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| **Course Syllabus Outline Spring 2015**  **CJ 211 Introduction to Law Enforcement  Sec. 201 CRN 2705, SH 416 MWF 09:00-09:50**  **Instructor**  **Name: Sam Dameron**  **Office: Smith Hall 732**  **Office Phone: 304-696-2568 (CJMU)**  **Dept. Fax: 304-696-3085**  Email: [dameron@marshall.edu](mailto:dameron@marshall.edu)  Office hours: MWF 1000-1130, M 1530(330)-1630(430), T 1515(315)-1545(345)  Webpage: <http://www.science.marshall.edu/dameron/>  **bubbaphd copcarxMC900212427[1]eyeoncrime_logoMC900280853[1]snoopy_copMC900198606[1]MC900229631[1]**  **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*  **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)  **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 the criminal justice system. CJC #1 | Question and Answer Sessions, Class Discussion, Flash Cards, Accessing Media Library, Annotated Bibliography 1, 2, 3, In Class Exercises, Informal Writing  Study Guides | Quizzes, Exams, Annotated Bibliography 1, 2, 3 | | 2. Students will effectively communicate in relating findings and recommendations for law enforcement agencies. CJC #1 | Question and Answer Sessions, Class Discussion, Flash Cards, Accessing Media Library, Practical Exercises  Informal Writings, In Class Exercises, Study Guides | Quizzes, Practical Exercises, Annotated Bibliography 1, 2, 3, Cover Sheet | | 3. Students will scientifically analyze data, evaluate and incorporate relevant research from three professional law enforcement sources and describe potential implications, including relating statistics to applications in law enforcement. CJC #1 | Annotated Bibliography 1, 2, 3, Informal Writings, Quizzes, In Class Exercises | Annotated Bibliography 1, 2, 3, Quizzes |  |  |  | | --- | --- | | **Required Texts** | | | Publication Manual of the American Psychological Association, 6th Edition C:\Users\Sam\Pictures\Walker8e2013_nm2.jpg | Walker, S. & Katz, C. M. (2013). The police in America: An introduction   (8th ed.). New York: McGraw-Hill.  American Psychological Association. (2003). *Publication manual of the   American Psychological Association* (5th ed.). Washington, DC:   Author. [This Book is optional for this course] | | **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. 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.  **Additional Information for the Course can be accessed at** [**www.cengagebrain.com**](http://www.cengagebrain.com) **and** [**http://www.marshall.edu/muonline/**](http://www.marshall.edu/muonline/) **You can register for the Cengage Online materials, including PowerPoints, with the registration number in your book. You already have a MUOnline Course setup for this course where study materials are, and will be, posted.** | | | **Course Requirements/Due Dates**   * **Cover Sheet Due, Monday January 26** * **Exam 1, Monday February 9** * **Abstract/One Due Monday February 16** * **Abstract 2 Due Monday March 2** * **Exam 2, Monday March 23** * **Abstract 3, Due Monday March 30** * **Exam 3, Friday May 8, 1245-1445** **May 4, Monday Exam Day** * **Quizzes and Informal Writing/Practical Exercises are in class and may or may not be announced beforehand** * **Attendance will be taken every class period.** | |   **Grading Policy**   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **ASSIGNMENT** | Points Each | | Number of  Assignments | Total Points | | | Exams | 220 | | 3 | 660 (60%) | | | Cover Sheet | 25 | | 1 | 25 (2.5%) | | | Abstracts | 50 | | 3 | 150 (15%) | | | Quizzes and Informal Writing/Practical Exercises | 5-10 | | 7-10 | 65 (6.5%) | | | Attendance | 2.5 | | 40 | 100 (10%) | | | **Total** |  | |  | **1000 (100%)** | | | **900 & Above =A 800 Above = B 700=C 600=D 594 & Below F**  A student’s grade can be amended by 10 (out of the 1000) points at the instructor’s discretion. This if for knowledge that the instructor thinks the student may not have been displayed on tests or assignments. These points will only be available to students who have attended class regularly, completed all of the assignments, and have participated actively in class. No student is entitled to these points, they are totally at the discretion of the instructor.  **Grading Inquiries**  Student materials will be returned as soon as graded to the student, if the student is in class then. 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. | | | | | | | **Paper Guidelines Annotated Bibliographies**  Annotated Bibliographies ions must begin with a correct APA citation at the top. They must contain twelve content bullets, one bullet of evaluation of the article, one bullet of the student’s thoughts on the article, and one bullet of how this could be applied to a police agency. All bullets must be complete sentences. The last three bullets must be three to five sentences in length. 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 and links provided to students  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. The cover sheet also is attached to the document for you to use to construct your cover sheet, which you can use for all abstracts as well.  **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 have the same guidelines as the examinations, see above, however, they also may be in class writing assignments, online searches and analyses, email responses, practical exercises, or breaking news analyses as well.  **ATTENDANCE POLICY**  Role will be called at the beginning of class if you are not there when your name is called/the sign sheet is passed around, you are absent and will not be counted as present if you come up and ask me to count you present. Attendance is valued at 2.5 points per day (100 points total) and these points will be deducted from your grade if you are not present when you name is called. If you miss an exam, quiz, or assignment with no legitimate documented University Excuse, a zero will be given for that requirement with no make-up will be given. For those students who have a legitimate documented excuse (as defined in the following paragraphs), an alternative time to take the exam/quiz or turn in an assignment will be determined by the instructor. 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 class/test 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.  If you are have a University Excuse for a class period(s), (see below), you must make up the work or arrangements to make up the work that was due **within one week of the end of the excuse**. Work includes assignments, quizzes, tests, papers, etc. NO MAKE-UP QUIZZES, EXAMINATIONS, OR PAPERS, ETC. WILL BE ACCEPTED FOR UNEXCUSED ABSENCES.    **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.”  **Class Policies/Philosophy**   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 additional 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 assignments or any precursors for assignments are late, a student's grade will be reduced by one letter grade for the first class period and two letter grades per each class period thereafter. Materials can only be turned into the professor during a class period of the class in which they are due. After three class periods, the paper will be worth 50% of the original value. After the fourth period, the material will no longer be accepted without University Excuse. 5. The Criminal Justice Department is not a print shop. No paper will be accepted by email. You should make sure to print your material at least one day before it is due to avoid penalties for late papers. 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 6. 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. | | | | | | | **Week (Assignments)\* Important/Due Dates** | | | | | **Week Dates** | | **Week 1**  The History of Law Enforcement, (Ch2) | | January 12, Monday -- January 16, Friday Late registration/schedule adjustment (add-drop)  January 16, Friday Last day to add a class | | | Jan 12-16 | | **Week 2**  Police and Society (Ch 1); | | January 19, Monday  Martin Luther King, Jr. Holiday - University closed  January 20, Tuesday "W" period begins | | | Jan 19-23 | | **Week 3**  The Contemporary Law Enforcement Industry (Ch 3) | | **Cover Sheet Due, Jan 26** | | | Jan 26-30 | | **Week 4**  Police Organizations (Ch 4) | | February 6, Friday  Apps. for May graduation due in dean’s office | | | Feb 2-6 | | **Week 5**  Entering the Police Force (Ch 5) | | **Exam 1, Monday February 9**  February 13, Friday Last day to drop 1st eight weeks course | | | Feb 9-13 | | **Week 6**  On the Job (Ch 6) | | **Abstract/One Due Monday Feb 16** | | | Feb 16-20 | | **Week 7**  Patrol: Backbone of the Police (Ch 7) | |  | | | Feb 23-27 | | **Week 8**  Patrol: Backbone of the Police (Ch 7) Police Patrol PPT | | **Abstract 2 Due March 2**  March 3, Tues. Midterm, 1st eight weeks ends  March 4, Wed. 2nd eight weeks courses begins  March 3-7 ACJS Ann. Meeting, Orlando, FL | | | Mar 2-6 | | **Week 9**  Peace Keeping and Order Maintenance (Ch 8) | | March 9, Monday, 12:00 pm  Freshmen/Sophomore mid-term grades due  March 14, Sat., Noon Residence halls close | | | Mar 9-13 | | **Week 10** | | March 16, Monday -- March 21, Saturday Spring Break, Classes dismissed | | | Mar 16-20 | | **Week 11**  The Police and Crime (Ch 9) | | **Exam 2, Monday March 23**  March 22, Sun., 9 a.m. Residence halls reopen  March 23, Monday Classes resume  March 22-23 ACJALAE Nat. Con. Nashville, TN March 27, Friday Last day to drop an individual course | | | Mar 23-27 | | **Week 12**  Innovation in Police Strategy (Ch 10) | | **Abstract 3, Due March 30**  March 30, Monday Students should schedule appointments with advisors to prepare for advance registration. (Required for students who have mandatory advising holds)  March 30, Monday -- May 1, Friday  Complete withdrawal only from the university March 30, Monday -- April 3, Friday Advance registration for summer 2015 for currently enrolled students | | | Mar 30-Apr 3 | | **Week 13**  Police Discretion (Ch 11) | | April 6, Monday Recommended date to apply for December 2015 graduation  April 06, Monday Advance registration for summer sessions begin (Open to admitted/readmitted students)  April 10, Friday Last day to drop a 2nd eight weeks course  April 10 WVCJEA Business Meeting | | | Apr 6-10 | | **Week 14**  Police and the Community Relations (Ch 12) | | April 13, Monday -- April 24, Friday Advance registration for fall semester for currently enrolled students  April 14, Tuesday Assessment Day. Students receive a list of activities from their academic department or college | | | Apr 13-17 | | **Week 15**  Police Corruption/Accountability (Ch 13, 14) | | April 20-24, AIDE Conference, Marshall University | | | Apr 20-24 | | **Week 16**  Future of Policing (Ch 15) | | April 27, Monday Advance registration for fall semester begins (Open to admitted and readmitted students except first-time fall undergraduates)  April 27, Mon. -- May 1, Friday "Dead Week"  May 1, Friday Last day to completely withdraw from spring semester; Last class day  May 2, Saturday Exam day for Saturday classes; Some common finals | | | Apr 27-May1 | | **Week 17**  May 4, Monday Exam Day  May 5, Tuesday Exam Day  May 6, Wednesday Study Day, exams resume at 3:00 pm  May 7, Thursday Exam Day  May 8, Friday Exam Day | | **Exam 3, Friday May 8, 0800-0900**  **May 4, Monday Exam Day** May 9, Saturday, TBA Commencement  May 9, Sat., 12:00 pm Residence halls close **May 9, Saturday, 12:00 pm Residence halls close**  May 12, Tuesday, 12:00 pm Grades due | | | May 4-8 | | \*Presentations and requirements may change due to student interest and comprehension. | | | | | | |