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| **CJ 211 Introduction to Law Enforcement**  **Course Syllabus Outline Fall 14  Sec. 101 CRN 1788, SH 416 MWF 13:00-13:50**  **Instructor**  **Name: Sam Dameron**  **Office: Smith Hall 732**  **Office Ph.#: 304-696-2568 (CJMU)**  **Dept. Fax: 304-696-3085**  Email: [dameron@marshall.edu](mailto:dameron@marshall.edu)  Office hours: MWF 1000-1200  Webpage: <http://www.science.marshall.edu/dameron/>  **bubbaphd copcarxMC900212427[1]eyeoncrime_logoMC900280853[1]snoopy_copMC900198606[1]MC900229631[1]**   |  |  | | --- | --- | | **Required Texts** | | | http://www.cengage.com/covers/imageServlet?epi=637335864105240726619586999741805292201Publication Manual of the American Psychological Association, 6th Edition | American Psychological Association. (2003). *Publication manual of the   American Psychological Association* (5th ed.). Washington, DC:   Author.  Dempsey, J. S., & Forst, L. S. (2013). L. S. *Police2.* Clifton Park, NJ:   Delmar, Cengage Learning. |   **Course Description  “**Designed to examine the philosophical and historical background of law enforcement in the United States. Addresses constitutional limitations on law enforcement, objectives of law enforcement, and processes of law enforcement.”  **Credit Hours and Prerequisites**  *3 Credit Hours. Prerequisite: None*  **Computer Requirements**  A student must have access to a computer, a personal computer or campus computers. A student must be able to use Email, Microsoft Word, and Blackboard/MUOnline and Microsoft Word. Emails may be sent to your Marshall Email account for this class. You must regularly monitor your Marshall Email account or have the Email forwarded to another account. Only inquiries from your Marshall Email account will be answered if the request if for student specific information.  Students also must have a “jump” or “travel drive” to backup assignments. Computer loss of assignments will not be accepted as an excuse, so back up your work often. Students also should backup work on their “V” drive to prevent loss.  A student must have basic computer skills, be able to complete assignments in Microsoft Word, and send and receive Emails via your Marshall account.  **Additional Information for the Course can be accessed at** [**www.cengagebrain.com**](http://www.cengagebrain.com)  **You can register for the Cengage Online materials with the registration number in your book. Also, if you want to show up in my class section, you include our course number CM-9781133016694-0000049.**  **University Policies**  Academic Dishonesty  Excused Absence Policy for Undergraduates  Computing Services Acceptable Use  Inclement Weather/ Dead Week  Students with Disabilities  Academic Forgiveness  Academic Probation and Suspension  Academic Rights and Responsibilities of Students  Affirmative Action/ Sexual Harassment  Please read the full text of each policy by going to <http://www.marshall.edu/wpmu/academic-affairs/>and clicking on “Marshall University Policies.” Or, you can access the policies directly by going to  [http://www.marshall.edu/academic-affairs/?page\_id=802](http://www.marshall.edu/academic-affairs/?page_id=802%20)  **ATTENDANCE POLICY**  Attendance will be recorded daily. Missing classes will adversely affect your grade. Material will be covered in class that is not in the book or online. See University and class policybelow.  **EXCUSED ABSENCES**  ***Class Attendance***  “It is Marshall University’s policy that each instructor evaluates the importance of student class attendance. In the course syllabus, the instructor must provide his/her policy on class attendance, make-up work, and related matters. If a student is absent from class because of a circumstance that is included in the excused absence policy, the absence can be handled by an arrangement between the student and the instructor or, if either party requests, the student can obtain an official excused absence following the procedure described below. The instructor must honor a university excused absence covered by this policy and allow the student an opportunity to catch up/make up work missed. This policy excludes those academic endeavors that require the completion of a certain number of clock hours, as in clinical experiences, practica or internships. For those courses, the maximum number of absences will be determined by the department chair or program supervisor. This policy does not supersede program accreditation requirements.    ***Definitions of Excused Absences:***    Excused absences fall into five categories:  1. *University-sponsored activities:*  1.Academic activities including, but not limited to, performing arts, debate and individual events, honors   classes, ROTC, and departmental functions.  2. Athletics*.* Official athletic events sponsored by the Athletic Department.  3. Other University activities, including student government and student organizations. The activity must   have a clear educational mission and be closely linked to academic pursuits or to other official   University functions.  *2. Student Illness or Critical Illness/Death in the Immediate Family*” Immediate Family” is defined as a   spouse/life partner, child, parent, legal guardian, sibling, grandparent or grandchild.  1. Student Illness or injury: Absences will be excused only for illnesses or injuries that prohibit students   from participating in class.  2. Critical Illness of Immediate Family Member: Absences will be excused if the student documents that   he or she had to provide needed care and/or support for a critically ill immediate family member.  3. Death of an Immediate Family Member    3. *Short-Term Military Obligation:* This is defined as absence as the result of military orders for a short-term   period. Note: Students subject to federal activation are covered by a separate policy. Please see the catalog   for this policy.  *4. Jury Duty or Subpoena for Court Appearance:* This applies to absences that are a result of official   requests from a court of law.  *5. Religious Holidays:* This applies to religious holidays.  ***Process to Secure an Excused Absence***    The student who seeks an excused absence must do so immediately after the event/activity/incident by following these guidelines. Whenever time permits, such as for University activities scheduled well in advance, the excuse must be obtained and presented to the instructor prior to the absence.  *1. University Sponsored Activities:*  1. Academic Activities: These absences are excused by the dean within whose unit the activity is   sponsored. The dean must pre-approve any notice that is given or sent to   faculty regarding absences of this type.  2. Athletics: These absences are excused by the Provost/Senior Vice President for Academic Affairs   who must preapprove any notice given/sent to faculty.  3. Other University activities: These absences are pre-approved by the Dean of Student Affairs and   excused by the Office of Academic Affairs prior to any notice to faculty. The activity and the   excused absence must be endorsed in writing by the organization advisor.    *2. Student Illness or Critical Illness/Death in the Immediate Family:*  1. Student Illness or Injury: The student must submit official documentation of treatment by a medical   practitioner to the Dean of Student Affairs as soon as he/she returns to class. Documentation must   specify the inclusive dates to be excused. The dean will notify faculty that the absence(s) meets the   criteria to be excused.  2. Critical Illness of Immediate Family Member: The student must submit official documentation from   the family member’s health care provider that substantiates the critical nature of the illness and the   student’s need to provide the care/support. This documentation is to be submitted to the Dean of   Student Affairs upon the student’s return to class. The dean will notify faculty that the absence(s)   meets the criteria to be excused.  3. Death of an Immediate Family Member: To obtain an excused absence, the student must submit one   of the following to the Dean of Student Affairs upon return to classes: an obituary or a funeral   program with the student named as a relative; verification on letterhead stationery of the death and   the relationship by clergy or funeral home personnel. The dean will notify faculty that the absence   meets the criteria to be excused.    *3. Short-Term Military Obligation:* The student who seeks an excused absence for military obligation must   present official documentation of his/her orders to duty to the dean of his/her college prior to the absence.   The dean will notify faculty that the absences are to be excused.  *4. Jury Duty or Subpoena for Court Appearance:* The student who seeks an excused absence for jury duty or   court appearance must submit his/her subpoena or official notification of jury duty to the dean of his/her   college prior to the date of the obligation. The dean will notify faculty that the absence is to be excused.    *5. Religious Holidays:* Absences resulting from religious holidays will be excused when the student presents   the request in advance of the absence to the Dean of Student Affairs. The dean will indicate his/her   approval on the request and forward it to the Office of Academic Affairs for the official excused absence   notification to faculty.    *Notice:* Any student who falsifies information or documentation in order to obtain an excused absence has   committed a violation of the Code of Student Rights and Responsibilities and will be referred to   Judicial Affairs for appropriate sanctions.    ***Process to Catch Up/Make Up Missed Work***  1. It is the responsibility of the student to request an opportunity to complete missed work.  2. Once the excused absence has been secured, the request to make up work should be made to the instructor   at the next available class meeting.  3. Missed activities will be rescheduled or, in the event that rescheduling of an activity is not practical or   possible, a fair and equitable alternative way of arriving at the grade for the missed component of the   overall grade will be developed by the instructor.  4. Punitive measures must not be taken against students who present an official University excused absence.  5. Students should be aware that excessive absences—whether excused or unexcused—may affect their   ability to earn a passing grade.  6. If the faculty member believes that the number of absences accrued under the terms of this policy is such   that the student cannot fulfill the learning experience/mastery that a course requires, he/she may   recommend that a student withdraw from the class.    Regardless of the nature of the excused absence, the student is responsible for completing all coursework prior to the end of the semester.”  **Additional Attendance Policy for this Class**  Role will be called at the beginning of class if you are not there when your name is called you are absent and will not be counted as present if you come up and ask me to count you present. If you miss an exam, quiz, or assignment with no legitimate documented excuse, a zero will be given for that requirement with no make-up. For those students who have a legitimate documented excuse (as defined in the preceding paragraphs), an alternative time to take the exam, quiz or turn in an assignment will be determined. The format of the make-up exams/quiz/assignment will be left to my discretion. In addition, students who are late on exam day will only have the period that remains of the period to complete the examination. Failure to make up the examination or quiz at the agreed time will result in a zero for the examination, quiz, or assignment.   1. If you are excused by the Dean of Student Affairs for missing class, you must make up the work or make arrangements to make up the work that was due within one week of the end of the excuse. If a paper or assignment was due during your excused absence, you must turn in the assignment within one week of the excuse’s end. If a test or quiz was missed, you must make arrangements to make up the test or quiz within one week of the end of the excused absence. NO MAKE-UP QUIZZES, EXAMINATIONS, OR PROJECTS (PAPERS) WILL BE ACCEPTED FOR UNEXCUSED ABSENCES.   Tenets of Attendance   1. A student should recognize that one of the most important aspects of a college education is classroom attendance and participation. The value of this part of the academic experience cannot be fully measured by testing procedures. You must attend all classes, except where noted. 2. When students attend classes, they are in a position to make significant contributions to their learning experiences and the learning experiences of other students by asking relevant questions, making pertinent observations, and sharing information. When a student misses class, the student and the class both suffer from a missed opportunity to exchange information and promote the learning process. Students should attend and participate in class. 3. Students will be held accountable for all requirements and information covered in all classes, whether or not they attend. If it becomes necessary to give quizzes to spur attendance or learning, quizzes may be given and their results applied to any test scores. 4. Any materials are due in class on the day stated. If papers or any precursors for papers are late, a student's grade will be reduced by one letter grade per day. The reductions will begin one minute after the class ends at which the assignment was due, and deductions will continue to accrue thereafter at the same rate at the same time each day until such time as the assignment is submitted to the instructor. 5. The Criminal Justice Department is not a print shop. If you are having trouble with your printer, you may email the assignment to me as proof that you have completed the assignment. At that point, no changes can be made to the assignment; to make changes would be academic dishonesty. You must print out the paper and bring it to me at the next class period. Be careful what you title your attachments because the spam blocker could block your message. If you do not get a reply from me about your paper, I probably didn’t get it. It is your responsibility to make sure I receive it. 6. Phone Behavior (Cell Phones, Pagers, etc.) Turn them off when you get to class. If it goes off, you can be penalized 10 points per occurrence. If you have an emergency situation, let me know and set by the door. When your phone vibrates go into the hall to answer it. No texting in class will be permitted. If you do so, you can be penalized 10 points per occurrence. Also, you should not check to see who is calling or texting you. Such behavior is disruptive to the class and will be treated as if you answered the phone, 10 points per occurrence. 7. Computers in class are OK if you are taking notes. If you are emailing, or using the computer for non-class related surfing, your behavior will be counted as phone behavior, see number 8. 8. Classroom demeanor. Civility in class is expected. You must respect the opinions and rights of other students and allow them to participate in class. Be active in discussions, but do not hog them or blurt out answers all the time. Everyone should have a chance to participate in class. 9. Stupid questions are questions that are not asked. Questions that are asked are not stupid questions and will not be treated as such. If you have a question on class material, ask it. 10. Ignorance means you are unaware of an answer, stupidity means you are incapable of understanding or knowing. If you don’t understand something, ask. I doubt that you are incapable of learning the material. Don’t let ignorance become stupidity, ask in class, by email, or come to my office. 11. Answer questions during discussions. If you are wrong, I’ll let you know as gently as possible. I won’t make fun of your answer or you. However, make a true effort to answer the question. If you are just trying to be the center of attention and hog the discussions, I’ll let you know before the next class that you are over the top.   **IST Dept./CJC Program’s Student Learning Outcomes**  **IST Department Learning Outcomes**  1. Students will demonstrate proficiency in the utilization of contemporary technologies to solve real-world problems.  2. In the development of a research project, students will scientifically analyze data, evaluate and incorporate relevant research,   and describe potential implications.  3. Students will effectively communicate in relating findings and recommendations resulting from course projects.  **Criminal Justice and Criminology: Discipline-Specific Learning Outcomes**  Differentiate Among Criminal Justice System Components, Roles, and Practices  1. Students will define and properly use specialized terms to describe, explain, and differentiate the components, roles, and practices of the criminal justice system.  Apply Theory in Criminal Justice and Criminology  2. Students will describe, explain, and differentiate major theories and theorists in criminal justice and criminology, and use one or more of these theories to explain a selected behavior (e.g., crime), event (e.g. victimization), or policy response (e.g., law).  **Course Student Learning Outcomes and Assessment Measures**   |  |  |  | | --- | --- | --- | | **Course Student Learning Outcomes** | **How students will practice each outcome in this Course** | **How student achievement of each outcome will be assessed in this Course** | | 1. Students will define and properly use specialized terms to describe, explain, and differentiate the components, roles, and practices of the law enforcement part of criminal justice system. | Question and Answer Sessions, Class Discussion, Flash Cards, Accessing Media Library, Annotation 1, 2, and 3, In Class Exercises, Informal Writing | Quizzes, Exams, Annotations 1, 2 | | 2. Students will effectively communicate in relating findings and recommendations for law enforcement agencies | Question and Answer Sessions, Class Discussion, Flash Cards, Accessing Media Library, Practical Exercises  Informal Writings, In Class Exercises | Annotation 3, Quizzes, Practical Exercises | | 3. Students will scientifically analyze data, evaluate and incorporate relevant research from two professional law enforcement sources and describe potential implications, including relating statistics to applications in law enforcement. | Annotation 3, Informal Writings, Quizzes, In Class Exercises | Annotation 3, Quizzes |   **Paper (Annotation) Guidelines**  Annotations 1 and 2, must begin with an APA correct citation at the top. It must contain five content bullets, of recommendations for policies in law enforcement agencies. Papers/Annotations must be written and typed according to APA guidelines with correct grammar, spelling, punctuation, etc. Sources used for annotations will be chosen by the professor, unless the student gets other sources approved.  Annotation 3, will consist of three content bullets from each article. The three will be compared and combined to select a policy implication for a law enforcement agency in Dameron County.    An example annotated bibliography is located on MUOnline for you to use in formatting. It includes examples of citations and text. The margins, etc. are correct and allow you to place your material in the correct APA format.  **Plagiarism** is the use of another’s thoughts or ideas and claiming them as your own. This includes quoting without citing, but also includes paraphrasing another’s work without giving them credit.  Plagiarism or academic dishonesty, such as cheating on quizzes or exams, as a minimum will result in an “F” for the assignment or course. The infraction also may be reported to the Academic Affairs Office (see current Student Catalog for further consequences).  **Test Guidelines**  Tests will generally be multiple choice, true false, matching, fill in the blank, and/or short answer. They will generally stress knowledge of the terms, practices, roles, and philosophy of law enforcement agencies at the various levels of government.  **Quiz Guidelines**  Quizzes will generally be the same guidelines as the examinations, see above, however, they also may be in class writing assignments, online searches and analyses, email responses, or breaking news analyses as well.   |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **ASSIGNMENT** | Points Each | Number of  Assignments | | Total Points | | | | Exam 1 | 275 | 1 | | 275 | | | | Exam 2 | 275 | 1 | | 275 | | | | Exam 3 | 275 | 1 | | 275 | | | | Exam Total |  |  | | 825 (82.5%) | | | | Cover Sheet | 20 | 1 | | 20 (2%) | | | | Abstract | 35 | 3 | | 105 (10.5%) | | | | Quizzes | 10-20 | 5-7 | | 50 (5%) | | | | **Total** |  |  | | **1000 (100%)** | | | | **90% & Above =A 80%-89% = B 70%-79% = C**  **Week (Assignments)\*** | | | **60%-69% = D 59% & Below = F**  **Important/Due Dates** | | **Week Dates** | | | **Week 1**  Introduction, Police History and Organization (Ch 1) | | | Aug 25-29 Late Registration and Add/Drop (Schedule Adjustment) | | | Aug 25-29 | | **Week 2**  History and Org. Continued (Ch 1);  Organizing Security (Ch 2) | | | Sep 1 Labor Day Holiday-University Closed Sep 2 W Period begins | | Sep 1-5 | | | **Week 3**  Organizing the Police (Ch 3) | | |  | | Sep 8-12 | | | **Week 4**  Becoming a Police Officer (Ch 4) | | | **Cover Sheet Due, Sept 15**  Sep 19, Dec. Graduation Aps. Due in Dean’s Office  Sep 17-20 SCJA Meeting, Clearwater FL | | Sep 15-19 | | | **Week 5**  Police and Discretion (Ch 5) | | | **Exam 1, Monday Sep 22**  Sep 26, Last Day to Drop 1st 8 Week Course | | Sep 22-26 | | | **Week 6**  Police Culture, Personality, and Stress (Ch 6) | | | **Abstract/One Due Sep 29** | | Sep 29-Oct 3 | | | **Week 7**  Minorities and Police (Ch 7) | | |  | | Oct 6-10 | | | **Week 8**  Police Ethics and Police Deviance (Ch8) | | | **Abstract 2 Due Oct 13**  Oct 14 Mid-Semester, End 1st 8 Week  Oct 15, 2nd 8 weeks begins  Courses Oct 16,18 LAE Regionals, Ferrum, VA | | Oct 13-17 | | | **Week 9**  Police Operations (Ch 9) | | | Oct 20, noon, Submit Midterm Fr/So Grades | | Oct 20-24 | | | **Week 10**  Police Operations (Ch 9) | | | **Exam 2, Monday Oct 27**  Students should schedule with advisors in the COS office to prepare for advanced registration.  October 31, Last Day to Drop a Full Semester Individual Course | | Oct 27-31 | | | **Week 11**  Investigations (Ch 10) | | | **Abstract 3, Due Nov 7**  Nov 3-Dec 5 Total Withdrawals Only  Nov 4-Last day to drop | | Nov 3-7 | | | **Week 12**  Police and the Community (Ch 11)  Community Policing (Ch 12) | | | Advanced registration for spring courses for currently enrolled students  Nov 14, Last day to drop 2nd 8 Week course  Nov 14 Noon, MU Memorial at Fountain  Nov 13-14 WVCJEA Fall Conference, Fairmont State University | | Nov 10-14 | | | **Week 13**  Police and the Law (Ch 13) | | |  | | Nov 17-21 | | | **Week 14** | | | **Thanksgiving Break**  Nov 22-28 Thanksgiving Break No Classes | | Nov 24-28 | | | **Week 15**  Computers, Technology, and Criminalistics  The Future of Policing in America (Ch 15) | | | Dec 1-5 Dead Week  Dec 5 Last class day and last day for a complete withdrawal for full semester classes | | Dec 1-5 | | | **Week 16** | | | **Exam 3, Final Exam**  **Friday December 12, 1245-1445** | | Dec 8-12, Dec 6 Some Common Finals Held | | | \*Presentations and requirements may change due to student interest and comprehension. | | | | | | | | **Grading Inquiries**  Student materials will be returned as soon as graded to the student. If the student has a question about a grade on an assignment, the student must bring the assignment to the professor. No grade inquiries about specific assignments will be explored without the questioned assignment. It is the students’ responsibility to keep their materials. Final examinations and materials not picked up will be kept in my office for 30 days into the next regular semester. A student may pick up their final examination and other materials after grades are turned in for the semester until thirty days into the next semester. At that time, finals and all other material not claimed will be destroyed. | | | | | | | |