



**CRJU 2090 Criminal Justice Practicum  
COURSE SYLLABUS  
Online  
Spring Semester 2018**

**COURSE INFORMATION**

Credit Hours/Minutes: 3/6750  
Class Location: Georgia Virtual Technical Connection (GVTC)/Blackboard  
Class Meets: Via Internet for 15 weeks  
Course Reference Number (CRN): 40049  
Preferred Method of Contact: Email

**INSTRUCTOR CONTACT INFORMATION**

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

**SOUTHEASTERN TECHNICAL COLLEGE (STC) CATALOG AND STUDENT HANDBOOK**

Students are responsible for all policies and procedures and all other information included in Southeastern Technical College's [Catalog and Student Handbook \(http://www.southeasterntech.edu/student-affairs/catalog-handbook.php\)](http://www.southeasterntech.edu/student-affairs/catalog-handbook.php).

**REQUIRED TEXT**

None

**REQUIRED SUPPLIES & SOFTWARE**

Students are required to either purchase or rent three videos. Microsoft Office and Internet access (Internet Explorer 7 or higher, Chrome, or Mozilla Firefox) is also required for this course. 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 Georgia Virtual Technical Connection (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

Southeastern Technical College 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 (Essays): Students must select and watch three of the six films below and write a comparative essay summary of each film. Due dates are provided in the lesson plan below. Essays must be submitted in the essay drop-box folder located in the Blackboard course. (NOTE: Plagiarism is presenting the work of another person as your own without giving proper credit to the author. Plagiarism does not just apply to direct quotes but also applies to paraphrasing the words of another or using the concept of another without giving proper credit to the source. Plagiarism is cheating which will require that a grade of "F" (Failing 0-59) be given for that work.)
- Essay Requirements: (See grading rubric for more information.)
  - Identify the major themes or segments of the movie that correspond with what you learned in the various criminal justice classes.
  - Describe the major themes or segments of the movie to illustrate a point regarding information you learned in your classes. (*The most important aspect of your essay will be the connection that you make between what you learned in classes and the themes of the movie. Make specific reference to CRJU classes that apply to the particular movie themes you decide to describe.*)
  - Give your personal opinion about whether or not the movie gave a true or fictional portrayal of real world criminal justice issues.
  - **NOTE:** Obviously all movies are created for one reason; to make money. They are not always intended as a pure depiction of true life. However, the movies listed below offer perspectives or challenges that exist in all of the components of the criminal justice system. In fact, they present so many perspectives you may find it difficult to limit your discussion. (*For example: "The Shawshank Redemption" includes depictions of: prisonization of inmates; corruption of officers; wrongful prosecution; challenges offenders face after release; and even the architectural styles and designs of prisons. Instead of covering all of the themes in a particular movie, select 1-3 to write about.*)
  - Essay Paper Setup:
    - Typed on a Microsoft Word document (.doc or .docx)
    - At least four (4) pages in length
    - Double spaced lines
    - 12" font (Arial or Calibri font style)
    - 1" margins (top, bottom, left, right)
    - Number each page on bottom right-hand corner
    - Include a cover letter with your name, course title and number, name of the movie, and the date (centered). (Cover letter does not count toward the length of the essay.)

Movie Selection	Title, Date, and Actors
	<p>Training Day (2001) Starring Denzel Washington and Ethan Hawke</p>
	<p>Law Abiding Citizen (2009) Starring Jamie Foxx and Gerard Butler</p>
	<p>The Shawshank Redemption (1994) Starring Tim Robbins and Morgan Freeman</p>
	<p>Dead Man Walking (1995) Starring Susan Sarandon and Sean Penn</p>
	<p>Traffic (2000) Starring Michael Douglas, Benicio Del Toro and Jacob Vargas</p>
	<p>Runaway Jury (2003) Starring John Cusack, Gene Hackman, Dustin Hoffman, Rachel Weisz</p>

- **EXIT EXAM (Proctored):** 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: introduction 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 must be taken in person and can only be taken once. 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. Advise instructor of each movie selection and the progress being made on the essays. Communicate any questions, concerns, etc. Students are advised to check their student 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" (Failing 0-59) 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 \(hthomas@southeasterntech.edu\)](mailto:hthomas@southeasterntech.edu), 912-538-3126, 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 \(hthomas@southeasterntech.edu\)](mailto:hthomas@southeasterntech.edu), 912-538-3126, to coordinate reasonable accommodations.

### **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" (Withdrawn) 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 percent 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” (Failing 0-59) being assigned.

After the 65 percent 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 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 Southeastern Technical College 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” (Failing 0-59) in the course.**

As published on Southeastern Technical College’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 Technical College System of Georgia (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 dates and times: Vidalia Campus, Gillis Building, Room 830 on Wednesday April 25 anytime between 9:00 a.m. – 4:00 p.m. or Thursday April 26 anytime between 9:00 a.m. – 4:00 p.m. Email the instructor to inform which day and time you will come in to take the proctored exit exam.

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

No make-ups will be allowed for any missed essays. A grade of zero will be given for any essay not completed by the respective due date. The proctored exit exam must be taken on either of the dates 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 Southeastern Technical College Academic Dishonesty Policy states that 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 Southeastern Technical College 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" (Withdrawn Failing) 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:

<b>American With Disabilities Act (ADA)/Section 504 - Equity- Title IX (Students) – Office of Civil Rights (OCR) Compliance Officer</b>	<b>Title VI - Title IX (Employees) – Equal Employment Opportunity Commission (EEOC) Officer</b>
Helen Thomas, Special Needs Specialist Vidalia Campus 3001 East 1 <sup>st</sup> Street, Vidalia Office 108 Phone: 912-538-3126 Email: <a href="mailto:hthomas@southeasterntech.edu">Helen Thomas</a> <a href="mailto:hthomas@southeasterntech.edu">hthomas@southeasterntech.edu</a>	Blythe Wilcox, Director of Human Resources Vidalia Campus 3001 East 1 <sup>st</sup> Street, Vidalia Office 138B Phone: 912-538-3147 Email: <a href="mailto:bwilcox@southeasterntech.edu">Blythe Wilcox</a> <a href="mailto:bwilcox@southeasterntech.edu">bwilcox@southeasterntech.edu</a>

## GRIEVANCE PROCEDURES

Grievance procedures can be found in the Catalog and Handbook located on Southeastern Technical College’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 [Southeastern Technical College Website \(www.southeasterntech.edu\)](http://www.southeasterntech.edu).

## TECHNICAL COLLEGE SYSTEM OF GEORGIA (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
Essays (3)	60%
Exit Exam (Proctored)	40%

## GRADING SCALE

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

# CRJU 2090 CRIMINAL JUSTICE PRACTICUM

## Spring Semester 2018 Lesson Plan

Date	Week	Content/Assignments/Test/Due Dates	Competency Area
January 8-14	Week 1	<ul style="list-style-type: none"> <li>• Initial contact w/ Instructor (review syllabus/lesson plan, rules, regulations, completion of forms)</li> <li>• Log onto BLACKBOARD to see CRJU 2090 course</li> <li>• Select a movie from the list above and begin working on essay #1</li> </ul>	1 a, c
January 15-21	Week 2	<ul style="list-style-type: none"> <li>• Contact instructor by e-mail to inform what movie has been selected for essay #1</li> <li>• Continue working on essay #1</li> </ul>	1 a, c
January 22-28	Week 3	<ul style="list-style-type: none"> <li>• Continue working on essay #1</li> <li>• Contact instructor by e-mail to inform how essay is going</li> </ul>	1 a, c
January 29-February 4	Week 4	<ul style="list-style-type: none"> <li>• Continue working on essay #1</li> <li>• Contact instructor by e-mail to inform how essay is going</li> </ul>	1 a, c
February 5-11	Week 5	<ul style="list-style-type: none"> <li>• <b>Submit essay #1 in the drop-box located in the BLACKBOARD course no later than midnight Monday February 12</b></li> </ul>	1 a, c
February 12-18	Week 6	<ul style="list-style-type: none"> <li>• Select another movie from the list above and begin working on essay #2</li> <li>• Contact instructor by e-mail to inform what movie has been selected for essay #2</li> </ul>	1 a, c
February 19-25	Week 7	<ul style="list-style-type: none"> <li>• Continue working on essay #2</li> <li>• Contact instructor by e-mail to inform how essay is going</li> </ul>	1 a, c
February 26-March 4	Week 8	<ul style="list-style-type: none"> <li>• Continue working on essay #2</li> <li>• Contact instructor by e-mail to inform how essay is going</li> </ul>	1 a, c
March 5-11	Week 9	<ul style="list-style-type: none"> <li>• Continue working on essay #2</li> <li>• Contact instructor by e-mail to inform how essay is going</li> </ul>	1 a, c
March 12-18	Week 10	<ul style="list-style-type: none"> <li>• <b>Submit essay #2 in the drop-box located in the BLACKBOARD course no later than midnight Monday March 19</b></li> </ul>	1 a, c
March 19-25	Week 11	<ul style="list-style-type: none"> <li>• Select another movie from the list above and begin working on essay #3</li> <li>• Contact instructor by e-mail to inform what movie has been selected for essay #3</li> </ul>	1 a, c
March 26 – April 1	Week 12	<ul style="list-style-type: none"> <li>• Continue working on essay #3</li> <li>• Contact instructor by e-mail to inform how essay is going</li> </ul>	1 a, c
April 2-8		<b>SPRING BREAK</b>	
April 9-15	Week 13	<ul style="list-style-type: none"> <li>• Continue working on essay #3</li> <li>• Contact instructor by e-mail to inform how essay is going</li> </ul>	1 a, c
April 16-22	Week 14	<ul style="list-style-type: none"> <li>• <b>Submit essay #3 in the drop-box located in the BLACKBOARD course no later than midnight Monday April 23</b></li> </ul>	1 a, c
April 23-30	Week 15 Proctored Final Test	<ul style="list-style-type: none"> <li>• <b>Take the Exit Exam on the Vidalia Campus, Gillis Building, Room 830 on Wednesday April 25 anytime between 9:00 a.m. – 4:00 p.m. or Thursday April 26 anytime between 9:00 a.m. – 4:00 p.m.</b></li> </ul>	1 a, c

**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.

**NEED ASSISTANCE IN PREPARING A RESUME OR INFORMATION ON CURRENT JOB OPENINGS? PLEASE CONTACT:**

[Lance Helms \(lhems@southeasterntech.edu\)](mailto:lhems@southeasterntech.edu)

Director of Career Services

Office 105, Main Building, Vidalia campus

912-538-3207