Marshall University Course Syllabus

CJ 699: Capstone

As noted above and per your enrollment, this course is 75% online with 25% consisting of synchronous online sessions. All contact and communications will occur online and all course requirements are to be submitted online within this course.

Course Name	CJ 699 – Capstone
Department	Criminal Justice & Criminology
Semester	Fall 2018
Instructor	Dr. Kim DeTardo-Bora
Email	detardobora@marshall.edu
Telephone	304-696-3084
Office	Smith Hall 736
Course Start Date	August 20, 2018
Course End Date	December 12, 2018

For course start and end dates, as well as other deadlines such as add/drop and withdraw, go to the Academic Calendar http://www.marshall.edu/calendar/academic/

Course Details

Catalog Description: A culminating experience where students will apply knowledge and skills learned in their program of study to create, in collaboration with an agency or organization in the field, an original, scholarly work that addresses a current issue of concern.

Credit Hours: 3
Prerequisites: CJ 601, CJ 604, CJ 655, CJ 656

Course Materials

The following texts are <u>required</u> for this course:

Title	*The Practice of Research in Criminology and Criminal Justice*
Author(s)	Bachman, R.D. & Schutt, R.K.
Publisher	Sage
Edition	6th (2017)
ISBN	ISBN-13: 978-1-5063-0681-0

Title	*Criminological Theory: Past to Present*
Author(s)	Cullen, F. T., Agnew, R., & Wilcox, P.
Publisher	Oxford University Press
Edition	6th (2018)
ISBN	ISBN-13: 978-0-19-063934-1

Title	*Discovering Statistics Using IBM SPSS Statistics*
Author(s)	Field, A.
Publisher	Sage
Edition	5th (2018)

ISBN	ISBN-13: 978-1-5264-3656-6

Title	*Classics of Criminology*
Author(s)	Jacoby, J.E., Severance, T.A., & Bruce, A.S.
Publisher	Waveland Press
Edition	4th (2011)
ISBN	ISBN-13: 978-1-57766-736-0

Title	*The Mythology of Crime and Justice*
Author(s)	Kappeler, V. E. & Potter, G.W.
Publisher	Waveland Press
Edition	5th (2017)
ISBN	ISBN-13: 978-1-4786-0260-6

Textbooks and materials may be ordered online at the Marshall University Bookstore
http://www.bkstr.com/marshallstore/home/en

Program Learning Outcomes

Upon completion of the Master of Science degree in Criminal Justice, and in part emphasized and reinforced through this course students will...

1. analyze and critique contemporary criminal justice issues using effective written communication skills with APA citations and information from scholarly sources;
2. evaluate theoretical perspectives, empirical findings, and trends and identify relevant public policy implications;
3. demonstrate scientific literacy by applying research findings to real-world problems within the justice system; and
4. interpret descriptive and inferential statistical data.

Course Learning Outcomes

Course Outcomes	How Each Outcome is Practiced in this Course	How Each Outcome is Evaluated in this Course
A. Students will critique arguments about salient criminal justice issues and will write analytically and critically at the graduate level using correct citation and reference styles.	Draft critical literature review; online discussion	Critical literature review assessment
B. Students will describe and apply criminological theories from the primary source in which they were written to a particular crime/criminal behavior and critically examine how theoretical concepts are measured in empirical research, and interpret and critique the empirical evidence which may support or deny criminological theories.	Draft criminological theory paper; online discussion	Criminological theory assessment
C. Students will produce a research proposal using appropriate elements of design.	Draft research methods proposal; practice quizzes, online discussion	Research methods assessment

	Item	Activity	Value (Points)
d.	Students will demonstrate the ability to compute and interpret descriptive and inferential statistics, using SPSS.	Draft statistics analysis and write-up; practice quizzes, online discussion	Statistics assessment

Assessment Measures

It is important to note that this course houses the comprehensive assessment for the criminal justice master's program. Each student will be assessed in four different areas from prior core classes in the program (i.e., CJ 601, CJ 604, CJ 655, and CJ 656). More information about the assessments, the assessment process, and faculty committee review is provided in the course.

	Item	Activity	Value (Points)
(1)	Draft Assessments	4 draft assessments @ 50 pts. ea.	200
(2)	Final Assessments	4 final assessments	
		Critical Literature Review	250
		Criminological Theory	100
		Research Methods Concept Paper & Proposal	100
		Statistics Computation and Interpretation	100
		Total Points	750

While points will be awarded for each of the assessment measures, it is assumed that a student who passes all four of the assessment areas will receive an "A" for the course. A student who passes three of the assessments and has to retake one of the assessments will earn a "B" for the course. A student who has to retake two assessments total and who passes the two retakes will earn a "C" in the course. If the student does not pass a retake, the student will earn an "F" and will be dismissed from the program.

Draft Assessments

To make the assessment process more manageable, students will submit a draft the week before the final assessment is due. The best writing practices call for drafts and even multiple drafts of one's work. The drafts will not be "graded" in the traditional sense, but points will be issued for submitting a complete draft. Also, because these drafts are part of comprehensive assessment, no feedback will be provided by the instructor of the course. However, students may ask questions and for clarification about their assessment during the online synchronous sessions.

Final Assessments

Each student will be expected to complete four assessments and to submit them on the given due dates as shown in the course schedule. Writing prompts and scenarios will be used to guide the students through this process along with a rubric. Papers are expected to be well written, professional, and rely on scholarly research. The *APA Publication Manual* for references and citations (6th edition) is expected. Directions for each of the assessments are provided in each Module.

Collaborate Ultra

At least once a month, the class will meet via Collaborate Ultra. This is a real-time video conferencing tool in Blackboard, much like Skype, that will allow us to communicate about course concepts and materials. Since it opens in your browser, you will not have to install any software. Be sure when you login to MU Online to click on the Student Services tab at the top left and find the orientation module for Collaborate Ultra (NOT Collaborate Original), which includes how to get started, set up your browser, etc. FireFox and Google Chrome are the recommended browsers, and you will need a

webcam and microphone to participate. If you are unable to attend a session, they will be recorded and archived.

Course Policies

Deadlines and Penalties

You must adhere to the dates listed for completion of draft assessments and final assessments. Once a due date has expired, the item will no longer be accessible 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 and submit your work on time. The assessments will become **UNAVAILABLE** after midnight on the due date. Do not wait until the last minute on the due date 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!

On or around a due date, should you have encountered an unusual circumstance, family emergency, or illness, you must contact me immediately (if I am not informed, you will receive a zero). You will need to present some type of official documentation (i.e., doctor's note) to be excused from turning the assessment in on time. If you miss several consecutive days and have a legitimate excuse, it is best that you obtain documentation from the Dean of Student Affairs, MSC 2W38. Accommodations will be made; however, you may be administered a completely new assessment as the exam will essentially have been comprised. Keep in mind that accommodations are also contingent on the faculty assessment committee's discretion.

Email Accounts

You must have and use your MU email account. Your personal email accounts will not be used for official communication with Marshall University programs and personnel. You may redirect your MU email to your own personal email account, but you must sign in to your MU account to do that. Marshall University uses Office 365 email. For more information, visit [Marshall IT Office 365](https://www.marshall.edu/it/office365/) (URL https://www.marshall.edu/it/office365/).

Material on this Site

Any PowerPoint presentations have been developed by the corresponding textbook publishers. Therefore, the slideshows are copyrighted. Furthermore, while every effort has been made to ensure that the slides are correct, every once in a while an error or inconsistency between the slides and the textbook 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, course outlines, coupled with your notes are of most importance.

Academic Dishonesty and Plagiarism

While this is an online course, the same standards used in a traditional classroom setting must be followed. That is, you are expected to do your own work. Academic Dishonesty includes cheating, fabrication and falsification of data or information, plagiarism, bribes/favors/threats, and complicity. More specifically with regards to plagiarism, "It is the student's responsibility to clearly distinguish their own work from that created by others. This includes the proper use of quotation marks, paraphrase and the citation of the original source. Students are responsible for both intentional and unintentional acts of plagiarism" (MU Undergraduate Catalog). Anyone who violates this policy will

receive a failing grade for the course. Keep in mind that assessments will be loaded into Safe Assign in order to check and assess plagiarism.

University Policies
By enrolling in this course, you agree to the University Policies. Please read the full text of each policy by going to MU Academic Affairs: University Policies. (URL: http://www.marshall.edu/academic-affairs/policies/)

Students with disabilities
Marshall University is committed to making all programs, services, and activities fully accessible to students with disabilities. The purpose of the Office of Disability Services Program is to provide the educational and physical accessibility support necessary for students to achieve their academic goals and to promote as much independence as possible on the part of the students with disabilities. Students with disabilities who require accommodations must contact the Office of Disability Services (URL: http://www.marshall.edu/disability/).

Technology and Technical Skills Requirements
- Students must be proficient in the use of computers, the Internet, browsers, Microsoft Office Word, and other common applications.
- For minimum computer requirements, please see Student Resources and IT: Recommended Hardware (URLs: http://www.marshall.edu/muonline/student-resources/ and http://www.marshall.edu/it/rechardware/).
- To check your browsers, use the Blackboard Browser Checker and ensure that you set permissions properly and have all the necessary plug-ins. (URL: https://help.blackboard.com/Learn/Student/Getting_Started/Browser_Support/Browser_Checker)
- Students must be able to use Marshall email, as well as the following tools in Blackboard: course messages, assignments, discussion board forums, tests, and Collaborate Ultra. Links to Blackboard Help and tutorials are available on the Start Here page and on the Tech Support tab in Blackboard.
- Since this is a Virtual (VC) course, you are required to use a web cam and microphone for Blackboard Collaborate Ultra during synchronous meetings. For the best experience, Blackboard recommends Google Chrome browser or Mozilla Firefox browser. Links to Blackboard Collaborate Help and Tutorials are on the Start Here page and on the Tech Support tab in Blackboard.
- Adobe Acrobat Reader may be needed to read some files. This plug-in is available free. (URL: https://get.adobe.com/reader/) See the Tech Support tab in Blackboard for additional information and links.
- Students may be required to submit assignments as Microsoft Word documents (.docx), using the most recent Microsoft Office suite. Office 365 is available free to students enrolled at Marshall University. For information visit Marshall IT: Office 365 (URL: http://www.marshall.edu/it/office365/).
- See the Tech Support tab in Blackboard for additional information on browsers, technology, and apps.

Technical Assistance
If you have technical problems, please contact one or more of the following:

- [Blackboard Support Center](http://marshall.edusupportcenter.com) (URL: http://marshall.edusupportcenter.com)
- Marshall [Information Technology (IT) Service Desk](http://www.marshall.edu/it/departments/it-service-desk/students/) (Help Desk) (URL: http://www.marshall.edu/it/departments/it-service-desk/students/)
  - Huntington: (304) 696-3200
  - South Charleston: (304) 746-1969
  - Email: itservicedesk@marshall.edu

<u>Course Schedule</u>

Since this is an online course, you have some flexibility to work at your own pace within each Module. However, drafts and final papers must be completed by the due dates posted (see the Course Schedule below). Even though you have the flexibility to work at your own pace, please do not underestimate the amount of time necessary to go through the online content in addition to thoroughly reading the chapters from the text. You should be prepared to spend at least 6-10 hours per week both online and offline to successfully complete the course.

Module One: August 20-September 16		
Week		Due

1	• Review the course syllabus and the online learning platform, located in Start Here
	• Read the document "Comprehensive Assessment Policy & Procedures for the Master of Science in Criminal Justice." Email the instructor if you have any questions about this policy.
	• Review your own course materials (e.g., papers, notes, and feedback from the instructor) from CJ 601: Seminar in Criminal Justice, including the text book, *The Mythology of Crime and Justice*
	    o Identify your strengths and weaknesses in this course
	• Read the directions for the critical literature review assessment
	    o Develop a writing plan and strategy for the assessment, including your own timeline of tasks
	    o Gather sources using the MU library database or Inter-Library Loan
	    o Create a reference page in APA
		Sunday, August 26 by 11:59PM (EST)

2	• Gather your references and review each source systematically and begin writing the literature review	Sunday, September 2 by 11:59PM (EST)
3	• Participate in the online class meeting via Collaborate Ultra	Tuesday, September 4 from 6-9PM (EST)
	• Continue writing the critical literature review • Submit a draft of the critical literature review (50 pts)	Sunday, September 9 by 11:59PM (EST)
4	• Submit the final critical literature review assessment (250 pts)	Sunday, September 16 by 11:59PM (EST)
Module Two: September 17-October 14		

5	• Review your own course materials (e.g., papers, notes, and feedback from the instructor) from CJ 604: Advanced Theory in Criminal Justice, including the textbooks *Criminological Theory: Past to Present* and *Classics of Criminology*
	    o Identify your strengths and weaknesses in this course
	• Read the directions for the criminological theory assessment
	    o Develop a writing plan and strategy for the assessment, including your own timeline of tasks
	    o Gather sources using the MU library database or Inter-Library Loan
	    o Create a reference page in APA
		Sunday, September 23 by 11:59PM (EST)

6	• Gather your references and review each source systematically and begin writing the theory assessment	Sunday, September 30 by 11:59PM (EST)
7	• Participate in the online class meeting via Collaborate Ultra	Tuesday, October 2 from 6-9PM (EST)

	• Continue writing the criminological theory assessment • Submit a draft of the criminological theory assessment (50 pts)	Sunday, October 7 by 11:59PM (EST)
8	• Submit the final criminological theory assessment (100 pts)	Sunday, October 14 by 11:59PM (EST)
Module Three: October 15-November 11		

9	• Review your own course materials (e.g., papers, notes, and feedback from the instructor) from CJ 655: Research Methods in Criminal Justice, including the textbook, *The Practice of Research in Criminology and Criminal Justice*
	   o Identify your strengths and weaknesses in this course
	• Read the directions for the research methods assessment
	   o Develop a writing plan and strategy for the assessment, including your own timeline of tasks
		Sunday, October 21 by 11:59PM (EST)

10	• Read the necessary sources and begin writing the research methods assessment	Sunday, October 28 by 11:59PM (EST)
11	• Participate in the online class meeting via Collaborate Ultra	Tuesday, October 30 from 6-9PM (EST)
	• Continue writing the research methods assessment • Submit a draft of the research methods assessment (50 pts)	Sunday, November 4 by 11:59PM (EST)
12	• Submit the final research methods assessment (100 pts)	Sunday, November 11 by 11:59PM (EST)
Module Four: November 12-December 12		

13	• Review your own course materials (e.g., papers, notes, and feedback from the instructor) from CJ 656: Applied Statistics in Criminal Justice, including the textbook, *Discovering Statistics: Using IBM SPSS Statistics*
	   o Identify your strengths and weaknesses in this course
	   o Review the steps for obtaining access to SPSS via Cisco AnyConnect Security Client (VPN); practice logging in; troubleshoot any issues
	• Read the directions for the statistics assessment
	• Develop a writing plan and strategy for the assessment, including your own timeline of tasks
		Sunday, November 18 by 11:59PM (EST)

14	• THANKSGIVING BREAK-Enjoy!	
15	• Read the necessary sources and begin writing the statistics assessment	Sunday, December 2 by 11:59PM (EST)
16	• Participate in the online class meeting via Collaborate Ultra	Tuesday, December 4 from 6-9PM (EST)

	• Continue writing the statistics assessment • Submit a draft of the statistics assessment (50 pts)	Sunday, December 9 by 11:59PM (EST)
17	• Submit the final statistics assessment (100 pts)	Wednesday, December 12 by 11:59PM (EST)