INSTRUCTIONAL PACKAGE

CRJ 260

Seminar in Criminal Justice

2018/2019

INSTRUCTIONAL PACKAGE

Effective Term: Fall 2018

COURSE PREFIX: CRJ 260   COURSE TITLE: Seminar in Criminal Justice

CONTACT HOURS: 3 hours   CREDIT HOURS: 3 Semester Hours

RATIONALE FOR THE COURSE:
The course is designed as a second-year course, and should be one of the final courses the criminal justice student attempts. This course allows the student to analyze and synthesis the knowledge and skills from previous criminal justice courses to develop a comprehensive program portfolio.

This course, through such activities as an internship, portfolio development, and portfolio presentation, will allow the criminal justice student to demonstrate, exhibit, and display effective oral and written communication skills, quantitative problem solving skills, critical thinking, ethical and professional behavior in a multicultural setting, and proficiency in the use of information technology.

COURSE DESCRIPTION:
This course is a study of new trends in criminal justice.

PREREQUISITES/CO-REQUISITES:
The prerequisites of CRJ 125 with a minimum grade of C; CRJ 130 with a minimum grade of C; and ENG 101 with a minimum grade of C; the co-requisite or prerequisite of CRJ 236 and permission from the Chair of the Public Service and Legal Studies Department.

All courses required for the completion of the Criminal Justice Associate Degree must be completed, except those second-year courses that are available in the spring and/or summer semester. If CRJ 260 is taken in the fall semester, the student must be eligible to graduate at the end of that fall semester. In other words, CRJ 260 should be one of the final courses the criminal justice student attempts, because of the necessary skills and materials from previous courses required to complete the portfolio.

REQUIRED MATERIALS: (Required for the Criminal Justice Program):

American Psychological Association. (2010). Publication manual of the American Psychological Association (6th ed.). Washington, DC: Author.

Please visit the Bookstore online site for most current textbook information. Use the direct link below to find textbooks. BOOKSTORE.

Enter the semester, course prefix, number and section when prompted and you will be linked to the correct textbook.

TECHNICAL REQUIREMENTS:

All criminal justice courses whether traditional on-the-ground, hybrid or online, require students to access the course in D2L through a personal computer. Therefore, students should have a reliable access to a computer with a dependable Internet connection to be successful in this course or any criminal justice course. Students will be required to access, download, and/or print material from the course in D2L, which is accessible through My Courses and the student's WaveNet 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.

Criminal justice courses, whether traditional, hybrid, or online _**require**_ students to complete some, if not all, course work – assignments, exams, and other activities - through an online environment in D2L. Traditional on-the-ground and hybrid require students to complete a portion of the required work online. The amount of online activity depends on the format of the course; 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 three campuses including open computer labs and the libraries. There are computers available for use in other public locations including the 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 (i.e., D2L and WaveNet), and not the result of a broken computer, you should contact Student Online Support OIT Help Desk at (843) 349-5340 or through their link on the WaveNet homepage. Technology issues or technical problems are not an acceptable excuse should there be a course requirement that _**must**_ be completed through D2L. When having difficulty with accessing the course or its components, or e-mail function, it is a good idea to notify your professor about the problem or difficulty.

HYBRID FORMAT

This is a hybrid version of CRJ 260 – Seminar in Criminal Justice. A hybrid format requires students to attend a percentage of the classes on-the-ground in a traditional environment, and the remaining percentage through an online environment. This course, CRJ 260 – Seminar in Criminal Justice, requires the student to complete 50% of the course time attending sessions in a traditional classroom and the other 50% of the course time online through a personal computer. Students will meet each week in a traditional classroom during a typical time period assigned to a course, but will only meet one of the two days assigned each week. For example, a traditional course meeting is Tuesday and Thursday from 11:00 pm – 12:20 pm; however, with a hybrid such as CRJ 260 – Seminar in Criminal Justice, the class will only meet on Tuesday from 11:00 pm – 12:20 pm. The Thursday meeting will be online and accomplished through an activity. Hybrid style classes typically use additional assignments, discussions, and quizzes based on readings to substitute for the traditional classroom interaction.

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 your Instructor Information Sheet for information regarding this requirement.

CLASSROOM ETIQUETTE: All students are expected to conduct themselves in a ***professional and courteous*** manner at all times, and toward all members of the class. The standards of professional behavior will be enforced. Any violation associated with inappropriate behavior including statements or remarks in class or an e-mails as well as postings or other communications will **_not_** be tolerated. At the discretion of the professor of record, inappropriate behavior may be reported in writing as a violation of the Student Code of Conduct under Proscribed Conduct, which could result in disciplinary action as described in College Catalog and Student Handbook.

PART II: STUDENT LEARNING OUTCOMES

COURSE LEARNING OUTCOMES and ASSESSMENTS*:

Unit I - Seeking a Position

Materials Covered: Resume Building and Interviewing Skills

Student Outcome: Examine Develop an Effective Resume
Student Outcome: Examine and describe how to seek a Position and the use of Proper
 Interviewing Skills

Assessment(s): Assignment #1 – Student's Resume (Drop Box)   (2nd Week)

Unit II - Vision/Mission and the Portfolio

Student Outcome: Develop a Department Mission and Vision Statements
Student Outcome: Examine what is required for the Portfolio Development

Assessment(s): Assignment #2 – Vision Statement (Drop Box)   (3rd Week)

Unit III - Code of Conduct and Internship Behavior

Student Outcome: Examine and draft a Student's Code of Conduct
Student Outcome: Examine and describe the Internship Site Behavior and Required
 Expectations

Assessment(s): Assignment #3 – Student's Code of Conduct (Drop Box) (5th Week)
Assessment(s): Assignment #4 – 2/3 Point Report based on Internship (10th Week)

Unit IV - Internship (Required 2/3Point Meeting with Instructor)

Student Outcome: The 2/3 Point Meetings by Appointment (Graded Attendance)   (11th Week)

Student Outcome: Time Sheets due at 2/3Point Meeting (verifying that the student has completed at least 100 clock hours. The time sheets **must** be submitted during the mid-term meeting. Failing to meet this standard will result in the student being withdrawn for excessive absences.

Assessment(s): Assignment #5 – Draft of Portfolio (12th Week)

Unit V – Portfolio Presentations

Student Outcome: Class Presentation of the Portfolio with MS PowerPoint
(14th Week)
Student Outcome: Class Presentation of the Portfolio with MS PowerPoint
(15th Week)

Assessment(s): Portfolios (Submitted to Drop Box)   (14th Week)
Assessment(s): Portfolios (Hardcopy) <u>Due in Assigned Class</u>   (14th Week)

PART III: GRADING AND ASSESSMENT

EVALUATION OF REQUIRED COURSE MEASURES/ARTIFACTS*
Students' performance will be assessed and the weight associated with the various measures/artifacts are listed below.

EVALUATION*

Assignments (3 @ 8 points each) 24%
2/3 Point Meeting & Report............... 12%
Portfolio Draft…………….............   10%
Portfolio …………………………………   <u>60</u>%
Total ……….…………………………….   100%

<u>Portfolio Points Summary</u> (See Portfolio Section for specific distribution)

Written ……………. 50%
Presentation ……….. 1<u>0%</u>
60%

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

GRADING SYSTEM:
State the College's or departmental grading system as delineated in the Catalog. Please note the College adheres to a 10 point grading scale A = 100 – 90, B = 89- 80, C = 79 – 70, D = 69 – 60, F = 59 and below. You must have your Dean's approval if changes in the scale are made.

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. Ds, Fs, Ws, WFs and Is also negatively impact academic progression and financial aid status.

The Add/Drop Period is the first 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 (ACADEMIC CALENDAR). 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.

STUDENT RESPONSIBILITY, ACADEMIC MISCONDUCT, AND ONLINE INTEGRITY

Students **_must_** complete their **_own_** work whether online or in a traditional classroom. Any act of misconduct described by *Horry-Georgetown Technical College Catalog & Student Handbook* that is committed, including plagiarism or the act of using or presenting another person's work as your own, will be investigated and should the evidence be found that student is in violation of the student code, the incident may be formally reported to the Chief Student Services Officer.

The possible disciplinary actions that a professor may take for a finding of misconduct are set forth in the Horry-Georgetown Technical College Catalog & Student Handbook. These actions can include an "F" for the assignment or test or an "F" for the course. The student with questions and/or concerns should consult the Student Code published in the Horry-Georgetown Technical College Catalog & Student Handbook and/or course professor of record.

To avoid the question of plagiarism, all information and material used as reference for any paper or project **_must_** have a citation in the text identifying the source of that knowledge as well as that source listed on the reference page as required by the *Publication Manual of the American Psychological Association* (2010). Please remember, students **_must_** complete the work in this course on their own, including testing.

PART IV: ATTENDANCE

The Horry-Georgetown Technical College (HGTC) 2018-2019, pp. 48 Catalog states "Students are responsible for all course work and class assignments; so, they are expected to regularly and promptly attend all meetings of classes in which they are enrolled. Students should limit absences to those that are unavoidable and, with professor's consent, should make up all missed work, if permitted. Per SC Technical College Policy, HGTC maintains a general attendance policy requiring students to be present for a minimum of 80% of classes to be eligible to receive credit for any course. However, a more rigid attendance policy may be required by the program of study. At a minimum, a student may be withdrawn from a course after he/she has been absent in more than 10% of the total contact hours for a course.

Professors define absentee limits for their classes at the beginning of each term. Students withdrawn from a course due to excessive absences will receive a grade of Withdraw ("W") up to the 2/3 point of the semester. Thereafter, a Withdraw ("W") or Withdraw Failure ("WF") will be assigned, depending upon his/her academic status at the time of last date attended. Students may be required to repay source of financial assistance for non-attendance, excessive absences or withdrawals (HGTC, 2018-2019, pp. 48).

Attendance records begin the first day of class for ALL students, regardless of registration date. Online and hybrid classes also require attendance and each instructor defines the method for students to indicate class attendance by logging onto class, participating in chats and/or submitting documents. Each student is responsible for awareness of the attendance requirements for each class (HGTC, 2018-2019, pp. 48). Online and hybrid classes also require attendance and each instructor defines the method for students to indicate class attendance by logging onto class, participating in chats and/or submitting documents." Each student is responsible for his(her) being aware of the attendance requirements for each class on his(her) schedule (HGTC, 2018-2019, pp. 48).

> ***Student <u>must</u> attend minimum of 80% of his(her) classes to be eligible to receive credit for any course at Horry-Georgetown Technical College regardless of format (i.e., traditional, hybrid, or online).*** The number of class meetings usually determined by the number of weeks that a course requires to achieve the 3 semester hours, determines the number of allowable student absences.

> ***The attendance for online and hybrid courses will be determined through student participation within the course in D2L as well as any required in-the-classroom meetings. Online attendance is demonstrated through the student completing the graded requirements and activities for the particular week, which include posting an assignment to the Dropbox, responding to a question in the discussion forum, or completing an exam, test, or quiz. However, an e-mail <u>cannot</u> also be counted as attendance for an online course***.

> ***Generally, but depending on the number of course meetings, after a stated period of time without participating in a weekly graded requirement (online/hybrid) or attending (traditional on-the-ground/hybrid) as required, the student will be withdrawn by the professor for excessive absences without further notice.***

Attendance requirements for each course is published in the course Instructional Package (IP) as well as in the course in D2L.

Again, should a student <u>***not***</u> follow the announced attendance guidelines, which is in compliance with the College Attendance Policy, he(she) will be withdrawn from the course. A grade of "W" or "WF" will be assigned in accordance with course withdrawal procedures of Horry-Georgetown Technical College" (HGTC, 2018-2019, pp. 48).

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Again, students withdrawn due to excessive absences will **_not_** be readmitted to the course regardless of reason or excuse. ***Please be advised that simply logging into the course does*** not ***constitute participating for the purposes of attendance.***

Since the College maintains an attendance policy for all courses, including program offerings through an online format, technology issues are **_not_** an excuse for **_not_** participating or missing a deadline for a graded requirement. Therefore, if for some reason access to the course or its functions are **_not_** available, immediately notify the Help Desk via the Live Help at http://www.hgtc.edu/, e-mail to HelpDesk@hgtc.edu, or telephone at (843) 349-5340. The Help Desk hours of operation are post on WaveNet. Also, notify your course professor; so, he(she) is aware of the technology problems. Nevertheless, please be aware that technology issues or problems are **_not_** an acceptable excuse for **_not_** participating as **_required_** for attendance, **_not_** completing an exam during the required time period (testing window), or failing to respond to a discussion assignment before the required due date.

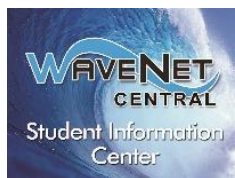PART V: STUDENT RESOURCES

Part V: Student Resources

The Student Success and Tutoring Center (SSTC)
The SSTC offers to all students the following **free** resources:
1. **Academic coaches** for most subject areas, **Writing Center Support**, and **college success skills.**
2. **On-line student success and academic support resources.**

Visit the SSTC website: Student Success & Tutoring Center and visit the student services tab in your WaveNet account to schedule appointments using TutorTrac. For more information, call: SSTC Conway, 349-7872; SSTC Grand Strand, 477-2113; and SSTC Georgetown, 520-1455. Room locations and Live Chat is available on the SSTC website.

Student Information Center: WaveNet Central (WNC)
WNC offers to all students the following **free** resources:
1. **Getting around HGTC**: General information and guidance for enrollment!
2. Use the **Online Resource Center (ORC)** for COMPASS support, technology education, and online tools.

3. **Drop-in technology support or scheduled training** in the Center or in class.
4. **In-person workshops, online tutorials and more services** are available.

Visit the WNC website: [Wavenet Central](#). Live Chat and Center locations are posted on the website. Or please call one of the following locations: WNC Conway, 349-5182; WNC Grand Strand, 477-2076; and WNC Georgetown, 520-1473.

Student Testing: (If course is offered in multiple format include this section, delete if only F2F sections are offered.)

Testing in an **online/hybrid** course may be accomplished in a variety of ways:
- Test administered within D2L
- Test administered in writing on paper
- Test administered through Publisher Platforms

Further more 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 Jocelyn Williams, Director of Student Development on the Conway Campus Jaime Davis, Counselor/Advisor on the Georgetown Campus or Kristin Griffin, Counselor on the Grand Strand Campus. These individuals will review documentation of the student's disability and, in a confidential setting with the student, develop an educational accommodation plan.

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, gender, national or ethnic origin, age, religion, disability, marital status, veteran status, sexual orientation, gender identity, or pregnancy in educational programs and/or activities.

Title IX Requirements

Horry Georgetown Technical College prohibits the offenses of domestic violence, dating violence, sexual assault, and stalking. Any student who believe he or she has experienced or witnessed discrimination including sexual harassment, domestic violence, dating violence, sexual assault or stalking is encouraged to report such incidents to one of the College's Title IX Coordinators.

*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 policies:	
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 Associate Vice President for Student Affairs.	Employee and applicant inquiries concerning Section 504, Title II, and Title IX and their application to the College may be directed to the Associate Vice President for Human Resources.
Dr. Melissa Batten, AVP 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	**Jacquelyne Snyder, AVP Human Resources** *Section 504, Title II, and Title IX Coordinator* Building 200, Room 212A, Conway Campus PO Box 261966, Conway, SC 29528-6066 843-349-5212 Jacquelyne.Snyder@hgtc.edu