

Syllabus: CJ 200 Introduction to Criminal Justice

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Office

Office Hours:

When communicating with me, you should email me using the *Mail* tool from within the course. I have set this up as an internal email only, which will guarantee I respond in a timely fashion. Under normal circumstances, I will get back to you within 24 hours. However, there may be times when I am out of town and it may take me a little longer to respond. Please refrain from emailing to my main Marshall email account (bora@marshall.edu) unless it is urgent. I like to keep my course emails separate from all others. There is absolutely no requirement that you come to campus, but if you are here and want to see me in person, my office is in Smith Hall room 733.

About Me:

I am a Professor and Chairman of the Criminal Justice and Criminology Department as well as Director of the School of Forensic & Criminal Justice Sciences. I am also a Marshall Alumnus, so I am delighted to be working in the program at which I started my academic career. Before joining Marshall in the fall of 2004, I taught criminal justice at Wheeling Jesuit University for seven years. I have a B.A. in Criminal Justice/Legal Studies from Marshall University, a M.S. in Criminal Justice from Eastern Kentucky University, and a Ph.D. in Criminology from Indiana University of Pennsylvania. My primary areas of concentration are international and comparative justice systems, research methods, and statistics; however, I teach a wide variety of courses such as Crime & the Media, Drugs and Crime, Comparative Systems of Justice, Terrorism, as well as Introduction to Criminal Justice and graduate courses in Research Methods and Applied Statistics. My research interests also fall into the comparative realm, primarily comparative policing. I have worked on several projects/grants funded by the U.S. Department of Justice in the area of community policing. For additional information about me, please visit my homepage at <http://science.marshall.edu/bora/>.

Required Course Materials and Cost

1. **CJ⁴ by Larry Gaines & Roger Miller (2017) 4th Edition. ISBN# 978-1-305-66119-6 (Text + Access Code Bundle- \$75.00)**

Note: *This is a one-time use book and access code. In other words, you cannot return or sell back this text as it contains an online access code that can be used only once. However, its price is only about half of what a normal textbook in this course would cost. When purchasing this material, make sure you are getting a "new" copy. You should only purchase this material from the MU Bookstore or from the publisher at: <http://www.cengagebrain.com/shop/search/9781305661196>. DO NOT purchase it from anyone else online, because there is no guarantee that the access code has not already*

been activated. Be aware that some bookstores may list it as available "Used" or for "Rental," but it CANNOT without the code already having been used.

2. West Virginia's Criminal Justice System by Kimberly DeTardo-Bora, Dhruba Bora, & Samuel Dameron (2015). ISBN# 978-1-61163-471-6 (Text- \$35.00)

Note: This is a supplemental textbook for the course that I wrote along with my wife/colleague, Dr. Kim DeTardo-Bora, as well as my mentor, Dr. Sam Dameron. While most chapters correspond to the main chapters in **CJ⁴**, the purpose of this textbook is to incorporate your understanding of how the Criminal Justice System works in general to a more specific example at the state level; in this case West Virginia. While several of the chapters will not be covered in this course, I encourage you to read them all for personal enrichment. The course schedule below more specifically outlines the chapters you will be required to read from this book. Questions from these chapters will be included on the quizzes and exams. **I must also point out that while I am one of the coauthors of this textbook, I receive only pennies in royalties from its proceeds. Rather, the book was written solely for its educational value, because no such current book existed that covered the West Virginia Criminal Justice System (WVCJS).**

Both of the course materials listed above are **required** and can be purchased at [The Marshall University Bookstore](#). It is expected that you will have the material by the first week of class, so I will not accept the excuse that you were waiting for them to arrive in the mail or your refund check from financial aid.

Special Notes about CJ⁴: The **CJ⁴** bundle includes a traditional textbook and an online access code card which provides access to an e-version of the textbook and numerous online activities that go along with my lecture material. Therefore, the entire bundle is required as the "real" learning material for this course is not the book, but rather the online and interactive activities found in "CJ Online" (see below for description). If you happen to be repeating this course from a previous semester, note that this material may be different than what was used previously, depending on when you took the class. In that case, you will need to purchase this new material to successfully complete the course.

Once you have obtained the material, click the button on the left hand side of this course's homepage (i.e., navigation panel) titled "CJ Online" and first check your Java using the link provided. After your Java has been successfully checked/updated, read the "**How to Access CJ Online**" instructions carefully for step by step directions on gaining access to the material in CJ Online. I also have provided a direct link to the external website from where you can log in to CJ Online, without having to always look up the web address. For more information on how the CJ Online material will be used in this course, see the section below under the heading "*CJ Online Website*."

Technical Requirements

- For minimum hardware/software requirements please see: <http://www.marshall.edu/muonline/student-resources/>
- You will need to have several plugins (software) installed on your computer. These plugins are all free. You will need **Windows Media Player**, **Adobe Acrobat Reader** and **Shockwave Player** to experience the streaming video and audio clips that are part of the course as well as to read the assigned articles and other course materials. You can easily check your computer to see if you have these programs

(and if you don't install them for free), by running the hardware/software check available at <http://www.marshall.edu/muonline/student-resources/>

- If you have technical problems, please contact the MU IT Service Desk:
<http://www.marshall.edu/it/departments/it-service-desk/>
- **HELP DESK PHONE NUMBERS:**
304-696-3200 (Huntington, WV)
304-746-1969 (Charleston, WV)
877-689-8638 (Toll free)

Note: While a dial-up connection is suitable for browsing the pages within Blackboard, the loading of videos and other interactive material from CJ Online website may be significantly slower. It is recommended that students use computers with faster connection speeds for accessing this material. I also recommend a faster more reliable connection when taking quizzes and exams to reduce the possibility of technical difficulties. Moreover, while mobile applications for the iPhone, Android, iPad, or other tablet-type devices may be suitable for accessing some of the content in this course, not all material has a seamless transition and may require a PC or laptop for use. **The use of a mobile device for taking quizzes and exams is NOT recommended.** If you choose this route, you do so at your own risk!

Course Details

Course Description from University Catalog:

This survey course examines the various components of the criminal justice system, including law enforcement, courts, and corrections. Students will be introduced to various criminal justice agencies and career possibilities.

Credit Hours:

3

Prerequisites:

None

Learning Outcomes:

Course Objective- Our main goal is to understand how the criminal justice system is actually many subsystems working toward a common goal. Each of these subsystems (law enforcement, courts, and corrections) must work in cooperation with each other in order to make sure justice is obtained and society is safe. At the completion of this course, students will be able to:

- Understand the major issues that confront the study of crime and criminal justice. These issues include concepts such as justice, process, procedures, and roles. In addition, students will be able to differentiate various criminological theories and their importance to the study of crime.
- Critically evaluate the sub-system of law enforcement through a review of its history, organization, role, function, and police procedure and its relationship to the rule of law.
- Assess the criminal court system and its key players (i.e., the prosecution, defense, and judiciary) as well as understand the dual court system and trace the steps of the accused through the trial process to the point of implementing punishment.

- Comprehend the value of the final, yet least understood, component of the criminal justice process known as corrections.

Learning Outcomes Matrix:

Course Learning Outcome	How Each Outcome is Practiced in this Course	How Each Outcome is Evaluated in this Course
Understand the major issues that confront the study of crime and criminal justice. These issues include concepts such as justice, process, procedures, and roles. In addition, students will be able to differentiate various criminological theories and their importance to the study of crime.	Online instructor lectures for Chapters 1-3, CJ Online activities for Chapters 1-3, and participation in online Discussion 1	Quiz 1, Discussion 1, and Exam 1
Critically evaluate the sub-system of law enforcement through a review of its history, organization, role, function, and police procedure and its relationship to the rule of law.	Online instructor lectures for Chapters 4-6, CJ Online activities for Chapters 4-6, and participation in online Discussion 2	Quiz 2, Discussion 2, and Exam 2
Assess the criminal court system and its key players (i.e., the prosecution, defense, and judiciary) as well as understand the dual court system and trace the steps of the accused through the trial process to the point of implementing punishment.	Online instructor lectures for Chapters 7-9, CJ Online activities for Chapters 7-9, and participation in online Discussion 3	Quiz 3, Discussion 3, and Exam 3
Comprehend the value of the final, yet least understood, component of the criminal justice process known as corrections.	Online instructor lectures for Chapters 10-12, CJ Online activities for Chapters 10-12, and participation in online Discussion 4	Quiz 4, Discussion 4, and Exam 4

Schedule:

As this is an online course, you have some flexibility to work at your own pace within the course start and end dates. However, quizzes, exams, and discussions must be completed by the due dates posted on the "*Course Schedule w/ Due Dates*" section below. It is strongly recommended that you complete all activities **at least one day prior** to the scheduled due date to be on the safe side. This way, if there is a technical problem, you

can contact me and I can try to remedy the situation. If you contact me on the day an activity is due, I cannot do anything about it! In this case, you have forfeited your right to a remedy. Furthermore, even though you have the flexibility to work at your own pace, do not underestimate the amount of time necessary to go through the online content as well as thoroughly read the chapters from the text. You should be prepared to spend at least 10 hours (or more) per week both online and offline to successfully complete this course.

Readings and Organization of the Course:

To supplement the course material I have provided in Blackboard, it is expected that **students will read the CJ Online modules and online material in their entirety.** Each chapter/topic in CJ Online corresponds to the respective chapter in this course. The course is divided into four units (see next section below). Within each unit there are three to four chapters, one discussion session, one quiz, and one exam; however, the discussions, quizzes, and exams will not be made available until the dates listed on the course schedule. Each chapter also contains my traditional online instructor lecture, corresponding to the topic at hand, and a PowerPoint slideshow from the *CJ⁴* book chapter as well as a printable PDF handout for each of the slideshow presentations. Furthermore, many of my instructor lectures contain valuable web links to outside sources to enhance student learning about the topic, and it is strongly encouraged that students explore these sites in greater depth. Access to the chapter content can be found using the tab to the left identified as "Chapter Content" (NOTE: all "Chapter" references here refer to the organization of *CJ⁴* and not the supplemental WVCJS book). Discussions can be accessed using the "Discussions" tab on the left, and quizzes and exams using the "Quizzes & Exams" tab.

Course Units

1) THE CRIMINAL JUSTICE SYSTEM

- read chapters 1-3 of the *CJ⁴* textbook and chapters 1-3 of *WVCJS*
- review online instructor lectures and PowerPoint slides for chapters 1-3 within the *Chapter Content* tab in Blackboard
- complete interactive exercises for Chapters 1-3 within **CJ Online**
- take Quiz 1 that covers chapters 1 & 2 in *CJ⁴* and chapters 1 & 2 in *WVCJS*
- participate in Discussion 1
- take Exam 1 that covers chapters 1-3 in *CJ⁴* and chapters 1-3 in *WVCJS*

2) THE POLICE & LAW ENFORCEMENT

- read chapters 4-6 of the *CJ⁴* textbook and chapters 4 & 10 of *WVCJS*
- review online instructor lectures and PowerPoint slides for chapters 4-6 within the *Chapter Content* tab in Blackboard
- complete interactive exercises for Chapters 4-6 within **CJ Online**
- take Quiz 2 that covers chapter 4 in *CJ⁴* and chapter 4 in *WVCJS*
- participate in Discussion 2
- take Exam 2 that covers chapters 4-6 in *CJ⁴* and chapter 4 & 10 in *WVCJS*

3) CRIMINAL COURTS

- read chapters 7-9 of the *CJ⁴* textbook and chapter 5 of *WVCJS*
- review online instructor lectures and PowerPoint slides for chapters 7-9 within the *Chapter Content* tab in Blackboard
- complete interactive exercises for Chapters 7-9 within **CJ Online**
- take Quiz 3 that covers chapters 7-8 in *CJ⁴* and chapter 5 in *WVCJS*

- participate in Discussion 3
- take Exam 3 that covers chapters 7-9 in **CJ⁴** and chapter 5 in **WVCJS**

4) CORRECTIONS

- read chapters 10-12 of the **CJ⁴** textbook and chapter 6 of **WVCJS**
- review online instructor lectures and PowerPoint slides for chapters 10-12 within the *Chapter Content* tab in Blackboard
- complete interactive exercises for Chapters 10-12 within **CJ Online**
- take Quiz 4 that covers chapter 10 in **CJ⁴** and chapter 6 in **WVCJS**
- participate in Discussion 4
- take Exam 4 that covers chapters 10-12 in **CJ⁴** and chapter 6 in **WVCJS**

*Chapters 13 and 14 in **CJ⁴** and chapters 7, 8, and 9 in **WVCJS** will not be covered in this course. Moreover, there is no separate comprehensive final exam in this course.*

NOTE: *The PowerPoint presentations have been developed by the textbook publisher of **CJ⁴** and NOT the course instructor or the author of the textbook. Therefore, the slideshows are copyrighted by the publisher, so they can't be printed easily using the print function in Blackboard. The only way to print them is one by one, which takes up a lot of ink and time; therefore, I have provided them in PDF handout form for easy printing. Furthermore, while every effort has been made to ensure that the slides are correct, every once in a while an error or inconsistency may be present. If you notice such an error, please let me know so that it can be corrected. The bottom line is that you should rely on PowerPoint slides as a study aid only. The textbooks, CJ Online material, and my instructor lectures are of most importance.*

CJ Online Website

Much of the substantive information for this course can be found through the interactive modules in CJ Online. In essence, the CJ Online website is just as important as the textbook. Research evidence indicates that learners today are more visual, hence this format has been deemed a more reliable method of retaining information than simply reading a book. Once you have successfully created your CJ Online account, take some time to familiarize yourself with the environment. Within each chapter, you will find various activities such as videos, interactive animations, quizzes, flashcards, and more. While I would like you to complete all of these activities for your own benefit, the interactive practice quizzes are of most importance here. Even though you will be receiving scores for these quizzes within CJ Online, I will NOT be using them toward your grade in this class. They are for your benefit only and can be taken an unlimited number of times (*Do not confuse the interactive practice quizzes within CJ Online for the required graded quizzes in Blackboard outlined in the course schedule below*). Furthermore, I strongly urge you to use the flashcards when reviewing for the Blackboard quizzes and exams.

To make this clearer, I will illustrate the importance of the CJ Online material through the activities found in the first chapter of Unit 1, as an example.

Chapter 1: Criminal Justice Today

The purpose of this chapter is to introduce students to the study of crime and the criminal justice process. An electronic copy of the chapter from the hard copy of the textbook is provided here for your convenience; however, key issues are explored further through interactive components. For example, as you go through each topic

in the chapter, you will come along an interactive tool called “studybit.” With these you can test your knowledge of different concepts and define your understanding of them as weak, fair, or strong. This will allow you to go back later to those areas you need further reinforcement for, at the conclusion of the chapter. As you proceed through other topics, for example topic 1-2 (What is the purpose of criminal justice?) you will immediately come to a brief five-minute video regarding what we think we know about crime verses the reality of crime. This reiterates a very important theme running through this course, which is the misperceptions regarding the study of crime and criminal justice.

Later, in topic 1-5 (What’s happening in Criminal Justice Today?) you will be presented with a scenario where you are a police officer tasked with enforcing a law that you may or may not agree with. This illustrates an important element of policing called “discretion.” As you will learn through the unit on law enforcement, police officers have the greatest discretionary authority in the criminal justice system.

Once you arrive at the end of the chapter, you can go to the ‘Studyboard’ link at the top of the page that will allow you to view all the studybits you created within the chapter, as well as flashcards for reviewing concepts. Most importantly, you can create practice quizzes using your own studybits or randomly from the chapter. These interactive quizzes are not only important for reviewing what you have learned, they are an important asset for studying for your graded quizzes and exams in this course.

Please don’t forget to also read my instructor lecture notes in the modules from within Blackboard as well as the PowerPoint slides. In other words, do not rely simply on the CJ Online website. Questions for quizzes and exams will be taken from all the material in this course.

Course Grading

Your final grade for the course will be computed by taking your total points earned and dividing it by the total possible points of 300. The following scale will determine what letter grade you will receive:

A= 270-300 pts. (90-100%)

B= 240-269 pts. (80-89%)

C= 210-239 pts. (70-79%)

D= 180-209 pts. (60-69%)

F= 0-179 pts. (0-59%)

- There are four graded exams in this course. Each **exam** is worth **50 points** (200 points total).
- There are four graded short quizzes. Each **quiz** is worth **10 points** (40 points total).
- You are required to “actively participate” in all four discussion sessions. Each **discussion** is worth **15 points** each (60 points total). This is explained in further detail below under the heading “Discussions.”

You may check your grades at any time by clicking the **My Grades** tool from the navigation panel.

Exams and Quizzes

Exams and Quizzes can be found under the appropriate tab on the main navigation panel. The dates within which each item must be completed can be found on the course schedule below. A proctor will not be required, nor will any other special arrangements be necessary. There are four exams (60 minutes each), one at the end of each unit. Each exam consists of 50 multiple choice and true/false questions. The exams need to be completed by the dates listed on the schedule, and you are allowed only one attempt at each exam, so make sure you are well prepared. There is no separate comprehensive final exam for the course (i.e., Exam 4 is the Final Exam). Quizzes follow a similar format as the exams. There are four quizzes (10 minutes each), limited to one attempt, and must be taken by the due dates. Each quiz consists of 10 multiple choice and true/false questions. Please keep in mind when taking the quizzes and exams that they are timed. Also, as stated before, don't confuse these quizzes/exams with the interactive quizzes within the CJ Online website. The CJ Online scores are not computed into your final grade, as are these quizzes and exams. Finally, let me reiterate to read my online instructor lecture notes in the learning modules from within Blackboard as well as the PowerPoint slides. In other words, do not rely simply on the CJ Online website and textbooks alone. Questions for quizzes and exams will be taken from all the material in this course.

NOTE: *You should be thoroughly prepared to take the quizzes and exams without the use of your notes, textbooks, or other resources as they are timed assessments (i.e., you will not have time to go searching for answers). Treat these exams exactly as you would in those taken in a traditional classroom, where your only resource is your acquired knowledge. In addition, each quiz and exam is randomly generated; therefore, no two assessments will be the same.*

Discussions

Discussions will take place with the *Discussions* button on the navigation panel. I have posted a discussion question for each of the four units to be covered, and you must respond to either the question directly or to a point or issue that has been raised by another student. When participating in the discussions, supply your posts directly in the discussion/message area and not as an attachment. Your answer/response should be well thought out, articulate, and insightful. In formulating your posting 1) make sure to read all prior posts so that you are not repeating what has already been said, 2) you contribute substantively to the discussion and are not merely agreeing with what other students are saying, and 3) your response indicates that you have completed the readings associated with a given topic. I expect the postings to be written in a professional manner with proper grammar, spelling, and syntax. You should write it as you would any formal writing assignment and not an email or instant message. Furthermore, please refrain from using expletives, unless it is absolutely necessary (e.g., to make a point that would otherwise be hard to do without its usage).

Even though you have some flexibility to proceed at your own pace in this course, you must keep up with the discussions. It would serve no purpose for you to respond to a question from Unit 1 when the rest of the class is responding to a Unit 3 question. To assure that this does not happen, you must participate in each discussion by the dates listed on the course schedule. Moreover, each discussion topic will be switched to "read only" after the assigned date, which means new postings will not be possible after the due date. On the other hand, do not respond to a discussion until you have read the lectures

and readings that pertain to a topic (i.e., do not formulate your responses to all the discussions at the beginning of the semester to simply get them “out of the way”).

In grading the discussions, I will take into account the criteria identified above as well as ***whether you are reading the other students’ postings***. I have the ability to determine exactly how many posts each student reads. For example, you may provide an excellent post, but if I see that you have read only a handful of other posts, then you will receive a low grade on that particular discussion. I may be naïve, but my expectation is that students will ***read every single posting***. If you happen to be one of those students who like to submit posts early to “beat the rush,” I still expect you to read every post that comes after yours; don’t just simply provide a post and think that your work is done. You should continue to monitor the new postings (again, I can check for this). The discussion sessions are a forum for learning from each other, not simply to make a comment and move on. To effectively do this, I encourage you to respond to each other’s posts, as this is what the sessions are all about (i.e., “*active participation*”). **However, my ONLY expectations are that you supply *ONE post or reply, read ALL the other posts, and do so in a timely fashion***. By timely fashion, I mean participation throughout the discussion period, not just on the due date. If you supply a post(s) only on the last day, you will not earn all the possible points, regardless of how great your post(s) is. Finally, while I will monitor the discussions very closely, I will not participate in them or respond. That is your job!

NOTE: While I encourage you to participate in the discussions early, and not wait until the very last minute, it is inevitable that some students will do so. Therefore, I will wait at least 24 hours after a discussion has been locked to start grading them. This will give everyone enough time to catch up with the last minute posts. Again, I can’t stress enough that reading all the other postings are just as important to your discussion scores as providing and replying to posts!

CAUTION: If you are using a mobile device to read the discussion posts, those posts may not be recognized as “read” on Blackboard; therefore, there is no way for me to verify that they have been read. As mentioned above, a traditional computer or laptop would be more reliable for this purpose.

Course Schedule w/ Due Dates

For university deadlines such as add/drop and withdrawal, please go to the [Marshall University Academic Calendar](#)

COURSE SCHEDULE		
Unit	Assignment/Task	Due Date
One	Quiz 1 (Ch. 1 & 2 in <i>CJ⁴</i> and Ch. 1 & 2 in <i>WVCJS</i>)	Take no later than September 7, 2018 (will be available 8/20/18-9/7/18)
	Discussion 1	Participate no later than September 20, 2018 (will be available 8/20/18-9/20/18)
	Exam 1 (Ch. 1-3 in <i>CJ⁴</i> and Ch. 1-3 in <i>WVCJS</i>)	Take no later than September 21, 2018 (will be available 9/3/18-9/21/18)

Two	Quiz 2 (Ch. 4 in CJ⁴ and Ch. 4 in WVCJS)	Take no later than October 5, 2018 (will be available 9/17/18-10/5/18)
	Discussion 2	Participate no later than October 18, 2018 (will be available 9/21/18-10/18/18)
	Exam 2 (Ch. 4-6 in CJ⁴ and Ch. 4 & 10 in WVCJS)	Take no later than October 19, 2018 (will be available 10/1/18-10/19/18)
Three	Quiz 3 (Ch. 7 & 8 in CJ⁴ and Ch. 5 in WVCJS)	Take no later than November 2, 2018 (will be available 10/15/18-11/2/18)
	Discussion 3	Participate no later than November 15, 2018 (will be available 10/19/18-11/15/18)
	Exam 3 (Ch. 7-9 in CJ⁴ and Ch. 5 in WVCJS)	Take no later than November 16, 2018 (will be available 10/29/18-11/16/18)
Four	Quiz 4 (Ch. 10 in CJ⁴ and Ch. 6 in WVCJS)	Take no later than November 30, 2018 (will be available 11/12/18-11/30/18)
	Discussion 4	Participate no later than December 8, 2018 (will be available 11/16/18-12/8/18)
	Exam 4 (Ch. 10-12 in CJ⁴ and Ch. 6 in WVCJS)	Take no later than December 9, 2018 (will be available 11/19/18-12/9/18)

*Note: Chapters 13 and 14 in **CJ⁴** and chapters 7, 8, and 9 in **WVCJS** will not be covered in this course. Moreover, there is no separate comprehensive final exam in this course.*

While there is some flexibility in an online course to proceed at your own pace, it is imperative that you complete the quizzes and exams, as well as the discussion sessions by the due dates listed above to assure course completion. The quizzes and exams will become **UNAVAILABLE** after midnight on the due date. While you can take them before the due date (as soon as they are made available), please make sure you are thoroughly prepared to complete them successfully, as you only have one attempt at each. At the same time, do not wait until the last available minute on the due date to complete quizzes and exams because you never know when a technological glitch can occur (which I cannot be responsible for). You should plan to complete all activities **at least one day prior** to the scheduled due date to be on the safe side. This way, if there is a technical problem, you can contact me and I can try to remedy the situation. If you contact me on the day an activity is due, I cannot do anything about it! In this case, you have forfeited your right to a remedy.

Course Policies

Penalties:

You must adhere to the dates listed for completion of exams, quizzes, and discussions. Once a due date has expired, the item will no longer be accessible (or writeable, in the case of discussions) and you will receive a zero for that particular item. While there is some flexibility in an online course to proceed at your own pace, it is imperative that you complete the quizzes and exams (a.k.a. assessments), as well as the discussion sessions by the due dates listed on the schedule to assure course completion. The assessments will become **UNAVAILABLE** after midnight on the due date. While you can take an assessment before the due date (as soon as it is made available), please make sure you are thoroughly prepared to complete it successfully, as you only have one attempt at each quiz/exam. At the same time, do not wait until the last available minute on the due date to complete an assessment because you never know when a technological glitch can occur (which I cannot be responsible for). As mentioned earlier, you should plan to complete all activities **at least one day prior** to the scheduled due date to be on the safe side. This way, if there is a technical problem, you can contact me and I can try to remedy the situation. If you contact me on the day an activity is due, I cannot do anything about it! In this case, you have forfeited your right to a remedy.

Excuses:

I do not deal with excuses [legitimate or otherwise] in online courses for why a particular activity was not completed. In most cases, discussions and assessments are open for two to three weeks, so there is no reason not to have them completed in a timely manner. Because there is a degree of flexibility in completing items, it is your responsibility to keep track of dates and give yourself enough time for completion. If you wait until the last minute, there is no one to blame but yourself.

Extra Credit:

I DO NOT offer extra credit in my courses (online or otherwise), so PLEASE DO NOT ASK!

Material on this Site:

Material and graphics on this site may be protected by federal copyright protection and may not be copied or reproduced.

Academic Dishonesty:

While this is an online course, the same standards used in the traditional classroom setting must be followed. That is, you are expected to do your own work. You must complete your exams and quizzes individually, without the assistance of another person. Anyone who violates this policy will receive a failing grade for the course.

Plagiarism:

Everyone knows what plagiarism is and why it is not acceptable, and why the university requires stringent penalties for students who do not submit their own work---these statements below are just reminders that may also help to clarify how plagiarism is defined....if you have any questions at all please do not hesitate to ask.) **PLEASE DO NOT QUOTE OR PARAPHRASE FROM ARTICLES/BOOKS OR FROM ANY OTHER SOURCE WITHOUT PROPERLY CITING THE SOURCE. YOUR WRITING MUST BE COMPLETELY IN YOUR OWN WORDS, UNLESS OTHERWISE NOTED.**

Plagiarism is a serious academic offense. This includes everything from turning in someone else's work as your own, to buying a paper and submitting it as your own, to paraphrasing

(i.e., putting into your own words) ideas you got from other sources, whether books or the Internet. Please read this statement below. (We apologize if it sounds harsh, but we are concerned that some students do not understand that plagiarism is an extremely serious academic offence with extremely serious consequences.) If you do not understand what plagiarism or paraphrasing is, please read the information about Marshall's policy on plagiarism at this site: <http://www.marshall.edu/library/plagiarism/plagiarism.asp>.

STATEMENT ON PLAGIARISM- As a student at Marshall University I fully understand what plagiarism is. If I have any questions whatsoever about whether or not something should be cited or whether or not using someone else's ideas or words is appropriate, I will NOT guess and will consult my course instructor or the website noted above. If I am still confused, I will ask the course instructor and follow his/her advice because I know that my instructor takes this VERY seriously. I also acknowledge that I am fully aware of the penalty in this class for plagiarism/cheating of any type: failure for the semester and referral to the administration. I further acknowledge that I know the administration will put a report on my plagiarism in my permanent record. The administration will also decide if further punishment is warranted, including academic probation and possible expulsion.

University Policies

By enrolling in this course, you agree to the University Policies listed below. Please read the full text of each policy by going to www.marshall.edu/academic-affairs and clicking on "Marshall University Policies."

- *Academic Dishonesty*
- *Excused Absence Policy for Undergraduates*
- *Computing Services Acceptable Use*
- *Inclement Weather*
- *Dead Week*
- *Academic Forgiveness*
- *Academic Probation and Suspension*
- *Academic Rights and Responsibilities of Students*
- *Affirmative Action*
- *Sexual Harassment*

Policy for Students with Disabilities: Marshall University is committed to equal opportunity education for all students, including those with physical, learning and psychological disabilities. University policy states that it is the responsibility of students with disabilities to contact the Office of Disability Services (ODS) in Prichard Hall 117 (304.696.2467) to provide documentation of their disability. Following this, the ODS Coordinator will send a letter to each of the student's instructors outlining the academic accommodation he/she will need to ensure equality in classroom experiences, outside assignment, testing, and grading. The instructor and student will meet to discuss how the accommodation(s) requested will be provided. For more information, access the website for the Office of Disabled Student Services: <http://www.marshall.edu/disabled>

Resources

Me:

Don't hesitate to contact me directly with questions or concerns. You can reach me through the *Mail* tool or if necessary by phone at 304-696-3087. Please don't let your questions hang out there and simmer. If you are not sure about something the best thing to do is to ask about it right away! Something that may seem obvious to me may not be obvious to you at all!

The Online Writing Center:

As a MU student, you are also entitled to individualized, one-on-one assistance from a tutor at The Writing Center in the English Department, which also provides tutoring online. They can help you with any step in the writing process, from invention to revision. The service is free. If you have access to campus and would like to use the on-campus service, you can do so by calling 304/696-6254.

Support Services:

Marshall University offers a variety of support services to students enrolled in online courses. There is a student resource page at <http://www.marshall.edu/muonline/student-resources/> with access to an online orientation, the writing center, campus resources, and much more. I highly recommend the online orientation if you are new to the e-course world.
