



CRJU 2090 Criminal Justice Practicum
COURSE SYLLABUS
Online
FALL Semester 2017

COURSE INFORMATION

Credit Hours/Minutes: 3/6750
Class Location: GVTC/Blackboard
Class Meets: Via Internet for 15 weeks
CRN: 20200
Preferred Method of Contact: email: kraines@southeasterntech.edu

INSTRUCTOR CONTACT INFORMATION

Instructor Name: Karann Raines
Office Location: Room 828, Gillis Medical Building
Office Hours: 2:00-4:30, Monday - Thursday
Email Address: kraines@southeasterntech.edu
Phone: 912-538-3219
Fax Number: 912-538-3106
Tutoring Hours (if applicable): N/A

REQUIRED TEXT

None

REQUIRED SUPPLIES & SOFTWARE

Microsoft Office is required for this course as well as Internet access (Chrome, Mozilla Firefox 2.0 or higher, or Internet Explorer 7).

Note: Although students can use their smart phones and tablets to access their online course(s), exams, discussions, assignments, and other graded activities should be performed on a personal computer. Neither Blackboard nor GVTC provide technical support for issues relating to the use of a smart phone or tablet so students are advised to not rely on these devices to take an online course.

COURSE DESCRIPTION

Provides experiences necessary for further professional development and exposure to related agencies in the criminal justice field. The student will pursue a professional research project supervised by the instructor.

MAJOR COURSE COMPETENCIES

Criminal Justice Theory Application

PREREQUISITE(S)

Program Admission

COURSE OUTLINE

(1) Criminal Justice Theory Application

GENERAL EDUCATION CORE COMPETENCIES

STC has identified the following general education core competencies that graduates will attain:

1. The ability to utilize standard written English.
2. The ability to solve practical mathematical problems.
3. The ability to read, analyze, and interpret information.

STUDENT REQUIREMENTS (ONLINE)

- Independent Study Project: Write a 6 to 7 page paper on work experience in current employment. Due date is provided in the lesson plan below. The paper must be submitted electronically in the paper drop-box folder in Blackboard.
 - The paper's content/organization should include the following information:
 - Explain why you chose this type of employment.
 - Describe how the agency/department is organized (include its function, mission, organizational hierarchy, historical background, and various divisions within in as much as applicable).
 - Describe the training that is required for your particular position within the department.
 - Describe the work you perform.
 - Describe both positive and negative aspects of the department.
 - Give personal opinion about employment with the department and/or future employment goals.
 - Paper setup:
 - Typed on a Microsoft Word document (.doc or .docx)
 - 6-7 pages in length
 - Number each page on bottom right-hand corner
 - Double spaced lines
 - 12" font (Arial or Times New Roman)
 - 1" margins (top, bottom, left, right)
 - Include a cover letter with your name, course title and number, your place of employment and the date centered on the page. (Cover page does not count toward the 6-7 pages in length.)
- EXIT EXAM: All Criminal Justice diploma and Criminal Justice degree students are required to take the Criminal Justice Exit Exam toward the end of the semester the student is enrolled in CRJU 2090. The exam will be administered by the Criminal Justice Instructor and taken as a traditional timed exam. The exam will assess knowledge and skills in all major course requirement areas such as: intro. to criminal justice, law enforcement, corrections, criminal procedure, constitutional law, juvenile justice, ethics/cultural perspectives, and criminal law. Students are required to score a minimum of 70% on the exam to pass the CRJU 2090 course. This exam can only be taken one time. If a student does not pass the exam with a minimum of 70%, the student will receive a D in the course and will be required to retake CRJU 2090.
- Communicate with instructor once per week via email through the student's school email account. (Students will advise instructor of progress being made on the paper. Students may also communicate any questions, concerns, etc. to the instructor via email. Students are advised to check their email account at least twice weekly.)

ONLINE ATTENDANCE

It is the student's responsibility to be academically engaged each week doing course related activities. The completion dates of these activities will be used to determine a student's last date of attendance in the event a student withdraws, stops attending, or receives an F in a course.

Students will not be withdrawn by an instructor for attendance; however, all instructors will keep records of graded assignments and student participation in course activities. Students will be expected to complete all work required by the instructor as described in the individual course syllabus.

Students will have at least one week to complete tests and assignments. All tests and assignments are due at (11:59 p.m.) on Monday of each week, but can be submitted earlier. Exceptions to the due dates of assignments due to jury duty, military duty, court duty, or required job training will be made at the discretion of the instructor.

SPECIAL NEEDS

Students with disabilities who believe that they may need accommodations in this class based on the impact of a disability are encouraged to contact Helen Thomas, 912-538-3126, hthomas@southeasterntech.edu, to coordinate reasonable accommodations.

SPECIFIC ABSENCES

Provisions for Instructional Time missed because of documented absences due to jury duty, military duty, court duty, or required job training will be made at the discretion of the instructor.

PREGNANCY

Southeastern Technical College does not discriminate on the basis of pregnancy. However, we can offer accommodations to students who are pregnant that need special consideration to successfully complete the course. If you think you will need accommodations due to pregnancy, please advise me and make appropriate arrangements with Helen Thomas, 912-538-3126, hthomas@southeasterntech.edu.

WITHDRAWAL PROCEDURE

Students wishing to officially withdraw from a course(s) or all courses after the drop/add period and prior to the 65% portion of the semester (date will be posted on the school calendar) must speak with a Career Counselor in Student Affairs and complete a Student Withdrawal Form. A grade of "W" is assigned when the student completes the withdrawal form from the course.

Students who are dropped from courses due to attendance (see your course syllabus for attendance policy) after drop/add until the 65% point of the semester will receive a "W" for the course. Abandoning a course(s) instead of following official withdrawal procedures may result in a grade of 'F' being assigned.

After the 65% portion of the semester, the student will receive a grade for the course. (Please note: A zero will be given for all missed assignments.)

There is no refund for partial reduction of hours. Withdrawals may affect students' eligibility for financial aid for the current semester and in the future, so a student must also speak with a representative of the Financial Aid Office to determine any financial penalties that may be assessed due to the withdrawal. All grades, including grades of 'W', will count in attempted hour calculations for the purpose of Financial Aid.

Remember - Informing your instructor that you will not return to his/her course does not satisfy the approved withdrawal procedure outlined above.

PROCTORED EVENT REQUIREMENT

In order to validate student identity for all online courses, students enrolled in online courses are **required** to complete one proctored event per online course. The proctored event will be administered on two separate days during the semester—once on the Vidalia campus and once on the Swainsboro campus and will be monitored by the instructor or another STC employee. The proctored event may be a major exam, assignment, or presentation, etc. that will count a minimum of 20% of the course grade. Students must attend one of the scheduled proctored sessions and will need to make arrangements with work, childcare, etc. The specific dates of the proctored event are scheduled on the Lesson Plan/Calendar for the online course. Students living further than 75 miles from either campus who cannot come to Southeastern Tech for the event must secure an approved proctoring site. The site and the proctor must meet Southeastern Technical College's requirements (instructor will provide more information and necessary forms if this is the case). Note: Students taking proctored events off campus will utilize the Proctor Scheduling and Approval Form found in Blackboard within the Getting Started/Start Here and Proctoring Event area. The completed form should be submitted to the course instructor a minimum of two weeks prior to the proctored event. If approved, the instructor will notify the proctor.

Students arranging off-campus proctoring must take the event on one of the-originally scheduled days. Students who do not complete the proctored event as scheduled must submit a valid documented excuse within three business days after the scheduled event. If the excuse is approved, students must make arrangements with the instructor to makeup/reschedule the missed event. The penalty and makeup instructions will be at the instructor's discretion. Proctored events will be given after the 65% point of the semester. **Students who do not complete the proctored event will receive an F in the course.**

As published on STC's website, any expenses incurred to obtain a proctor will be the responsibility of the student; however, students are not charged a proctoring fee when taking the proctored exam on the campus of Southeastern Tech. Most of Georgia's technical colleges do not charge to proctor exams for students enrolled in other TCSG colleges. Students who are enrolled at Southeastern Technical College and live out of the state of Georgia or out of the country could incur a proctoring charge. However, in that instance, the instructor would assist the student in locating the least expensive proctor.

The required proctored event for this class (Exit Exam) is scheduled on the following date, time, and location: Vidalia Campus, Gillis Building, Room 830 Wednesday Nov. 29 anytime between 9:00 a.m. – 4:30 p.m. You must contact your instructor Karann Raines (912-538-3219), to arrange the specific time you will come to take the proctored Exit Exam.

MAKEUP GUIDELINES (TESTS, QUIZZES, HOMEWORK, PROJECTS, ETC...)

No make-ups will be allowed for any missed tests, quizzes, chapter homework, and discussion board topics. A grade of zero will be given for all assignments not completed by the respective due date. The proctored final test must be taken on the date indicated in the syllabus/lesson plan and no make-ups are allowed unless a valid documented excuse is approved by the instructor.

ACADEMIC DISHONESTY POLICY

The STC Academic Dishonesty Policy states All forms of academic dishonesty, including but not limited to cheating on tests, plagiarism, collusion, and falsification of information, will call for discipline. The policy can also be found in the STC Catalog and Student Handbook.

PROCEDURE FOR ACADEMIC MISCONDUCT

The procedure for dealing with academic misconduct and dishonesty is as follows:

1. First Offense

Student will be assigned a grade of "0" for the test or assignment. Instructor keeps a record in course/program files and notes as first offense. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus. The Registrar will input the incident into Banner for tracking purposes.

2. Second Offense

Student is given a grade of "WF" for the course in which offense occurs. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus indicating a "WF" has been issued as a result of second offense. The Registrar will input the incident into Banner for tracking purposes.

3. Third Offense

Student is given a grade of "WF" for the course in which the offense occurs. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus indicating a "WF" has been issued as a result of third offense. The Vice President for Student Affairs, or designee, will notify the student of suspension from college for a specified period of time. The Registrar will input the incident into Banner for tracking purposes.

STATEMENT OF NON-DISCRIMINATION

The Technical College System of Georgia and its constituent Technical Colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, sex, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, spouse of military member or citizenship status (except in those special circumstances permitted or mandated by law). This school is in compliance with Title VI of the Civil Rights Act of 1964, which prohibits discrimination on the basis of race, color, or national origin; with the provisions of Title IX of the Educational Amendments of 1972, which prohibits discrimination on the basis of gender; with the provisions of Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of handicap; and with the American with Disabilities Act (ADA).

The following individuals have been designated to handle inquiries regarding the nondiscrimination policies:

ADA/Section 504 - Equity- Title IX (Students) - OCR Compliance Officer	Title VI - Title IX (Employees) - EEOC Officer
Helen Thomas, Special Needs Specialist Vidalia Campus 3001 East 1 st Street, Vidalia Office 108 Phone: 912-538-3126 hthomas@southeasterntech.edu	Blythe Wilcox, Director of Human Resources Vidalia Campus 3001 East 1 st Street, Vidalia Office 138B Phone: 912-538-3147 bwilcox@southeasterntech.edu

GRIEVANCE PROCEDURES

Grievance procedures can be found in the Catalog and Handbook located on STC's website.

ACCESS TO TECHNOLOGY

Students can now access Blackboard, Remote Lab Access, Student Email, Library Databases (Galileo), and BannerWeb via the mySTC portal or by clicking the Current Students link on the [STC website](#).

TCSG GUARANTEE/WARRANTY STATEMENT

The Technical College System of Georgia guarantees employers that graduates of State Technical Colleges shall possess skills and knowledge as prescribed by State Curriculum Standards. Should any graduate employee within two years of graduation be deemed lacking in said skills, that student shall be retrained in any State Technical College at no charge for instructional costs to either the student or the employer.

GRADING POLICY

Assessment/Assignment	Percentage
Paper	60%
Exit Exam	40%

GRADING SCALE

Letter Grade	Range
A	90-100
B	80-89
C	70-79
D	60-69
F	0-59

Need assistance in preparing a resume or information on current job openings? Please contact:

Lance Helms ---lhems@southeasterntech.edu

Director of Career Services

Office 105, Main Building, Vidalia campus

912-538-3207

CRJU 2090 Criminal Justice Practicum (In Field)

FALL Semester 2017 Lesson Plan

Date/Week	Chapter/Lesson	Content, Assignments & Tests Due Dates	Competency Area
Aug. 14-20	Week 1	<ul style="list-style-type: none"> Initial contact w/ Instructor (review syllabus/lesson plan, rules, regulations, completion of forms) Log onto Blackboard to see CRJU 2090 course Begin working on paper assignment 	*1 **a,c
Aug. 21-27	Week 2	<ul style="list-style-type: none"> Continue working on paper assignment Study for exit exam Contact instructor by email for weekly attendance 	*1 **a,c
Aug. 28 – Sep. 3	Week 3	<ul style="list-style-type: none"> Continue working on paper assignment Study for exit exam Contact instructor by email for weekly attendance 	*1 **a,c
Sept. 4-10	Week 4	<ul style="list-style-type: none"> School Closed Sept. 4 for Labor Day Holiday Continue working on paper assignment Study for exit exam Contact instructor by email for weekly attendance 	*1 **a,c
Sept. 11-17	Week 5	<ul style="list-style-type: none"> Continue working on paper assignment Study for exit exam Contact instructor by email for weekly attendance 	*1 **a,c
Sept. 18-24	Week 6	<ul style="list-style-type: none"> Continue working on paper assignment Study for exit exam Contact instructor by email for weekly attendance 	*1 **a,c
Sept. 25 – Oct. 1	Week 7	<ul style="list-style-type: none"> Continue working on paper assignment Study for exit exam Contact instructor by email for weekly attendance 	*1 **a,c
Oct. 2-8	Week 8	<ul style="list-style-type: none"> Continue working on paper assignment Study for exit exam Contact instructor by email for weekly attendance 	*1 **a,c
Oct. 9-15	Week 9	<ul style="list-style-type: none"> Continue working on paper assignment Study for exit exam Contact instructor by email for weekly attendance 	*1 **a,c
Oct. 16-22	Week 10	<ul style="list-style-type: none"> Submit paper in the dropbox in Blackboard no later than midnight Sunday October 22. Study for exit exam 	*1 **a,c
Oct. 23-29	Week 11	<ul style="list-style-type: none"> Study for exit exam 	*3 **a,c
Oct. 30 – Nov. 5	Week 12	<ul style="list-style-type: none"> Study for exit exam 	*1 **a,c
Nov. 6-12	Week 13	<ul style="list-style-type: none"> Study for exit exam 	*1 **a,c
Nov. 13-19	Week 14	<ul style="list-style-type: none"> Study for exit exam Contact instructor to schedule time to take the proctored EXIT EXAM 	*1 **a,c

Date/Week	Chapter/Lesson	Content, Assignments & Tests Due Dates	Competency Area
Nov. 20-30	Week 15 Exit Exam (Proctored)	<ul style="list-style-type: none"> • STC is closed on Wed. Nov. 22 & Thurs. Nov. 23 for Thanksgiving Holiday. • Study for Exit Exam that will be available to take next week. • Take the Proctored Exit Exam Test Vidalia Campus, Gillis Building, Room 830 Wednesday Nov. 29 anytime between 9:00 a.m. – 4:30 p.m. <p>Please contact the instructor, Karann Raines to arrange the specific time you will take the Final Test.</p>	<p>*1 **a,c</p>

Competency Areas: (will vary for each course/taken from state standards)

1. Criminal Justice Theory Application

General Core Educational Competencies

- a) The ability to utilize standard written English.
- b) The ability to solve practical mathematical problems.
- c) The ability to read, analyze, and interpret information.

NOTES:

- Instructor reserves the right to make changes/revisions to this course as necessary.