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| **Spring 2015**  **COURSE SYLLABUS**  **Business and Industrial Security**  **CJ 450 Sec. 201**  **CRN 2725**  **CJ 550 Sec. 201**  **CRN 2733**  **T 1600-1820**  **Smith Hall 416** | bdmod |
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| **Instructor   Sam Dameron**  **Office:** Smith Hall 732  **Office Hours:**   **Office Phone:** 304.696.2568(CJMU) (Takes message anytime) Fax Number: 304,696.3085  **Email:** [dameron@marshall.edu](mailto:dameron@marshall.edu)  **Web Page:** <http://science.marshall.edu/dameron/>  **UNIVERSITY POLICIES**  By enrolling in this course, you agree to the University Policies listed below.  Academic Dishonesty, Excused Absence Policy for Undergraduates/Graduates  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) |

**Course Description**

**CJ 450/550:** Business and Industry Security. 3 hrs.

Selection, training and staffing of a security force; security devices available; techniques of internal security; ground security; security techniques applicable to personnel selection; legal problems. Criminal Justice majors only.

**Prerequisite:** CJ 211: Introduction to Law Enforcement

**STUDENT LEARNING OUTCOMES FOR THE CRIMINAL JUSTICE & CRIMINOLOGY PROGRAM**

Upon completion of the Bachelor of Arts degree in criminal justice, and in part emphasized and reinforced through this course, undergraduate students will be able to:

1. Differentiate Among Criminal Justice System Components, Roles, and Practices--Students will define and properly use specialized terms to describe, explain, and differentiate the components, roles, and practices of the criminal justice system.

2. Apply Theory in Criminal Justice and Criminology--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).

Upon completion of the Master of Science degree in criminal justice, and in part emphasized and reinforced through this course, graduate students will be able to:

Exhibit specialized knowledge in the criminal justice and criminology field by

1. demonstrating advanced knowledge of the terms, laws, theories, processes, research methods, statistics, and key principles and
2. analyzing and critiquing concepts, theoretical perspectives, empirical findings, and trends.

Demonstrate oral, written, and analytic abilities by

1. evaluating contemporary criminal justice issues using analytical reasoning, problem solving, and effective communication skills;
2. preparing and delivering a presentation using effective oral communication skills that contains sustained, coherent arguments or explanations; and/or
3. interpreting descriptive and inferential statistical data.

Integrate and apply advanced knowledge of the criminal justice and criminology field by:

1. designing and producing an applied, investigative, paper or project with real-world implications that draws on scientific literacy, theoretical criminology, and research methods
2. supporting a paper or project with appropriate information from the scholarly literature and using citations in APA format; and
3. assessing and articulating the relevant public policy implications of that project.

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| **Desired Learer Outcomes/Objectives** | | |
| **Course Learning Outcomes** | **How Each Outcome is Practiced in this Course** | **How Each Outcome is Evaluated in this Course** |
| *1. Students will be able to identify general concepts of security. Selection, training and staffing of a security force; security devices available; techniques of internal security; ground security; security techniques applicable to personnel selection; legal problems.* | *In class discussions, Group Project, Question and Answer Sessions, Examinations* | *Quizzes, Tests, Practical Exercises, Security Surveys* |
| *2. Students will be able to list and explain tenets of general concepts of security. Selection, training and staffing of a security force; security devices available; techniques of internal security; ground security; security techniques applicable to personnel selection; legal problems.* | *In class discussions, Group Project, Question and Answer Sessions, Examinations, Labs, Online Assignments* | *Tests, Practical Exercises, Security Surveys* |
| *3. Students will be able to analyze security staffing, training, selection of personnel, security devices and practices.* | *In class discussions, Group Project, Question and Answer Sessions, Examinations, Lab* | *Security Surveys, Checklists, Presentations* |
| *4. Students will be able to apply security administration concepts to solve case studies.* | *In class discussions, Group Project, Question and Answer Sessions, Examinations, Checklist* | *Security Surveys, Checklist, Group Projects, Exams* |
| *5. Students will write security solutions using good grammar, punctuation, and spelling.* | *In class discussions, Group Project, Question and Answer Sessions, Examinations* | *Security Surveys* |
| *6. Students will be able to use APA guidelines for their case study.* | *Group Project, Checklists* | *Security Surveys* |
| *8. Students will use myMU to send and receive emails.* | *Emails* | *Class Emails* |
| *9. Students will deliver an oral and visual presentation of the security survey that explains technical issues and processes related to security theory and practice.* | *In class discussions, Group Project, Question and Answer Sessions, Lab* | *Security Survey Presentation* |
| ***scan0007scan0001Required texts***  *American Psychological Association. (2009). Concise rules of APA style (6th ed.).   Washington, DC: Author.*  *Fennelly, L. J. (2012). Handbook of loss prevention and crime prevention (5th ed.).   Waltham, MA: Elsevier.* | | |
| **Computer Requirements**    A student must have a computer or access to one, as well as access to the Internet to send and receive email messages, and to get class materials from MUOnline. If you are using an email account other than your Marshall email account, you must set your Marshall email account to forward to your other account. We will be using Microsoft Excel, Word, PowerPoint, and Expressions for assignments. This class will fulfill your Computer Competency requirement for CJ Majors under the Marshall Plan.  **Recommended Materials**   |  | | --- | | [MUOnline](http://www.marshall.edu/muonline/) This is where you can access the chapter PowerPoints, assignments, instructions, etc. | | **Additional Study Aids:** (Supplemental Materials/Handouts may be posted or given throughout the semester.) | | | |
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| **GRADING CRITERIA** | Undergrad | Grad | GRADING SCALE |
| Exam # 1 | 250 | 250 | 900-1000% = A |
| Exam # 2 | 250 | 250 | 800-899% = B |
| Security Cover/Synopsis | 50 | 50 | 700-799% = C |
| Preliminary Survey (Individual) | 100 | 50 | 600-699 = D |
| Physical Security Survey (Group) | 200 | 100 | Below 600 = F |
| Office Security Checklist (Individual) | 100 | 50 |  |
| Survey Presentation | 25 | 25 |  |
| Active Shooter Policy |  | 100 |  |
| Quizzes/Web Searches | 25 | 25 |  |
| Security Annotated Bibliography APA Style |  | 100 |  |
| TOTAL POINTS POSSIBLE | 1000 | 1000 |  |

Formats for assignments will be posted to MUOnline.

**PLAGIARISM**

In the Department of Criminal Justice and Criminology, plagiarism is a serious matter. This policy has been adopted to regulate and maintain a level of integrity, which upholds the superior ethical standards that is required of an individual pursuing a career in the field. For students (major or non-majors; undergraduates and graduates) who plagiarize a paper that is less than 10 pages in length, a letter grade of zero will be issued for that assignment. In addition, an email/letter will be sent to the chair of the department by the course instructor to have this information on file in the event that additional instances of plagiarism occur. The email/letter will document the plagiarism with supporting evidence and examples of the academic dishonesty that was committed by the student. When a student plagiarizes a major research paper, report, legal paper, etc., that is 10 pages or more in length, a failing grade will be issued to the student for the course. A similar email/letter will be sent to the chair of the department as well. When the chair receives information that a student has plagiarized in a criminal justice class(es) on at least three occasions regardless of the type or length of the assignment, a formal letter will be sent to the Associate Vice President for Academic Affairs. Criminal Justice majors/minors who are found to have plagiarized on three occasions will be dismissed from the program by the chair. It should be noted that students are entitled to an appeals process. The protocol for doing so is described under the heading “Academic Dishonesty Policy” and the subheading “Appeals Process” in the MU Undergraduate/Graduate Catalog.

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| |  | | --- | |  |   **Course Requirements/Due Dates**  **Exam 1 Mar 3, Exam 2 May 5**  **Security Cover/Synopsis Feb 10**  **Office Security Checklist (Individual) Feb 16**  **Preliminary Survey (Individual) Mar 10**  **Physical Survey (Group) Apr 7**  **Survey Presentation Apr 28**  **Active Shooter Policy Apr 21**  **Security Annotated Bibliography APA Style Apr 21**  **Quizzes/Web Searches During Semester**  **ATTENDANCE POLICY**  Attendance Policy  Role will be taken at each class. If you are not there when the role is taken you will not be recorded as present. Absence for a quiz, assignment, or exam must be excused by a University Excused Absence in order for a student to make up a missed work.  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 University 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 have their paper taken at the end of the class or exam period if not the entire class period.  If you are excused by the Dean of Student Affairs for missing class, you must make up the work due during your absence. 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. Failure to make up the examination or quiz at the agreed time will result in a zero for the examination, quiz, or assignment. Regardless, all assignments must be completed by the last class day.  **EXCUSED ABSENCES**  **University Policy on 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.”  **TENETS OF ATTENDANCE**  1. Students should attend and participate in class. 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 should attend all classes.  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.  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. If a student comes late to take an examination their paper will be taken when the assigned test conclusion time is reached, the student will not receive an extension to complete the examination.  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. When emailing, 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/assignment, 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, or on vibrate, when you get to class. If it goes off, you can be penalized ten 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, answering or checking texts will be permitted in class. If you do so, you can be penalized five 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, ten points per occurrence. Phones/Texts, Email, phones, etc. checked during tests will result in a zero for the examination. You also cannot listen to music or have earphones on while taking a test, or in class.  7. Computers in class are OK if you are taking notes. If you use your computer to take notes, email them to me at the end of class at dameron@marshall.edu If you do not email them to me, do not use the computer again. 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. 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.  10. Communicating with me. You can call my phone number during office hours, or email me at my Marshall email address. You should email me from your official Marshall Email Account. We are only allowed to send student information to a student’s official email account. In the Subject box, you should put in a description of what you want, like a “Question about CJ 450 or 550 Presentation.” That way, I will know which class and section to which you are referring. Also, use the name you are using on the class roll on all tests, quizzes, exams, and emails so that I will know it is you. | | |
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| **COURSE SCHEDULE\*** |  | **Dates** |
| **Week 1** |  | Jan 12-16 |
| Introduction to Vulnerability Assessment CH 1 | January 12, Monday -- January 16, Friday  Late registration/schedule adjustment (add-drop)  January 16, Friday Last day to add a class |  |
| **Week 2** |  | Jan 19-23 |
| Environmental Criminology CH 8  Situational Crime Prevention CJ 11  Crime Analysis CH 14  Design and Evaluation CH 12 | January 19, Monday  Martin Luther King, Jr. Holiday - University closed  January 20, Tuesday "W" period begins |  |
| **Week 3** |  | Jan 26-30 |
| Vulnerability CH 2  Designing Security CH 3  Designing Crime Risk Management Systems CH 4  Approaches to Physical Security CH 5 |  |  |
| **Week 4** |  | Feb 2-6 |
| CPTED CH 7  Security Survey and the Audit CH 6  Planning CH 13 | February 6, Friday  Applications for May graduation due in dean’s office |  |
| **Week 5** |  | Feb 9-13 |
| Campus Securityand Crime Prevention CH 31 Perspectives on Safe School Administration  CH 30 | February 13, Friday Last day to drop 1st eight weeks course | Synopsis/Cover Due Feb 10 |
| **Week 6** |  | Feb 16-20 |
| Access Control CH 16  Alarms CH 17  Security Lighting CH 19  Video Technology CH 18 |  | **Office Security Checklist Due (Individual) Feb 16** |
| **Week 7** |  | Feb 23-27 |
| Protective Barriers CH 22  Physical Barriers CH 23  Fence Standards CH 24  Locks CJ 25 |  |  |
| **Week 8** |  | Mar 2-6 |
| **Midterm/Exam 1** | March 3, Tues Midterm, 1st eight weeks ends  March 4, Wed 2nd eight weeks courses begins  March 3-7 ACJS Annual Meeting, Orlando, FL | **Midterm/Exam 1 Mar 3** |
| **Week 9** |  | Mar 9-13 |
| Information Technology CH 20  Safes and Vaults CH 26, Information Security CH 21, Multi-Residential Security 37  High-Rise Security CH 36 | *March 9, Monday, 12:00 pm*  *Freshmen/Sophomore mid-term grades due*  *March 14, Saturday, Noon Residence halls close* | **March 10 Preliminary Survey** |
| **Week 10** |  | Mar 16-20 |
| Spring Break | March 16, Monday -- March 21, Saturday Spring Break, Classes dismissed |  |
| **Week 11** |  | Mar 23-27 |
| Lodging Hospitality Security CH 38  Bomb Threats and Physical Security CH 29  Proprietary Information CH 33  Identity Theft CH34 | March 22, Sunday, 9 a.m. Residence halls reopen  March 23, Monday Classes resume  March 22-23 ACJALAE National Con. Nashville, TN March 27, Friday Last day to drop an individual course |  |
| **Week 12** |  | Mar 30-Apr 3 |
| Computer and Transportation Security CH 38  Corporate Policy and Procedures CH 45 | 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 |  |
| **Week 13** |  | April 6-10 |
| Retail Security-Employee Theft CH 35  Cargo Security CH 34 | 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 | **Security Survey Due April 7** |
| **Week 14** |  | Apr 13-17 |
| Security Professional CH 40  Contingency Planning CH 41  Emergency Preparedness CH 42 | 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 |  |
| **Week 15** |  | April 20-24 |
| Standards CH 15  Community Policing CH 9  Neighborhood Watch CH 10  Domestic Violence CH 32 | April 20-24, AIDE Conference, Marshall University | **Active Shooter Policy Apr 21, Bibliography** |
| **Week 16** |  | April 27-May 1 |
| **Survey Presentation Presentations** | April 27, Monday Advance registration for fall semester begins (Open to admitted and readmitted students except first-time fall undergraduates)  April 27, Monday -- 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 |  |
| Week 17 |  | May 5 |
|  | 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  May 9, Saturday, TBA Commencement  May 9, Saturday, 12:00 pm Residence halls close  May 11, Monday Summer School begins  May 12, Tuesday, 12:00 pm Grades due | **Final Exam Tuesday**  **May 5**  **1600-1800** |
| \*Class presentations may vary from schedule due to student interest or comprehension. | | |
| **Grade 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 student's responsibility to keep their materials. Final examinations and materials not picked up will be kept in my office for 30 days into the next 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 regular semester. At that time, finals and all other material not claimed will be destroyed. | | |