HORRY GEORGETOWN
TECHNICAL COLLEGE

INSTRUCTIONAL PACKAGE

CRJ 101
Introduction to Criminal Justice

Effective Term
2021-2022

INSTRUCTIONAL PACKAGE

Part I: Course Information

EFFECTIVE TERM: 2021-2022

COURSE PREFIX: CRJ 101   **COURSE TITLE**: Introduction to Criminal Justice

CONTACT HOURS: 3.0   **CREDIT HOURS**: 3.0

RATIONALE FOR THE COURSE:

The course is designed as an entry-level course. The course provides students with a basic understanding of the criminal justice system and its components. This class is a survey of the majority of subjects in the courses required for the Criminal Justice Associate Degree.

COURSE DESCRIPTION:

This course includes an overview of the functions and responsibilities of agencies involved in the administration of justice to include police organizations, court systems, correctional systems, and juvenile justice agencies.

PREREQUISITES/CO-REQUISITES:

Online/Hybrid courses require students to complete the DLi Online Student Orientation prior to completing an online course. The orientation can be found on the College website under My Student.

REQUIRED MATERIALS:

This course uses available online education resources (OER) rather than a textbook. The resources used are from verifiable, reliable, and trustworthy websites, webpages, and library databases that are free to the public rather than a purchased textbook.

ADDITIONAL REQUIREMENTS:

CRJ 101 does **_not_** have additional costs other than textbooks, tuition, and fees.

TECHNICAL REQUIREMENTS:

Access to Desire2Learn (D2L), HGTC's student portal for course materials.
MyHGTC and college email access.

Whether traditional, hybrid, or online, all criminal justice courses require students to access the course in D2L through a personal computer. Therefore, students should have reliable access to a computer with

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a dependable Internet connection to succeed in this course or any criminal justice course. Students will be required to access, download, or print material from the course in D2L, which is accessible through MyCourses and the student's account. Students should pay particular attention to the course outline under Content as well as the course calendar. Students will be able to monitor grades and attendance through the course in D2L. Whether traditional, hybrid or online, criminal justice courses **_require_** students to complete some, if not all, course work – assignments, exams, and other activities - through an online environment in D2L. Traditional and hybrid require students to complete a portion of the required work online. The amount of online activity depends on the course format; therefore, students should pay particular attention to the course information and documents. Courses with an online component move very rapidly, with graded requirements typically due each week. Students **_must_** be aware of the calendar and mindful of updates and announcements; therefore, a student **_must_** have access to a reliable computer and a dependable Internet connection. Criminal justice courses use D2L as a platform for course activities.

When having technology problems find another computer. Computers are open to students at numerous locations on all campuses of Horry-Georgetown Technical College, including open computer labs and libraries. Computers are available for use in public locations, including public libraries. A final option would be to contact a friend or relative to borrow a computer. When technology issues are related to the system (e.g., D2L) and not the result of a broken computer, contact TECH Central at (843) 349-8324 or https://www.hgtc.edu/admissions/student_information/index.html. Technology issues or technical problems are **_not_** an acceptable excuse for missing a course requirement that **_must_** be completed through D2L. When having difficulty accessing the course or its components, or email function, it is a good idea to notify the course professor about the problem or difficulty.

STUDENT IDENTIFICATION VERIFICATION:

Students enrolled in online courses will be required to participate in a minimum of one (1) proctored assignment and/or one (1) virtual event to support student identification verification. Please refer to the Course Instructor's Addendum for information regarding this requirement.

COURSE ETIQUETTE AND ETHICAL BEHAVIOR:

According to the Student Code for the South Carolina Technical College System (3-2-106.1), there are numerous forms of academic misconduct, including, but not limited to, cheating on tests, plagiarism, collusion, and fabrication of information. Furthermore, as described under Section III, Student Conduct Regulations, inappropriate behavior can include but is not limited to (1) abuse of the privilege of freedom of speech or assembly, (2) falsification of information and other acts intended to deceive, (3) actions which endanger students and the college community, (4) infringement of rights of others, and (5) other acts which call for discipline (Catalog, 2020, p. 35).

All criminal justice students are expected to conduct themselves in a **_professional and ethical_** manner at all times in word or action. The standards of professional and ethical behavior will be enforced. Any violation associated with inappropriate behavior, including but not limited to statements or remarks made in class, during internships, or through emails, postings including Facebook or social media sites, text messages, or other communications, will **_not_** be tolerated.

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At the discretion of the professor of record, academic misconduct or inappropriate behavior may be reported in writing as a violation of the Student Code under Section IV, resulting in disciplinary action (Catalog, 2020, p. 37).

All alleged acts of sexual violence or sexual harassment **_must_** be reported to the Title IX Coordinator or designee. Per the South Carolina Technical System Student Code Procedures for Addressing Alleged Acts of Sexual Violence and Sexual Harassment (3-2-106.2), "students may also contact any responsible employee, who has an obligation to report any claim of sexual harassment or sexual assault to the Title IX Coordinator, or designee" (Catalog, 2020, p. 40).

Part II: Student Learning Outcomes

COURSE LEARNING OUTCOMES AND ASSESSMENTS*:

UNIT I - FOUNDATION OF THE CRIMINAL JUSTICE SYSTEM

- **Learning Outcome:** Identify the three major components of the criminal justice system.
- **Learning Outcome:** Explain the relationship between norms and criminal law.
- **Learning Outcome:** Describe what is meant by the elements of a crime.
- **Learning Outcome:** Describe how crime is measured in the U.S.

- **Assessment:** Discussion Assignment #1

UNIT II – EXPLAINING CRIME THROUGH CRIMINOLOGICAL THEORY

- **Learning Outcome:** Describe the social structure theoretical area of criminology.
- **Learning Outcome:** Describe the social interaction theoretical area of criminology.
- **Learning Outcome:** Describe the social conflict theoretical area of criminology.
- **Learning Outcome:** Describe how theories can become law and governmental policy.

- **Assessment:** Discussion Assignment #2
- **Assessment:** Exam #1

UNIT III – CRIMINAL AND CONSTITUTIONAL LAW

- **Learning Outcome:** Identify and describe the origins of law.
- **Learning Outcome:** Identify and describe the Bill of Rights.
- **Learning Outcome:** Explain selective incorporation using the 14th Amendment.
- **Learning Outcome:** Describe the relationship between state law and the U.S. Constitution.

- **Assessment:** Discussion Assignment #3
- **Assessment:** Course Project Paper Draft

UNIT IV – HISTORICAL LAW ENFORCEMENT AND POLICING

- **Learning Outcome:** Describe the development of the first modern police force in London.
- **Learning Outcome:** Describe the difference in the development of law enforcement between the different regions of the United States.
- **Learning Outcome:** Summarize the Police Reform Movement in the U.S.
- **Learning Outcome:** Describe recruitment and screening and the effect on hiring.

- **Assessment:** Discussion Assignment #4
- **Assessment:** Exam #2

UNIT V - THE COURTS

- **Learning Outcome:** Describe the different levels of courts.
- **Learning Outcome:** Describe the different courts found in the federal system.
- **Learning Outcome:** Describe the use of a presentence.
- **Learning Outcome:** Describe the procedure to determine the sentence in a death penalty case, including aggravating and mitigating circumstances.

- **Assessment:** Discussion Assignment #5
- **Assessment:** Final Course Project

UNIT VI – MODERN ISSUES IN CRIMINAL JUSTICE

- **Learning Outcome:** Describe the implications of terrorism foreign and domestic
- **Learning Outcome:** Describe the effective methods to respond to police misconduct and excessive force.
- **Learning Outcome:** Describe the use of scientific advances in criminal justice
- **Learning Outcome:** Describe the radicalization and militarization of state and local law enforcement

- **Assessment:** Discussion Assignment #6

UNIT VII - CORRECTIONS; JUVENILE JUSTICE

- **Learning Outcome:** Describe the historical development of corrections, including facilities.
- **Learning Outcome:** Differentiate between types of community corrections.
- **Learning Outcome:** Describe the landmark cases based on prisoners' rights.
- **Learning Outcome:** Describe the landmark cases based on the rights of juvenile offenders.

- **Assessment:** Exam #2 (Final)

Students – please refer to the Instructor's Course Information sheet for specific information on assessments and due dates.

Part III: Grading and Assessment

EVALUATION (COURSE GRADING): *

Students' performance will be assessed, and the weighted associated with the various measures listed below.
EVALUATION*

Exams 52.5%
Discussion Assignments 30.0%
Project .... <u>17.5%</u>
Total   100%

*Students, for the specific number and type of evaluations, please refer to the Instructor's Course Information Sheet.

GRADING SYSTEM:

90-100.................. A
80- 89................... B
70- 79................... C
60- 69.................. D
Below 60.............. F

Grades earned in courses impact academic progression and financial aid status. Before withdrawing from a course, be sure to talk with your instructor and financial aid counselor about the implications of that course of action. Grades of D, F, W, WF, and I (Incomplete), also have a negative impact on a student's academic progression and financial aid status.

The Add/Drop Period is the first five (5) days of the semester for **full-term** classes. Add/Drop periods are shorter for accelerated format courses. Please refer to the academic calendar for deadlines for add/drop (http://www.hgtc.edu/academics/academiccalendars.html). You must attend at least one meeting of all of your classes during that period. If you do not, you will be dropped from the course(s), and your Financial Aid will be reduced accordingly.

Part IV: Attendance

Horry-Georgetown Technical College maintains a general attendance policy requiring students to be present for a minimum of 80% of their classes to receive credit for any course. ***<u>Due to the varied nature of courses taught at the College, some faculty may require 90% attendance.</u>***
Pursuant to 34 Code of Federal Regulations 228.22 - Return of Title IV Funds, once a student has missed over 20% of the course or has missed two (2) consecutive weeks, the faculty are obligated to withdraw the student, and a student may not be permitted to re-enroll. **Instructors define absentee limits for their class at the beginning of each term; please refer to the Instructor Course Information Sheet.**

Check your Instructor's Course Information Sheet for any required on-site meeting

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times for online and hybrid courses. Please note, instructors may require tests to be taken at approved testing sites; if you use a testing center other than provided by HGTC, that Center may charge a fee for its services.

Part V: Student Resources

THE STUDENT SUCCESS AND TUTORING CENTER (SSTC):

The SSTC offers to all students the following **free** resources:

1. **Academic tutors** for most subject areas, **Writing Center support**, and **college success skills**.
2. Online **tutoring** and academic support resources.
3. Professional and interpersonal communication **coaching** in the EPIC Labs.

Visit the Student Success & Tutoring Center website for more information. To schedule tutoring, contact the SSTC at sstc@hgtc.edu or self-schedule in the Penji iOS/Android app or at www.penjiapp.com. Email sstc@hgtc.edu or call SSTC Conway, 349-7872; SSTC Grand Strand, 477-2113; and SSTC Georgetown, 520-1455, or go to the Online Resource Center to access on-demand resources.

STUDENT INFORMATION CENTER: TECH Central

TECH Central offers to all students the following free resources:

1. **Getting around HGTC**: General information and guidance for enrollment, financial aid, registration, and payment plan support!
2. Use the Online Resource Center (ORC) including Office 365 support, password resets, and username information.
3. **In-person workshops, online tutorials and more services** are available in Desire2Learn, Student Portal, Degree Works, and Office 365.
4. **Chat with our staff on TECH Talk**, our live chat service. TECH Talk can be accessed on the student portal and on TECH Central's website, or by texting questions to (843) 375-8552.

Visit the Tech Central website for more information. Live Chat and Center locations are posted on the website. Or please call (843) 349 – TECH (8324), Option #2.

STUDENT TESTING:

Testing in an **online/hybrid** course may be accomplished in a variety of ways:

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- Test administered within D2L
- Test administered in writing on paper
- Test administered through Publisher Platforms

Furthermore, tests may have time limits and/or require a proctor.

Proctoring can be accomplished either face-to-face at an approved site or online through RPNow, our online proctoring service. To find out more about proctoring services, please visit the Online Testing section of the HGTC's Testing Center webpage.

The **Instructor Information Sheet** will have more details on test requirements for your course.

DISABILITY SERVICES:

HGTC is committed to providing an accessible environment for students with disabilities. Inquiries may be directed to HGTC's Accessibility and Disability Service webpage. The Accessibility and Disability staff will review documentation of the student's disability and develop an educational accommodation plan in a confidential setting with the student.

Note: It is the student's responsibility to self-identify as needing accommodations and to provide acceptable documentation. After a student has self-identified and submitted documentation of a disability, accommodations may be determined, accepted, and provided.

STATEMENT OF EQUAL OPPORTUNITY/NON-DISCRIMINATION STATEMENT:

Horry-Georgetown Technical College prohibits discrimination and harassment, including sexual harassment and abuse, on the basis of race, color, sex, national or ethnic origin, age, religion, disability, marital or family status, veteran status, political ideas, sexual orientation, gender identity, or pregnancy, childbirth, or related medical conditions, including, but not limited to, lactation in educational programs and/or activities.

TITLE IX REQUIREMENTS:

All students (as well as other persons) at Horry-Georgetown Technical College are protected by Title IX—regardless of their sex, sexual orientation, gender identity, part- or full-time status, disability, race, or national origin—in all aspects of educational programs and activities. Any student, or other member of the college community, who believes that he/she is or has been a victim of sexual harassment or sexual violence may file a report with the College's Chief Student Services Officer, campus law enforcement, or with the College's Title IX Coordinator, or designee.

*Faculty and Staff are required to report incidents to the Title IX Coordinators when involving students. The only HGTC employees exempt from mandatory reporting are licensed mental health professionals (only as part of their job description, such as counseling services).

INQUIRIES REGARDING THE NON-DISCRIMINATION/TITLE IX POLICIES:

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Student and prospective student inquiries concerning Section 504, Title II, and Title IX and their application to the College or any student decision may be directed to the Vice President for Student Affairs.

> **Dr. Melissa Batten, VP for Student Affairs**
> *Title IX Coordinator*
> Building 1100, Room 107A, Conway Campus
> PO Box 261966, Conway, SC 29528-6066
> 843-349-5228
> Melissa.Batten@hgtc.edu

Employee and applicant inquiries concerning Section 504, Title II, and Title IX and their application to the College may be directed to the Vice President for Human Resources.

> **Jacquelyne Snyder, VP for Human Resources**
> *EEO and Title IX Coordinator*
> Building 200, Room 212A, Conway Campus
> PO Box 261966, Conway, SC 29528-6066
> 843-349-5212
> Jacquelyne.Snyder@hgtc.edu