



INSTRUCTIONAL PACKAGE

CRJ 260
Seminar in Criminal Justice

Effective Term
Fall 2024/Spring 2025/Summer 2025

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Part I: Course Information

Effective Term: Fall 2024/Spring 2025/Summer 2025

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.

***Online/Hybrid** courses require students to complete the [Distance Learning Orientation Video](#) prior to enrolling in an online course.

REQUIRED MATERIALS:

Please visit the [BOOKSTORE](#) online site for most current textbook information.

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

ADDITIONAL REQUIREMENTS: None

TECHNICAL REQUIREMENTS:

Access to Desire2Learn (D2L), HGTC's learning management system (LMS) used for course materials.

Access to myHGTC portal for student self-services.

College email access – this is the college's primary official form of communication.

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 criminal justice students are expected to conduct themselves in a professional and courteous manner and toward all class members, whether online or in a traditional classroom setting. The standards of professional behavior will be enforced. Any violation associated with inappropriate behavior, including statements or remarks in class or emails, as well as postings or other communications, will be investigated and reported to Student Affairs for appropriate action. At the discretion of the professor of record, academic misconduct may be reported in writing as a violation of the Student Code of Conduct. Reporting inappropriate behavior or academic misconduct could result in disciplinary action, as described in College Catalog and Student Handbook (HGTC, 2024, p. 39). Please see the Instructor's Course Addendum for further information.

Originality Score:

All writing, including but not limited to discussion responses, exam or test answers, and term papers, has an originality score. Therefore, any part of writing turned in for a graded requirement that is copied, cut and pasted, or quoted, whether correctly cited or NOT, or created whole or in part by an AI-writing generator will be subtracted from the overall word count, and a reduction in the overall points awarded. Any egregious, blatant, or continued submission of written work containing copied or cut and pasted passages will be considered plagiarism and reported as academic misconduct per the HGTC Catalog (2023-2024) p. 39.

NETIQUETTE: is the term commonly used to refer to conventions adopted by Internet users on the web, mailing lists, public forums, and in live chat focused on online communications etiquette. For more information regarding Netiquette expectations for distance learning courses, please visit [Online Netiquette](#).

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) Due in Assigned Class (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%

Portfolio Points Summary (See Portfolio Section for specific distribution)

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

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

GRADING SYSTEM:

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. 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.

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 ssc@hgtc.edu or self-schedule in the Penji iOS/Android app or at www.penjiapp.com. Email ssc@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.



HGTC LIBRARY:

Each campus location has a library where HGTC students, faculty, and staff may check out materials with their HGTC ID. All three HGTC campus libraries are equipped with computers to support academic research and related school work; printing is available as well. Visit the [Library](#) website for more information or call (843) 349-5268.

STUDENT TESTING:

Testing in an **online/hybrid** course and in **make-up exam** situations may be accomplished in a variety of ways:

- Test administered within D2L.
- Test administered in writing on paper.
- Test administered through Publisher Platforms (which may have a fee associated with the usage)

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 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 Services staff will review documentation of the student's disability and, in a confidential setting with the student, engage in an interactive process to 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. Students will need to reach out to the Accessibility and Disability Services staff each semester to renew their accommodations.

COUNSELING SERVICES:

HGTC Counseling Services strives to optimize student success through managing personal and

academic concerns that may interfere with achieving educational goals. Staff are available to every student for assistance and guidance on personal matters, academic concerns and other areas of concern. HGTC offers free in-person and telehealth counseling services to students. For more information about counseling services, please reach out to counseling@hgtc.edu or visit the website the [Counseling Services webpage](#).

STATEMENT OF EQUAL OPPORTUNITY/NON-DISCRIMINATION STATEMENT:

Horry-Georgetown Technical College shall not discriminate in employment or personnel decisions or in student admissions or in student decisions, or in all other segments of the College community 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 the educational programs and activities which it operates, and the college is prohibited from discrimination in such manner by applicable laws. Practices and requirements for nondiscrimination extend to the enrollment of students in programs and activities of the College and employment by the College.

All inquiries regarding the federal laws as they relate to discrimination on the basis of sex may be directed to Tamatha Sells, Title IX Coordinator, Horry-Georgetown Technical College, Building 1100C, Room 107B, 2050 Hwy 501 E, PO Box 261966, Conway, SC 29528-6066, 843-349-5218, tamatha.sells@hgtc.edu or to the US Department of Education Office of Civil Rights. (Telephone: 800-421-3481/Email: OCR@ed.gov).

Other employee and applicant inquiries concerning the federal laws and their application to the College may be directed to Jacquelyne Snyder, Vice President, Human Resources and Employee Relations & the College's Affirmative Action/Equal Opportunity Officer, Horry-Georgetown Technical College, Building 200C, Room 205B, 2050 Hwy 501 E, PO Box 261966, Conway, SC 29528-6066, 843-349-5212, jacquelyne.snyder@hgtc.edu.

Other student and prospective student inquiries concerning the federal laws and their application to the College or any student decision may be directed to Dr. Melissa Batten, Vice President, Student Affairs, Section 504 & Title II Coordinator Horry-Georgetown Technical College, Building 1100C, Room 107A, 2050 Hwy 501 E, PO Box 261966, Conway, SC 29528-6066, 843-349-5228, melissa.batten@hgtc.edu.

TITLE IX REQUIREMENTS:

Title IX of the Education Amendments of 1972 protects students, employees, applicants for admission and employment, and other persons from all forms of sex discrimination.

HGTC prohibits the offenses of domestic violence, dating violence, sexual assault, and stalking and will provide students, faculty, and staff with necessary information regarding prevention, policies, procedures, and resources.

Any student, or other member of the college community, who believes that they have been a victim of sexual harassment, domestic violence, dating violence, sexual assault, or stalking may file a report with the college's Title IX Coordinator or campus law enforcement*.

*Faculty and Staff are required to report these incidents to the Title IX Coordinator 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).

For more information, contact Tamatha Sells, Title IX Coordinator, Conway Campus, Building 1100C, Room 107B, 843-349-5218, tamatha.sells@hgtc.edu.

PREGNANCY ACCOMMODATIONS

Under Title IX, colleges must not exclude a pregnant student from participating in any part of an educational program. Horry-Georgetown Technical College is committed to ensuring that pregnant students receive reasonable accommodations to ensure access to our educational programs.

Students should advise the Title IX Coordinator of a potential need for accommodations as soon as they know they are pregnant. It is extremely important that communication between student, instructors, and the Title IX Coordinator begin as soon as possible. Each situation is unique and will be addressed individually.

Title IX accommodations DO NOT apply to Financial Aid. Financial Aid regulations do not give the College any discretion in terms of Financial Aid eligibility.

Certain educational programs may have strict certification requirements or requirements mandated by outside regulatory agencies. Therefore, in some programs, the application of Title IX accommodations may be limited.

To request pregnancy accommodations, please complete the [**Pregnancy Intake Form**](#).