

## Department of Criminal Justice & Criminology

**CRIJ 2361-10 (Online)**

### ***Syllabus for Introduction to Criminal Justice*** **Spring 2018**

**Professor:** Dr. Kristen Welch  
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**Class Hours:** Online  
**Classroom:** Online  
**Office Hours:** M/W/R 2-3:30 p.m. on virtual office, or by appointment

## **REQUIRED READINGS & TOOLS**

Schmallegger, F. (2016). *Criminal justice: A brief introduction, 11<sup>th</sup> edition*. New York, NY: Pearson. (ISBN-13: 978-0133591316).

Any handouts or independent readings provided or assigned by the instructor.

Students will need to have a webcam and download the free Respondus Lockdown Browser software available from SHSU to take the course exams. *Further instructions will be available on blackboard under each of the section exam's instructional link.*

## **COURSE DESCRIPTION**

An introductory course designed to familiarize students with the facets of the criminal justice system, the sub-systems and how they interrelate, processing of offenders, punishment and its alternatives, and the future of the criminal justice system. Credit 3.

This course provides an introduction to the criminal justice system. It is designed to improve students' basic understanding of crime and criminal justice in the United States and familiarize them with the key concepts and terminology in the field. The primary goal of this course is to provide students with a general understanding of the criminal justice system's response to crime in society, including the role of the core elements: police, courts, and corrections. This general theme of this course highlights the balance between community interests and individual rights in decision making within the system. The criminal justice process will be examined, focusing on how the system is structured to respond to crime.

## **COURSE OBJECTIVES & LEARNING OUTCOMES**

The *course objectives* are:

1. To introduce the student to the American criminal justice system and improve students' discourse on crime, criminality, and the criminal justice process.
2. To familiarize students with the key concepts and terminology in the criminal justice field and to provide students with the requisite insight into the criminal justice system's response to crime in society, including the role of each of the core elements: police, courts, and corrections.
3. To examine the criminal justice process, focusing on how the system is structured to respond to crime, while highlighting the balance between community interests and individual rights in decision making within the system.

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**Learning Outcomes** - By the end of the course, *the student* should be able to:

1. Discuss and describe the basic concepts and terminology in criminal justice, including the three main components of the criminal justice system;
2. Provide a basic definition of crime, identify different types of crime, and describe crime statistics in America;
3. Define various types of law, including criminal law, civil law, administrative law, case law, and procedural law.
4. Explain the criminal justice process, describe the progression of cases through the criminal justice system, and discuss the role of each component in the system's response to crime: including the organization and structure of policing, the stages of the court process, the structure of corrections and the role of criminal sanctions.
5. Identify and discuss special issues and topics in criminal justice, including legal aspects of policing, community corrections, juvenile justice, and future trends in criminal justice.

### COURSE REQUIREMENTS & GRADING

#### Course Requirements:

1. 3 Exams: 15 points each; 45 points total (45%)
2. Final Exam: 15 points total (15%)
3. Online Discussions: 20 points total (20%)
4. Weekly Assignments: 10 points total (10%)
5. Quizzes: 10 points total (10%)

**Exams (60%):** A total of four exams will be given on the dates listed in the course outline. Exam I, II, & III will be worth 15 points each for a total of 45 points. The final exam on **Monday, May 7<sup>th</sup>** is worth 15 points. Exams will be composed of a combination of multiple choice, true false, and fill in the blank questions. Questions will come from class notes, homework assignments, and the required readings. Students are strongly encouraged to utilize the course resources to enhance their understanding of the materials, to prepare for exams, and successfully complete assignments. Students will have to use Respondus Lockdown Browser software for all exams. A practice quiz is set up for students to use throughout the semester to test the respondus software prior to taking an exam. For more information, contact SHSU online support at 936-294-2780 or email [blackboard@shsu.edu](mailto:blackboard@shsu.edu). See section on Technical Issues for more information.

**Discussions (20%):** Students are required to participate in the online class discussions (2 online discussion forums per each of the 4 major course sections) and the introductory discussion during the semester (9 total). For each student, a minimum of 3 posts per required discussion session is required to meet this standard. One original post and two responsive posts per chosen discussion section are necessary. Please proofread your comments prior to submitting them for clarity, grammar, and tone. The goal of these discussions is to encourage a collaborative environment of learning and discussion, to foster teamwork, and not to engage in heated debate or confrontational rhetoric. Try to stay on topic and refrain from offensive remarks. Feel free to engage in more than the 9 required discussion sessions. Discussion participation comprises 20% of your final grade (20 points total).

**Weekly Assignments (10%):** Students will receive grade based upon completion of homework assignments and in class assignments. Weekly chapter homework assignments must be completed on blackboard by **11:59 on Thursday** of the week they are due. ***Students can do the assignment any day or time prior to the deadline.*** Students will have 5 attempts to submit their chapter homework assignments on blackboard and their highest grade will be recorded for each assignment. Students must receive a 70 or higher on the chapter homework assignment submitted via blackboard to take the chapter quiz for that week. *Students may access all completed assignments and assessments with grades, answers, and corrections through the "my grades" tab on blackboard.*

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**Quizzes (10%):** Several quizzes are given during the semester to ensure student engagement (i.e. students are keeping up with the required readings and actively participating in class discussions) and to help students prepare for the exams. Quizzes may be composed of true/false, multiple choice, fill-in-the blank questions, or a combination of each. Students **must** complete the weekly chapter homework assignment with a grade of 70 or higher to access and take the quiz. Students will have until **11:59 on Friday** to complete the weekly chapter quizzes on blackboard. Only one attempt at the quiz will be allowed. *Students can complete the quiz any day or time prior to the deadline.* Students must take the graded introductory quiz before attempting the first chapter quiz to iron out any issues.

### GRADING POLICY: (100 Points Possible)

Letter Grade	Course Points	Interpretation
A	90-100 points	Excellent
B	80-89 points	Above Average
C	70-79 points	Average
D	60-69 points	Below Average
F	Below 60 points	Fails to meet Basic Requirements

**Late Work:** *Late work will NOT be accepted without appropriate documentation of an extreme emergency and a University approved excuse.* Assignments will not be accepted after the deadline since the student has every opportunity to turn in assignments at any point in time online, well in advance of deadlines. Students are encouraged not to wait until the last minute or the deadline to submit their assignments. The deadlines are there to keep students from falling too far behind in the class so they may successfully complete a course in the online format. Deadlines are not the same as due dates, they are just the last day an assignment will be allowed to be handed in for a grade. Students are strongly encouraged to complete assignments earlier in the week for optimal learning. Failure to complete, submit, and/or present assignments on time will result in a **zero** for the assignment.

**Make-up Exam Policy:** Students are required to take the examinations on the dates indicated in the course schedule. Please make the necessary arrangements in advance to ensure your completion of the exams on the dates listed. If an emergency arises, students should notify the instructor as soon as possible **before** the exam. Notifications after the exam are not acceptable, barring extreme circumstances. If you miss an examination without prior approval from the instructor, the grade recorded will be a zero. If it is not possible to discuss the missed exam, prior to the exam date due to an emergency, it is the student's responsibility to contact the instructor as soon as possible after the emergency (within two days) to reschedule the exam.

### COURSE & ACADEMIC POLICIES

**Virtual Office & Email:** All students are encouraged to use the *Virtual Office* to ask general questions about the course, course materials, and assignments. By posting to the Virtual Office, you are guaranteed a timely response (within 48 hours). Before posting a question or emailing the professor, please check the virtual office to be sure another student hasn't posted the same question and received a response. Do not post anything of a personal nature that you do not wish other students to see to this forum as it is visible to all students in the class. If you have a more personal question, please feel free to email the professor directly. Although I try to respond quickly to emails, do not expect an email reply in less than 48 hours. Be sure that your emails include the **course and section number** in the subject heading and adhere to professional guidelines. Please phrase your questions clearly and concisely. Be sure to include your complete name, email address, and course number (CRIJ 2361\_10) in the text of the email.

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**Participation & Attendance Policy:** Unlike the traditional face to face course, this course does not require you to show up in a specific classroom on specific dates and times. Instead, you will be required to make a regular and constant effort to complete the online course lectures, assignments, assessments, and participate in online class discussion. Regular and ongoing participation in this course is *required*. Among other things, this means that exams must be completed during the scheduled time and that assignments must be completed within the specified time. Participation is highly important because discussion groups and class assignments will be assessed throughout the session. The student is expected to review all class materials and actively participate in online class discussions. Because of this, students **should** complete the assigned readings **PRIOR** to reviewing the lecture notes and engaging in online discussions. In addition, you are expected to routinely check the course materials, notices, and resources online throughout the week.

**Academic Honesty:** Students are expected to conduct their academic work with integrity and honesty. Acts of academic dishonesty will not be tolerated and can result in the failure of a course and dismissal from the University. Academic dishonesty includes, but is not limited to, cheating on a test, plagiarism, collusion – the unauthorized collaboration with another person in preparing work offered for credit, the abuse of resource materials, and misrepresentation of credentials or accomplishments. The University expects students to engage in all academic pursuits in a manner that is above reproach. Students are expected to maintain honesty and integrity in all their academic experiences. 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, please refer to Academic Dishonesty Policy Statement 810213 on the website: [http://www.shsu.edu/~vaf\\_www/aps/documents/810213.pdf](http://www.shsu.edu/~vaf_www/aps/documents/810213.pdf).

**Disabled Student Policy:** The Americans with Disabilities Act (ADA) requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. Any student with a disability that affects his or her academic performance should contact the Office of Services for Students with Disabilities in the SHSU Lee Drain Building Annex (telephone 936-294-3512, TDD 936-294-3786; E-mail: [disability@shsu.edu](mailto:disability@shsu.edu); Web Address: [www.shsu.edu/disability](http://www.shsu.edu/disability)) to request accommodations. In addition, students with a disability which affects their academic performance are encouraged 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. All disclosures of disabilities will be kept strictly confidential. If you believe you may have a disability that would interfere with your work, I strongly encourage you to register with the SHSU Counseling Center NOTE: No accommodation can be made until you register with the Counseling Center. To review services provided to students with disabilities, see [www.shsu.edu/~counsel/sswd.html](http://www.shsu.edu/~counsel/sswd.html). To see the University policy on disabled students refer to [www.shsu.edu/~vaf\\_www/aps/documents/811006.pdf](http://www.shsu.edu/~vaf_www/aps/documents/811006.pdf).

**Student Religious Holy Day Policy:** Section 51.91 (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 observation of a religious holy day, including travel for the purpose. 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 and may be accessed online at [http://www.shsu.edu/~vaf\\_www/aps/documents/861001.pdf](http://www.shsu.edu/~vaf_www/aps/documents/861001.pdf).

To review additional academic policies for students please refer to the documents provided online at <http://www.shsu.edu/dept/academic-affairs/aps/aps-students.html>.

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### TECHNOLOGY ISSUES

It is the students' responsibility to ensure that they have the computer hardware, software, and online access to fully participate in this course. Information technology problems are not an acceptable excuse for late or missing assignments, quizzes, or exams. You must complete all assignments and assessments on the dates listed in the course schedule. Try to have things completed early, so you do not have difficulties when it is time to upload assignments. Any blackboard, computer help, or technical issues should be immediately addressed via SHSU online support at 936-294-2780 or [blackboard@shsu.edu](mailto:blackboard@shsu.edu). **It is in your best interest to familiarize yourself with the course layout and materials to effectively navigate blackboard throughout the semester.** Because this is an online class that offers flexibility, there will be no make-up work accepted. If you become unable to participate for a period of time, you must notify the instructor as soon as possible.

### CONDUCT POLICY

**General Conduct - All students are expected to be respectful to others and the instructor at all times.** General civility and decorum are expected. Class discussions may include controversial topics. Students should be respectful of others' viewpoints and opinions, even those that they may not agree with. Debate is encouraged but disrespect is not acceptable. Please refer to the handout on **online etiquette** for further instruction.

**Professional behavior:** The University, as an academic community, requires that each individual respect the needs of others to study and learn in a peaceful atmosphere. Behavior that interferes with either (a) the instructor's ability to conduct the class or (b) the ability of other students to profit from the instructional program may be considered a breach of the peace and is subject to disciplinary sanction. This prohibition applies to all instructional forums, including classrooms, electronic classrooms, labs, discussion groups, field trips, etc.

**Statement of Civility:** The University has a diverse student population that represents the population of the state. Our goal is to provide you with a high quality educational experience that is free from repression. You are responsible for following the rules of the University, city, state and federal government. We expect that you will behave in a manner that is dignified, respectful and courteous to all people, regardless of sex, ethnic/racial origin, religious background, sexual orientation or disability. Behaviors that infringe on the rights of another individual will not be tolerated.

### ADDITIONAL IMPORTANT INFORMATION

**Confidentiality:** If you would like to discuss your course performance or grades you are encouraged to email the instructor, come by during the posted office hours, or an appointment with the instructor may be made at a mutually agreeable time. In order to protect student confidentiality, it is against University policy for an instructor to discuss grades by telephone. In addition grades will be posted to Blackboard and students can review their graded assignments, quizzes, and exams under the "My Grades" link.

**Academic Advising:** Students should meet with an Academic Advisor as soon as they are ready to declare a major. If you have not already met with an advisor I strongly encourage you to do so as soon as possible. The Student Advising and Mentoring Center, also known as the SAM Center, offers a wide variety of services for students at SHSU. An Academic Advisor can assist students in setting up a degree plan. Students **MUST** meet with an academic advisor per University requirements if the student does not have a SHSU GPA (new or transfer students), has below a 2.5 GPA, are subject to TSI requirements, and/or have 90+ hours including the current semester. It is mandatory for seniors to meet with an academic advisor early in the semester. Please refer online for additional information and advising locations at <http://www.shsu.edu/centers/sam-center/advising/index.html>.

**Extra Credit:** Extra credit opportunities will not be given.

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### COURSE SCHEDULE & OUTLINE

The *anticipated* schedule of lectures, readings, and examinations is as follows:

Date	TOPIC	Assignment/ Assessment/ Activity	Readings
Jan. 17-21	Introduction to Class	Introductory Discussion Introductory Quiz A	Introduction Handouts
Jan. 22 & 28	Introduction to Criminal Justice	HMWK 1* (DUE THUR) Quiz 1** (DUE FRI) Discussion 1***	Chapter 1 Handouts
Jan. 29 - Feb.4	The Crime Picture: Facts & Myths	HMWK 2 Quiz 2 Discussion 2	Chapter 2 Handouts
Feb. 5-11	Criminal Law	HMWK 3 Quiz 3 Discussion 3	Chapter 3 Handouts REVIEW
Feb. 12*	<b>EXAM I (Chapters 1- 3)</b> (Due by 11:59 pm Monday, the 12 <sup>th</sup> )		
Feb. 13-18	Policing: Purpose & Organization	HMWK 4 Quiz 4 Discussion 4	Chapter 4 Handouts
Feb. 19-25	Policing: Legal Aspects	HMWK 5 Quiz 5 Discussion 5	Chapter 5 Handouts
Feb. 26- Mar. 4	Policing: Issues and Challenges	HMWK 6 Quiz 6 Discussion 6	Chapter 6 Handouts REVIEW
March 5	<b>EXAM II (Chapters 4-6)</b> (Due by 11:59 pm Monday, the 5 <sup>th</sup> )		
March 6-11	Courts: Structure and Participants	HMWK 7 Quiz 7 Discussion 7	Chapter 7 Handouts
March 12-18	<b>Spring Break</b>		Handouts
March 19-25	Courts: The Criminal Trial	HMWK 8 Quiz 8 Discussion 8	Chapter 8 Handouts
March 26 - April 1	Courts: Sentencing	HMWK 9 Quiz 9 Discussion 9	Chapter 9 Handouts REVIEW
April 2	<b>EXAM III (Chapters 7-9)</b> (Due by 11:59 pm Monday, the 2 <sup>nd</sup> )		
April 3-8	Corrections: Probation, Parole, & Community Sanctions	HMWK 10 Quiz 10 Discussion 10	Chapter 10 Handouts



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April 9-15	Corrections: Prisons & Jails	HMWK 11 Quiz 11 Discussion 11	Chapter 11 Handouts
April 16-22	Corrections: Prison Life	HMWK 12 Quiz 12 Discussion 12	Chapter 12 Handouts
April 23-29	Juvenile Justice	HMWK 13 Quiz 13 Discussion 13	Chapter 13 Handouts
April 30- May 4	<b>Review</b> (Review for the final exam)		REVIEW
May 7th	<b>FINAL EXAM</b> (Due by 11:59 pm Monday, the 7 <sup>th</sup> )		

*\* Homework assignments are due by 11:59 pm on Thursdays of the week they are assigned.*

*\*\*Quizzes are due by 11:59 pm on Fridays of the week they are assigned.*

*\*\*\*Students should finish the chosen discussions by Sunday of the week they are assigned.*