



Sam Houston State
University

CRIJ6336.01

Computer Applications in Criminal Justice



On Line

Steven Cuvelier, Ph.D.
Fall, 2017

CONTENTS

COURSE SYLLABUS FOR CJ6336.02.....	3
COURSE DESCRIPTION.....	3
Make-Up Exams.....	3
Attendance Policy.....	3
THE COURSE ROUTINE	4
COURSE OBJECTIVES	4
TEXTBOOKS AND RESOURCES	4
ASSIGNMENT SCHEDULE.....	4
GRADING.....	6
Course REQUIREMENTS	6
COMPUTER & INTERNET	6
DOCUMENT FORMATTING	6
University POLICIES and notices	6
STUDENT EXPECTATIONS.....	6
Student Absences on Religious Holy Days	7
Use of Devices to Communicate During Class.....	7
ACADEMIC HONESTY.....	7
SPAM MAIL & NETIQUETTE	8
RESOURCES NEWTON GRESHAM LIBRARY.....	8
DISABLED STUDENT RESOURCES.....	8

COURSE SYLLABUS FOR CJ6336.01

COMPUTER/TECHNOLOGY APPLICATIONS FOR CRIMINAL JUSTICE

Fall 2017

Professor:	Steven Cuvelier	Office	Hotel 220
Contact Information		Office Hours	
Telephone:	936- 294-1641		Online Daily
E-mail:	icc_sjc@shsu.edu		or by appointment

Classroom: Online

There are no required textbooks. All course material is available online. Microsoft Excel is required, 2016 or 365 are best, 2010 will work with free downloads of Power Query and Power Map.

COURSE DESCRIPTION

The catalog description of this course is to cover “techniques of data processing with emphasis upon utilization and application to criminal justice information management.” In the few years that have passed since the creation of this description the overall concept of information technology and the relationship between leadership and information has changed. We live in the information age, in which data is no longer organized and printed out on fan-fold green bar paper. Neither is it assumed that good leaders are simply good consumers of information but actively engage in a broad range of computer literacy competencies. Information literacy includes the abilities to; (1) identify what information is needed, (2) understand how the information is organized, (3) identify and locate the best sources of information for a given need, (4) critically evaluate information sources, and (5) communicate that information (http://www.webs.uidaho.edu/info_literacy/). The purpose of this course is to provide a practical information literacy exercise that addresses some practical issues in criminal justice administration.

Set in the context of a police department, we are tasked with crime analysis involving two years of fictitious arrests for drug possession or distribution. Through fulfilling the needs of this project you will have a “hands-on” experience with basic data presentation and analysis, crime mapping, policy analysis, and desk-top publishing and Web-based communication.

MAKE-UP EXAMS

There are no exams in this course

ATTENDANCE POLICY

Students should attend class regularly. Please refer to this link to see the official university policy on attendance: http://www.shsu.edu/dept/academic-affairs/documents/aps/students/800401_001.pdf

THE COURSE ROUTINE

This course is designed to enable you to work at your own pace but, as the class web site is our classroom, you should check in regularly. You will complete each project in sequence. You are not expected to work alone, however. As questions arise post them to the appropriate forum where you can ask and receive the aid of others in the class. Credit will be given for all postings, whether you post a question or an answer so be generous in pooling your collective knowledge and skills.

Each project focuses upon a set of related tasks and will begin by describing the project's objectives, a list of concepts and skills that will be applied, and a step-by-step demonstration. Review the project forum for useful information and provide questions and solutions to questions that you discover as you work through the exercise. Upon completion, submit the exercise to me according to the instructions provided in the project instructions.

COURSE OBJECTIVES

By the end of this course, the successful student will know how to...

1. Import and manipulate data in Excel.
2. Apply functions, pivot tables and other advanced features in Excel
3. Create and customize graphs
4. Construct a GIS application in Excel.
5. Apply statistical procedures in Excel

TEXTBOOKS AND RESOURCES

No textbooks are required. There are numerous sites on the Internet that will provide basic instruction on topics of concern for this class. However, all are required to have access to Microsoft Office 2010 or later. Microsoft Office can be purchased at academic discounts. AcademicSuperstore.com and JourneyEd.com are two known vendors who handle academic discounts and reliable service.

Check out the library for a great selection of e-books. There are excellent resources for this class no matter what your level of experience with Office may be. Some recommended electronic library resources are listed below.

It is also necessary that you have a microphone and preferably a headset. Not only will this be important for viewing the media presentations but it also provides a way for us to communicate face-to-face through Live Messenger. Microsoft Live Messenger also provides a way for screen and computer sharing, which may be useful if for remote problem solving and consultation. A web cam is optional.

ASSIGNMENT SCHEDULE

The following schedule indicates the suggested due dates for assigned projects. You should work ahead of the schedule whenever possible try not to not fall behind. The projects tend to get progressively more complex and time consuming. No project is late until the end of the semester. Turn a project in and if I find issues that need to be corrected, re-work it and turn it in

again. Refer to the project outlines on pages 7 through 21 for links to demonstrations and procedures for each of the projects.

Suggested Project Due Dates		
Aug	23	Orientation and preparation.
	25	Project 1: "Importing Data and Creating Data Tables" 1. Getting Chicago Crime Data for your district 2. Getting and transforming Your District's boundary data.
Sept	1	Project 2: "Creating Your District Map" 1. Define your district's boundaries using a scatterplot 2. Getting street maps for your district. 3. <u>Calibrating your scatterplot to your street map.</u>
	15	Project 3: "Methods for Representing Densities." 1. "Creating Heat Maps" 2. "Creating Heat Maps" 3. "Establishing Centroids"
Oct	1	Project 4: "External Data and Relational Links" 1. "Accessing External Data Sources" 2. "Establishing Relational Links Between Data files" 3. "Creating Computed Fields"
	15	Project 5: "Analyzing trends over time." 1. "Importing Data from 2001 through 2016" 2. "Measuring Crime Levels by Month, Day of Week and Time of Day"
Nov	1	Project 6: "Policy Analysis: Is violence in Chicago getting worse?" 1. "Estimating Expected Levels of Crime" 2. "Identifying Outliers" 3. "Reaching Statistically Supported Conclusions"
	7	Submit a research proposal for Project 7. 4. Identify the question 5. Identify the units of analysis 6. Identify the data elements 7. Explain how you will conduct your analysis 8. Explain how you will interpret your findings
	15	Submit your analysis for Project 7
	21	Submit your report, including the question/problem, the data, the procedure (methods), findings, and conclusions.
		April 21 to May 06 Revise and resubmit any outstanding issues with assignments.
Dec	06	All materials are due.

GRADING

Your grade will be based upon 300 points. All grades will be calculated on a percentage basis with 90/80/70/60 representing the threshold for A/B/C/D, respectively. Evaluation areas and their weights are listed below:

Projects (50 points each) – You will submit your project to me through the class web site. The projects will be assessed on the degree to which they correctly finish the assigned tasks. Points will be added or lost for issues of accuracy, completeness, and communication practices (including layout, use of color, word/number/graphic usage). Project 6a and 6b will each count as 50 points.

COURSE REQUIREMENTS

COMPUTER & INTERNET

Part of this class requires that you be able to regularly gain access to the World Wide Web. Students completing the class in a fully "on-line" format will be required to participate in synchronous ("real time") discussion sessions through the class portal. Some users may need to download special "plug-ins" to be able to use the discussion board and all students will be required to download and view Microsoft Word documents, Excel spreadsheets, and PowerPoint presentations. Please be sure to contact the SHSU 24x7 [helpdesk](#) if you have any problems connecting or access materials or tools in this course (or 1-877-870-9214).

DOCUMENT FORMATTING

Any material submitted to your professor for grading must be sent in a format compatible with Microsoft Word 2007 or later. Students using any other word processor should select the option that allows them to save their material as a "Rich Text Format" (RTF) document before submitting it to your professor. Keep multiple copies of all your material in case of technical problems.

UNIVERSITY POLICIES AND NOTICES

STUDENT EXPECTATIONS

Online courses require a special personal discipline to keep up with the work load and make the whole program an enjoyable and enlightening experience. You will not achieve this experience if the requisite reading is not undertaken. The reading list contains required texts. Additionally, articles will be posted on the web which you will want to read. These may, or may not, have tests attached to them which you are expected to complete. These results go towards the third student evaluation product - demonstration of attendance and participation.

This does not mean that you have to read only the required texts and posted articles. During the course you may be asked to find and post to the web certain articles that, for example, either support or reject a particular theory.

Students are expected to have read the assigned readings prior to each online class.

STUDENT ABSENCES ON RELIGIOUS HOLY DAYS

Section 51.911(b) of the Texas Education Code requires that an institution of higher education excuse a student from attending classes or other required activities, including examinations, for the observance of a religious holy day, including travel for that purpose. Section 51.911 (a) (2) defines a religious holy day as: "a holy day observed by a religion whose places of worship are exempt from property taxation under Section 11.20...." A student whose absence is excused under this subsection may not be penalized for that absence and shall be allowed to take an examination or complete an assignment from which the student is excused within a reasonable time after the absence.

University policy 861001 provides the procedures to be followed by the student and instructor. A student desiring to absent himself/herself from a scheduled class in order to observe (a) religious holy day(s) shall present to each instructor involved a written statement concerning the religious holy day(s). The instructor will complete a form notifying the student of a reasonable timeframe in which the missed assignments and/or examinations are to be completed. For a complete listing of the university policy, see:

<http://www.shsu.edu/dept/academic-affairs/documents/aps/students/861001.pdf>

USE OF DEVICES TO COMMUNICATE DURING CLASS

Communication using telephones or other technologies is not allowed during class. Abuse of this rule may be subject to disciplinary action. Please refer to the link below to view the university policy.

[http://www.shsu.edu/~org_sen/pdf/Cell-Phone%20Policy%20\(AP%20100728\).pdf](http://www.shsu.edu/~org_sen/pdf/Cell-Phone%20Policy%20(AP%20100728).pdf)

ACADEMIC HONESTY

All students are expected to engage in all academic pursuits in a manner that is above reproach. Students are expected to maintain honesty and integrity in the academic experiences both in and out of the classroom. Any student found guilty of dishonesty in any phase of academic work will be subject to disciplinary action. The University and its official representatives may initiate disciplinary proceedings against a student accused of any form of academic dishonesty including but not limited to, cheating on an examination or other academic work which is to be submitted, plagiarism, collusion and the abuse of resource materials. For a complete listing of the university policy, see:

http://www.shsu.edu/~slo_www/

SPAM MAIL & NETIQUETTE

Please do not use the collaboration tools in this course as an outlet for general mail messages. The purpose of these tools is to facilitate collaborative learning among all students involved in the class. Use cautious discretion about what material you post or email to other students and make sure it pertains to the ongoing discussion or contributes to the general class discussion.

RESOURCES NEWTON GRESHAM LIBRARY

The Newton Gresham Library <http://library.shsu.edu> has many resources you will want to use in this course. These include databases, reference materials, journals, digital collections, and Google Scholar. You will also find research information such as citation guides and research assistance and instruction in the use of library resources, especially the electronic resources, for SHSU students enrolled in SHSU Online courses. This instruction can be via [e-mail](#), or telephone, (936) 294-1599 or 1-866-NGL-INFO (toll-free), whatever is most convenient for the student.

Citation Guides may be found here: <http://library.shsu.edu/research/citationguides.php>

To take advantage of these services you will need to register as a Distance Education student with the Library by filling out the registration form found at

<http://library.shsu.edu/services/distance/application.php>

SHSU WRITING CENTER

The <http://www.shsu.edu/~wctr/Distance.pdf> provides services including generating ideas for your term paper, identifying your target audience, organizing your paper, improving your writing style, identifying and correcting grammatical errors, and more. If you chose to use these services you will need to provide them the information about your paper found at <http://www.shsu.edu/~wctr/Distance.pdf> through email. Be aware that they will need 48 hours to review a paper.

DISABLED STUDENT RESOURCES

"Students with a disability which affects their academic performance are expected to arrange for a conference with the instructor in order that appropriate strategies can be considered to ensure that participation and achievement opportunities are not impaired." The physically impaired may contact the Director of the Counseling Center as chair of the Committee for Continuing Assistance for Disabled Students by telephone (ext. 1720).

Any student in this class may request special learning assistance by submitting a written statement describing your particular need. If it is necessary, you will be directed to the University's Counseling Center for additional assistance, however, most needs should be able to be accommodated directly through your professor. Please feel free to discuss any particular need you may have with your professor. The University Policy governing special learning needs is available at the attached link:

<http://www.shsu.edu/students/guide/studlife.html#disabilities>