



**CRJU 2090–Criminal Justice Practicum
COURSE SYLLABUS
Criminal Justice Practicum (Online)
Spring Semester 2017**

Semester: 201714 Spring 2017
Course Title: Criminal Justice Practicum (In Field)
Course Number: CRJU 2090
Credit Hours/ Minutes: 3 / 6750
Class Location: Independent study
Class Meets: GVTC/Blackboard (Online)
CRN: 40103
Preferred method of contact: Email

Instructor: Karann Raines
Office Hours: 2:00-4:30 Monday – Thursday
Office Location: Room 828, Gillis Medical Bldg.
Email Address: kraines@southeasterntech.edu
Phone: 912-538-3219
Fax Number: 912-538-3106

REQUIRED TEXT: None

REQUIRED SUPPLIES & SOFTWARE: Microsoft Office and Internet access (Internet Explorer 7 or higher, Chrome, or Mozilla Firefox) is also required for this 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:

- **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.)

ATTENDANCE GUIDELINES: Class attendance is a very important aspect of a student's success. Being absent from class prevents students from receiving the full benefit of a course and also interrupts the learning process. Southeastern Technical College considers both tardiness and leaving early as types of absenteeism. Responsibility for class attendance rests with the student. Regular and punctual attendance at all scheduled classes is required for student success. Students will be expected to complete all work required by the instructor as described in the individual course syllabus.

Instructors have the right to give unannounced quizzes/assignments. Students who miss an unannounced quiz or assignment will receive a grade of 0. Students who stop attending class, but do not formally withdraw, may receive a grade of F and face financial aid repercussions in upcoming semesters.

Instructors are responsible for determining whether missed work may be made up and the content and dates for makeup work is at the discretion of the instructor.

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. 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.

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.

MAKEUP GUIDELINES (Tests, quizzes, homework, etc...): Students are required to make up any missed tests, quizzes and homework assignments on the day of their return. Failure to do so will result in a grade of zero. (See the Student Requirements section above for more information.)

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:

--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.

--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.

--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 second 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 at www.southeasterntech.edu.

GRADING POLICY		GRADING SCALE	TCSG GUARANTEE/WARRANTY STATEMENT:
Paper	60%	A: 90-100	<i>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.</i>
Exit Exam	40%	B: 80-89	
	100%	C: 70-79	
		D: 60-69	
		F: 0-59	
		*Grade of D or below results in student repeating the class.	

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) Spring Semester 2017 Lesson Plan				
Date	Chapter/ Lesson	Content / Assignments	√	*Competency Area **General Education Competency
<u>Jan 9-15</u>	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
<u>Jan 16-22</u>	Week 2	<ul style="list-style-type: none"> <u>School Closed Jan. 16 for Holiday</u> Continue working on paper assignment Study for exit exam Contact instructor by email for weekly attendance 		*1 **a,c
<u>Jan 23-29</u>	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
<u>Jan 30- Feb 5</u>	Week 4	<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

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Date	Chapter/ Lesson	Content / Assignments	√	*Competency Area **General Education Competency
<u>Feb 6-12</u>	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
<u>Feb 13-19</u>	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
<u>Feb 20-26</u>	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
<u>Feb 27 – Mar 5</u>	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
<u>Mar 6-12</u>	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
<u>Mar 13-19</u>	Week 10	<ul style="list-style-type: none"> Submit paper in the Paper dropbox in Blackboard no later than midnight Sunday Mar 19. Study for exit exam 		*1 **a,c
<u>Mar 20-26</u>	Week 11	<ul style="list-style-type: none"> Study for exit exam 		*1 **a,c
<u>Mar 27 – Apr 2</u>	Week 12	<ul style="list-style-type: none"> Study for exit exam 		*1 **a,c
<u>Apr 3-9</u>	Week 13	<ul style="list-style-type: none"> Study for exit exam 		*1 **a,c
<u>Apr 10-16</u>	Week 14	<ul style="list-style-type: none"> Contact instructor to schedule day/time to take <u>EXIT EXAM</u> 		*1 **a,c
<u>Apr 17-24</u>	Week 15	<ul style="list-style-type: none"> Take <u>EXIT EXAM</u> 		*1 **a,c

* COURSE COMPETENCIES:

(1) Criminal Justice Theory Application

**GENERAL EDUCATION CORE 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.

CRJU 2090 Practicum (In Field) – Grading Rubric for Paper

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 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 should be setup as describe below:

- Typed on a Microsoft Word document (.doc or .docx)
- 6 to 7 pages in length
- Number each page on bottom right-hand corner
- Double spaced lines
- 12" font (Arial or Times New Roman font style)
- 1" margins (top, bottom, left, right)
- Include a cover letter with your name, course title and number, place of employment and the date (centered). (Cover letter does not count toward the length of the paper.)

	“A” Paper 30	“B” Paper 24	“C” Paper 18	“D” Paper 12	“F” Paper 6	Points
Organization (30%)	Good organization; events are logically ordered, sharp sense of beginning and end. Details are placed in a logical order and presented effectively to keep the interest of the reader.	Organized; details are properly provided but events are somewhat jumpy.	Some organization; events jump around; start and end of ideas are unclear.	Very little organization; events jump around; details are not in a logical order, and this distracts the reader.	No organization; lacks transition; makes no sense.	
	50	40	30	20	10	
Content (50%)	All required and relevant information (key issues) listed in the syllabus were sufficiently identified and supported.	Most of the required and relevant information (key issues) listed in the syllabus were sufficiently identified and supported.	Information regarding several key issues were not supported or provided.	Information regarding most key issues were not supported or provided.	No key issues were provided or supported in the essay.	
	10	8	6	4	2	
Grammar/Spelling/ Punctuation (mechanics) (10%)	Almost entirely free of spelling, punctuation, and grammatical errors (0-4 errors).	Contained only a few errors, which may annoy the reader but not interfere with understanding (5-8 errors).	Contained several mechanical errors, which may temporarily confuse the reader but not interfere with the overall understanding (9-12 errors).	Contained either many mechanical errors or a few important errors that block the reader's understanding and ability to see connections between thoughts (13-15 errors).	Usually contains so many mechanical errors that it is impossible for the reader to follow the thinking from sentence to sentence (More than 15 errors).	
	10	8	6	4	2	
Paper Setup (10%)	Writer followed all paper setup instructions completely.	Writer makes 1-2 errors in paper setup.	Writer makes 3-4 errors in paper setup.	Writer makes more than 4 errors in paper setup.	Writer did not follow any of the paper setup instructions.	
					TOTAL	