as of the course census date.

Regular and punctual attendance is expected of all students. Any student failing to attend classes the first two weeks of the semester or failing to participate in online courses and activities the first two weeks will be subject to being dropped by the professor. Students, whether present or absent, are responsible for all material presented or assigned for a course and will be held accountable for such materials in the determination of course grades.

Before the 60% point of the semester, a student who is absent for 25% or more of a face-to-face or blended course or who misses 25% or more of assigned work for an online course will be withdrawn from the course with a grade of W. A student may also request to be withdrawn with a grade of W before the 60% point of the semester. After the 60% point of the semester, the student may request to be withdrawn if the student is passing. If the student is not passing, they will be assigned the final grade earned at the end of the semester after grades have been updated to reflect missing work.

**[Click Here for the MCC Attendance/Absences Policy](#)**

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**(<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.

**Course Outline or Schedule:**

Week #1	Chapter 1:
Week #1	Chapter 2:
Week #2	Chapter 3:
Week #2	Chapter 4:
Week #3	Chapter 5:
Week #3	Chapter 6:
Week #4	Chapter 7:
<b>November 12<sup>th</sup></b>	<b>Exam I</b>
Week #5	Chapter 8:
Week #5	Chapter 9:
Week #6	Chapter 10:
Week #6	Chapter 11:
Week #7	Chapter 12:
Week #7	Chapter 13:
Week # 7	Chapter 14:

**December 5<sup>th</sup>**      **Exam II**

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 at least two chapters worth of readings that are due for a grade every week.
- B. There will be a Quiz due Every other Sunday, that will cover one of the chapters that is to be covered that week. This will ensure that students read the chapters and are prepared for class.
- C. There will be a discussion board due Every other Sunday covering the other chapter that is to be covered that week and, the grading will be based on the below rubric.

<b>Metrics</b>	<b>Post 1</b>	<b>Reply 1</b>	<b>Quality of Post</b>	<b>Quality of reply 1</b>
<b>Points earned</b>	25 points	25 points	25 points	25 points

D. **Two objective-style tests worth 20% 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.**

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.

E. 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.

**Assignment of Grades:**

<b>Exam I</b>	<b>20%</b>
<b>Exam II</b>	<b>20%</b>
<b>Quizzes</b>	<b>25%</b>
<b>Discussions</b>	<b>25%</b>
<b>Readings</b>	<b>10%</b>
	<b>100%</b>

**Late Work and Make-Up Work Policies:**

Late work will not be accepted without approval of the instructor.

**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 educational opportunity

07/02/2024



## 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 Accommodations (Disability Services) 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

### **Title IX:**

Title IX of the Education Amendments of 1972 is a Federal civil rights law that prohibits discrimination on the basis of sex in educational programs and activities that receive Federal funds. 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 a Title IX incident are encouraged to immediately contact the Title IX Coordinator at [titleix@mclennan.edu](mailto:titleix@mclennan.edu) or by calling, Dr. Claudette Jackson, (Accommodations/Title IX) at (254) 299-8465.

Additionally, Title IX provides rights and protections for pregnant and newly parenting students which can include educational accommodations such as excused absences

and the opportunity to make up assignments and tests. Lactation spaces are also available on campus. Please email [titleix@mclennan.edu](mailto:titleix@mclennan.edu) for more information.

MCC employees are mandatory reporters and must report incidents immediately to the Title IX Coordinator. Faculty and Staff may email [titleix@mclennan.edu](mailto:titleix@mclennan.edu) to submit a report.

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 may report sexual harassment anonymously by visiting <https://www.lighthouse-services.com>

Visit McLennan's Title IX webpage at <https://www.mclennan.edu/titleix/> to learn more about Title IX protections, reporting, and resources.

### **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. You can contact the Academic Support and Tutoring team via Zoom or email ([ast@mclennan.edu](mailto:ast@mclennan.edu)) by going to our website (<https://www.mclennan.edu/academic-support-and-tutoring/>)

At our campus, we understand that students face numerous challenges beyond the classroom. That's why we offer Success Coaches who are dedicated to helping you succeed. Our coaches know that life can sometimes get in the way of your educational goals. Through personalized meetings, Success Coaches empower you to overcome obstacles, maximize your potential, and create a clear path to both academic and personal success. Our Success Coaches are ready to help you achieve your dreams! Schedule your appointment today by calling 254-299-8226 or emailing [success@mclennan.edu](mailto:success@mclennan.edu).

College personnel also recognize that food, housing, and transportation are essential for student success. If you are having trouble securing these resources and other essential resources, we encourage you to contact the CREW - Campus Resources Education Web by calling 254-299-8561 or emailing [crew@mclennan.edu](mailto:crew@mclennan.edu).

Paulanne's Pantry (MCC's food pantry) provides free food by appointment to students, faculty and staff. To schedule an appointment, go to <https://calendly.com/paulannespantry-mcc/15min>.

Success Coaching Services, the CREW, and Paulanne's Pantry are located on the second floor of the Student Services building in Success Coaching Services, suite 249.

The Student Counseling Center offers confidential mental health counseling to currently enrolled students at no charge. Counselors are trained to help students with problems related to personal, social, and emotional concerns. Sessions focus on short-term goals in order to facilitate students college success and adjustment. This service is available to students in person or through Zoom.

Make an appointment to meet with a counselor by visiting the center in the Wellness & Fitness building, room 101, calling 254-299-8210, or emailing [counseling@mclennan.edu](mailto:counseling@mclennan.edu).

### **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/scholarships-and-resources/emergencygrant.html>

### **MCC Academic Integrity Statement:**

Please view our [Academic integrity statement](#) for more information about academic integrity, dishonesty, and cheating. The unauthorized use of artificial intelligence (AI) for classwork can be a violation of the College's General Conduct Policy. Whether AI is

authorized in a course and the parameters in which AI can be used in a course will be outlined by each instructor.

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

Go to <https://www.mclennan.edu/center-for-teaching-and-learning/Faculty-and-StaffCommons/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](http://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](mailto: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](#) or email [helpdesk@mclennan.edu](mailto: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.