

Syllabus: CJ 200 Introduction to Criminal Justice

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Department of Integrated Science & Technology

Spring 2014

Office

Office Hours:

When communicating with me, you should email me using the *Mail* tool from within the course. I have set this up as an internal email only, which will guarantee I respond in a timely fashion. Under normal circumstances, I will get back to you within 24 hours. However, there may be times when I am out of town and it may take me a little longer to respond. Please refrain from emailing to my main Marshall email account (bora@marshall.edu) unless it is urgent. I like to keep my course emails separate from all others. Should you ever find yourself on campus, you can also look me up in person. My office is in Smith Hall 733, and my phone number is 304-696-3087.

About Me:

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

Required Course Materials and Cost

CJ² by Larry Gaines & Roger Miller (2012) 2nd Edition. ISBN# 9781111840877 (Text + Access Code Bundle)

Note: This is a one-time use book and access code. In other words, you cannot return or sell back this text as it contains an online access code that can be used only once. However, its price (approx. \$55) is only about a third of what a normal textbook in this course would cost. When purchasing this material, make sure you are getting a "new" copy. You should only purchase this material from the MU Bookstore or from the publisher. DO NOT purchase it from anyone else online, because there is no guarantee that the access code has not already been activated.

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

This course material is **required** and can be purchased at [The Marshall University Bookstore](#) or directly from Cengage Publishing using the following link: <http://www.cengagebrain.com/shop/ISBN/9781111840877>. It is expected that you will have the material from the first day of class, so I will not accept the excuse that you were waiting for it to arrive in the mail. This bundle includes a traditional textbook and an online access code card which provides access to an e-version of the textbook and numerous online activities that go along with my lecture material. Therefore, the entire bundle is required as the "real" learning material for this course is not the book, but rather the online and interactive activities found in "CourseMate" (see below for description). If you happen to be repeating this course from a previous semester, note that this material may be different than what was used previously, depending on when you took the class. In that case, you will need to purchase this new material to successfully complete the course.

Please note that the publisher does offer the option of purchasing a stand-alone access code to CourseMate for immediate use. This option WILL NOT include a printed textbook, but rather only access to the e-book and online material. I leave it to your discretion if you choose to purchase the instant access code only. The obvious advantage is that you will get immediate access to the e-version of the book, and you can get started on the course without delay. If you are buying the material at the last minute, this may be a better option for you. However, the drawback is that you will not have a printed copy of the book. In this case, if you have internet or computer malfunctions, it may prevent you from accessing the material when necessary. Therefore, you are choosing this option at your own risk. Both options cost the same; so personally, I would rather have the bundle as I like to read from a physical book. Regardless of which option above you choose, if the MU bookstore runs out of copies, you will need to buy the material using the publisher's website. In my opinion, the MU Bookstore is still the best option overall. It provides less hassle and returns are more convenient.

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

Technical Requirements

- For minimum hardware/software requirements please see: <http://www.marshall.edu/wpmu/muonline/2011/11/07/computer-requirements/>
- You will need to have several plugins (software) installed on your computer. These plugins are all free. You will need **Windows Media Player**, **Adobe Acrobat Reader** and **Shockwave Player** to experience the streaming video and audio clips that are part of the course as well as to read the assigned

articles and other course materials. You can easily check your computer to see if you have these programs (and if you don't install them for free), by running the hardware/software check available at <http://www.marshall.edu/muonline/2011/11/09/hardwaresoftware-check/>

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

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

Course Details

Course Description from University Catalog:

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

Credit Hours:

3

Prerequisites:

None

Learning Outcomes:

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

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

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

Learning Outcomes Matrix:

Course Learning Outcome	How Each Outcome is Practiced in this Course	How Each Outcome is Evaluated in this Course
Students will define/identify terms in CJS	Online lectures, CourseMate activities, and participation in online discussions	Quizzes, discussions, and exams
Students will describe components of CJS	Online lectures, CourseMate activities, and participation in online discussions	Quizzes, discussions, and exams
Students will explain roles of CJS	Online lectures, CourseMate activities, and participation in online discussions	Quizzes, discussions, and exams
Students will differentiate practices of CJS	Online lectures, CourseMate activities, and participation in online discussions	Quizzes, discussions, and exams

Schedule:

As this is an online course, you have some flexibility to work at your own pace within the course start and end dates. However, quizzes, exams, and discussions must be completed by the due dates posted on the "*Course Schedule w/ Due Dates*" section below. It is strongly recommended that you complete all activities **at least one day prior** to the scheduled due date to be on the safe side. This way, if there is a technical problem, you can contact me and I can try to remedy the situation. If you contact me on the day an activity is due, I cannot do anything about it! In this case, you have forfeited your right to a remedy. Furthermore, even though you have the flexibility to work at your own pace, do not underestimate the amount of time necessary to go through the online content as well as thoroughly read the chapters from the text. You should be prepared to spend at least 15 hours (or more) per week both online and offline to successfully complete this course.

Readings and Organization of the Course:

To supplement the course material I have provided in Blackboard, it is expected that **students will read the CourseMate modules and online material in their entirety**. Each chapter/topic in CourseMate corresponds to the respective chapter in this course. The course is divided into four units: 1) The Criminal Justice System, 2) The Police & Law Enforcement, 3) Criminal Courts, and 4) Corrections. Within each unit in Blackboard there are three to four chapters, one discussion session, one quiz, and one exam (however, the quizzes and exams will not be made available until the dates listed on the course schedule). Each chapter also contains my traditional

instructor lecture, corresponding to the topic at hand, and a PowerPoint slideshow from the book chapter as well as a printable PDF handout for each of the slideshow presentations. Furthermore, many of my instructor lectures contain valuable web links to outside sources to enhance student learning about the topic, and it is strongly encouraged that students explore these sites in greater depth.

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

CourseMate Website

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

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

Course Grading

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

A= 270-300 pts. (90-100%)
B= 240-269 pts. (80-89%)
C= 210-239 pts. (70-79%)
D= 180-209 pts. (60-69%)
F= 0-179 pts. (0-59%)

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

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

Exams and Quizzes

Exams and Quizzes can be found under the appropriate tab on the main navigation panel. However, once a particular quiz/exam is made available to take, it also can be accessed from within the respective “Unit” page. The dates within which each item must be completed can be found on the course schedule below. A proctor will not be required, nor will any other special arrangements be necessary. There are four exams (60 minutes each), one at the end of each unit. Each exam consists of 50 multiple choice and true/false questions. The exams need to be completed by the dates listed on the schedule, and you are allowed only one attempt at each exam, so make sure you are well prepared. There is no separate comprehensive final exam for the course (i.e., Exam 4 is the Final Exam). Quizzes follow a similar format as the exams. There are four quizzes (10 minutes each), limited to one attempt, and must be taken by the due dates. Each quiz consists of 10 multiple choice and true/false questions. Please keep in mind when taking the quizzes and exams that they are timed. Also, as stated before, don’t confuse these quizzes/exams with the interactive quizzes within the CourseMate website. The CourseMate scores are not computed into your final grade, as are these quizzes and exams.

NOTE: *You should be thoroughly prepared to take the quizzes and exams without the use of your notes, textbook, or other resources as they are timed assessments (i.e., you will not have time to go searching for answers). In addition, each quiz and exam is randomly generated; therefore, no two assessments will be the same.*

Discussions

Discussions can take place with the *Discussions* button on the navigation panel or from within the respective “Unit” pages. I have posted a discussion question for each of the four units to be covered, and you must respond to either the question directly or to a point or issue that has been raised by another student. When participating in the discussions, supply your posts directly in the discussion/message area and not as an attachment. Your answer/response should be well thought out, articulate, and insightful. In formulating your posting 1) make sure to read all prior posts so that you are not repeating what has already been said, 2) you contribute substantively to the discussion and are not merely agreeing with what other students are saying, and 3) your response indicates that you have completed the readings associated with a given topic. I expect the postings to be written in a professional manner with proper grammar, spelling, and syntax. You should write it as you would any formal writing assignment and not an email or instant message. Furthermore, please refrain from

using expletives, unless it is absolutely necessary (e.g., to make a point that would otherwise be hard to do without its usage).

Even though you have some flexibility to proceed at your own pace in this course, you must keep up with the discussions. It would serve no purpose for you to respond to a question from Unit 1 when the rest of the class is responding to a Unit 3 question. To assure that this does not happen, you must participate in each discussion by the dates listed on the course schedule. Moreover, each discussion topic will be switched to “read only” after the assigned date, which means new postings will not be possible after the due date. On the other hand, do not respond to a discussion until you have read the lectures and readings that pertain to a topic (i.e., do not formulate your responses to all the discussions at the beginning of the semester to simply get them “out of the way”).

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

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

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

On-Campus Requirements

There is absolutely no requirement that you come to campus. You can communicate with me via the course *Mail Tool*.

Course Schedule w/ Due Dates

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

COURSE SCHEDULE		
Unit	Assignment/Task	Due Date
One	Quiz 1 (Chapters 1 & 2)	Take no later than January 31, 2014 (will be available 1/13/14-1/31/14)
	Discussion 1	Participate no later than February 13, 2014 (will be available 1/13/14-2/13/14)
	Exam 1 (Chapters 1-4)	Take no later than February 14, 2014 (will be available 1/27/14-2/14/14)
Two	Quiz 2 (Chapter 5)	Take no later than February 28, 2014 (will be available 2/10/14-2/28/14)
	Discussion 2	Participate no later than March 13, 2014 (will be available 2/14/14-3/13/14)
	Exam 2 (Chapters 5-7)	Take no later than March 14, 2014 (will be available 2/24/14-3/14/14)
Three	Quiz 3 (Chapters 8 & 9)	Take no later than March 28, 2014 (will be available 3/10/14-3/28/14)
	Discussion 3	Participate no later than April 10, 2014 (will be available 3/14/14-4/10/14)
	Exam 3 (Chapters 8-11)	Take no later than April 11, 2014 (will be available 3/24/14-4/11/14)
Four	Quiz 4 (Chapter 12)	Take no later than April 25, 2014 (will be available 4/7/14-4/25/14)
	Discussion 4	Participate no later than May 4, 2014 (will be available 4/11/14-5/4/14)
	Exam 4 (Chapters 12-14)	Take no later than May 5, 2014 (will be available 4/14/14-5/5/14)

Note: Chapters 15-17 will not be covered in this course.

While there is some flexibility in an online course to proceed at your own pace, it is imperative that you complete the quizzes and exams, as well as the discussion sessions by the due dates listed above to assure course completion. The quizzes and exams will become **UNAVAILABLE** after midnight on the due date. While you can take them before the due date (as soon as they are made available), please

make sure you are thoroughly prepared to complete them successfully, as you only have one attempt at each. At the same time, do not wait until the last available minute on the due date to complete quizzes and exams because you never know when a technological glitch can occur (which I cannot be responsible for). You should plan to complete all activities **at least one day prior** to the scheduled due date to be on the safe side. This way, if there is a technical problem, you can contact me and I can try to remedy the situation. If you contact me on the day an activity is due, I cannot do anything about it! In this case, you have forfeited your right to a remedy.

Course Policies

Penalties:

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

Excuses:

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

Extra Credit:

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

Material on this Site:

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

Academic Dishonesty:

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

Plagiarism:

Everyone knows what plagiarism is and why it is not acceptable, and why the university requires stringent penalties for students who do not submit their own work---these statements below are just reminders that may also help to clarify how plagiarism is defined....if you have any questions at all please do not hesitate to ask.)

PLEASE DO NOT QUOTE OR PARAPHRASE FROM ARTICLES/BOOKS OR FROM ANY OTHER SOURCE WITHOUT PROPERLY CITING THE SOURCE. YOUR WRITING MUST BE COMPLETELY IN YOUR OWN WORDS, UNLESS OTHERWISE NOTED.

Plagiarism is a serious academic offense. This includes everything from turning in someone else's work as your own, to buying a paper and submitting it as your own, to paraphrasing (i.e., putting into your own words) ideas you got from other sources, whether books or the Internet. Please read this statement below. (We apologize if it sounds harsh, but we are concerned that some students do not understand that plagiarism is an extremely serious academic offence with extremely serious consequences.) If you do not understand what plagiarism or paraphrasing is, please read the information about Marshall's policy on plagiarism at this site:

<http://www.marshall.edu/wpmu/muonline/2011/11/16/plagiarism/>.

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

University Policies

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

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

Resources

Me:

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

The Online Writing Center:

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

Support Services:

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

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