



# INSTRUCTIONAL PACKAGE

CRJ 260  
Hybrid Format

Seminar in Criminal Justice

Effective Term  
AY 2020/2021

# INSTRUCTIONAL PACKAGE

## PART I: COURSE INFORMATION

Effective Term: AY 2020 - 2021

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 (Credit level CRJ 101 Minimum Grade of C or Credit level CRJ 101 Minimum Grade of TC) and (Credit level CRJ 125 Minimum Grade of C or Credit level CRJ 125 Minimum Grade of TC) and (Credit level CRJ 130 Minimum Grade of C or Credit level CRJ 130 Minimum Grade of TC) and (Credit level CRJ 236 Minimum Grade of C or Credit level CRJ 236 Minimum Grade of TC) and (Credit level ENG 101 Minimum Grade of C or Credit level ENG 101 Minimum Grade of TC) and (Credit level ENG 102 Minimum Grade of C or Credit level ENG 102 Minimum Grade of TC) and (Credit level SPC 205 Minimum Grade of C or Credit level SPC 205 Minimum Grade of TC) and Background Check Form 1 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

April 2020

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, hybrid, or online, require students to access the course in D2L through a personal computer. Therefore, students should have 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, or print material from the course in D2L, which is accessible through MyCourses 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 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 of Horry-Georgetown Technical College, including open computer labs and libraries. There are computers available for use in other 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 (i.e., D2L and WaveNet), and not the result of a broken computer, you should contact TECH Central at (843) 349-8324 or [https://www.hgtc.edu/admissions/student\\_information/index.html](https://www.hgtc.edu/admissions/student_information/index.html). 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 email function, it is a good idea to notify the course 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.

### **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 (HGTC Catalog, 2020, p. 35).

Furthermore, as described under Section III, Student Conduct Regulations, inappropriate behavior can include but is not limited to (1) abuse of 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 (HGTC 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.

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, which could result in disciplinary action (HGTC 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" (HGTC Catalog, 2020, p. 40).

## **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) (14<sup>th</sup> Week)  
**Assessment(s):** Portfolios (Hardcopy) Due in Assigned Class (14<sup>th</sup> 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%

**Portfolio Points Summary (See Portfolio Section for specific distribution)**

Written .....	50%
Presentation .....	<u>10%</u>
	60%

**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.

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

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. 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 percent (80%) of their classes in order to receive credit for any course. Due to the varied nature of courses taught at the college, some faculty may require up to 90 percent (90%) attendance. Pursuant to 34 Code of Federal Regulations 228.22 - Return to Title IV Funds, once a student has missed over 20% of the course or has missed two (2) consecutive weeks, the faculty is obligated to withdraw the student and a student may not be permitted to reenroll. **Instructors define absentee limits for their class at the beginning of each term; please refer to the Instructor Course Information Sheet.**

**For online and hybrid courses**, check your Instructor's Course Information Sheet for any required on-site meeting times. Please note, instructors may require tests to be taken at approved testing sites, and if you use a testing center other than those provided by HGTC, the center may charge a fee for its services.

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 the professor's consent, should make up all missed work, if permitted.

Per SC Technical College Policy, HGTC maintains a general attendance policy. The policy requires students to be present for a minimum of 80% of classes to be eligible to receive credit for any course. If a student is not in attendance for two consecutive weeks, they will be withdrawn from the course. Also, 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. Up to the 2/3 point of the semester, any student who has been withdrawn from a course due to excessive absences will receive a grade of "W" (Withdraw). After the two-thirds point, a student will receive a "W" if passing the course on the date last attended. If the student is failing the course on the date last attended, a grade of "WF" ("U" for developmental Studies courses). Students may be required to repay any source of financial assistance for non-attendance, excessive absences, or withdrawals (HGTC, 2019-2020, p. 52).

Attendance records begin the first day of class for ALL students, regardless of registration date.

Online and hybrid classes require attendance. Attendance is defined as the submission of or participation in an academic-related activity. An academic activity can include participation in a discussion forum, submission of assignment, or completion of an exam or quiz. Each instructor defines the method for students to indicate class attendance, and students are responsible for meeting the attendance requirements for each class.

This course is being offered in an online format, which requires each student to attend 100% in a virtual classroom. Therefore, this course has an attendance policy, which is as follows.

- **Attendance will be determined through a student completing a graded requirement for each week. Weekly graded requirements, which are essential to student engagement, demonstrate participation. Weekly graded requirements include posting to a discussion, posting an assignment, submitting a term paper, or completing an exam or quiz.**
- **Students can only miss 80% of the online activities or graded weekly requirements or two (2) weeks. After missing the maximum allowable absences, upon missing any additional meetings or online activity, the student will be withdrawn without further notification.**
- **Any student missing two (2) weeks in a row will be withdrawn for excessive absences.**
- **Missing graded requirements not only affect attendance but also result in the loss of points. Points are crucial for a satisfactory final grade, and absences can result in a grade being less than the required "C."**
- **Again, after a student has missed the maximum allowable absences, upon missing any additional meetings or online activity, the student will be withdrawn without further notification.**

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## 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 appointments using TutorTrac, visit the Student Services tab in WaveNet. Email [sstc@hgtc.edu](mailto: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.



**CENTRAL 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!



2. Use the [Online Resource Center \(ORC\)](#) including scheduled technology training, Office 365 support, password resets, and username information.
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.
5. **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).

### **STUDENT TESTING:**

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 HGTC's [Accessibility and Disability Service webpage](#). The Accessibility and Disability staff 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, 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:**

**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 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](mailto: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 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](mailto:Jacquelyne.Snyder@hgtc.edu)