

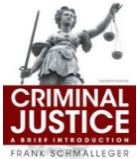


CRJU 1010-Intro to Criminal Justice COURSE SYLLABUS Online Spring Semester 2017

Semester: 201714 Spring 2017
Course Title: Introduction to Criminal Justice
Course Number: CRJU 1010
Credit Hours/ Minutes: 3 / 2250
Class Location: GVTC/Blackboard
Class Meets: Via Internet / 15 wks.
CRN: 40111
Preferred method of contact: Email

Instructor: Karann Raines
Office Hours: 2:00-4:30 Monday – Thursday
Office Location: Room 829, Gillis Medical Bldg.
Email Address: kraines@southeasterntech.edu
Phone: 912-538-3219
Fax Number: 912-538-3106

REQUIRED TEXT:



Criminal Justice: A Brief Introduction, 11th edition, Schmallegger
ISBN# 9780133591316

REQUIRED SUPPLIES & SOFTWARE: Microsoft Office and Internet access (Mozilla Firefox, Internet Explorer 7 or higher, or Chrome) is 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 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: Introduces the development and organization of the criminal justice system in the United States.

MAJOR COURSE COMPETENCIES: American Criminal Justice System, Constitutional Limitations, Organization of Enforcement, Organization of Adjudication, Organization of Corrections, Career Opportunities & Requirements

PREREQUISITE(S): Provisional Admission

COURSE OUTLINE:

- (1) American Criminal Justice System
- (2) Constitutional Limitations
- (3) Organization of Enforcement
- (4) Organization of Adjudication
- (5) Organization of Corrections
- (6) Career Opportunities & Requirements

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 courses require students 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 or receives an F in a course. A student's last date of attendance can have a negative effect on his/her financial aid and academic progress. Students are expected to complete all work required by the instructor, and to attend the required proctored campus exam. Students will have at least one week to complete tests and assignments. All weekly assignments are due no later than midnight Monday of each week.

- **Students are responsible for working on course material individually and are responsible for communicating questions of concern to the instructor in a timely manner.** Students are expected to complete all tests and other assignments by the due dates.

- **Students are responsible for reading this syllabus/lesson plan and policies/procedures in the STC E-Catalog as well as the Online Course Orientation.** All online students must post a pledge that they have read and understand the syllabus and STC Online Orientation policy. The Pledge should be posted in Blackboard within the “Start Here” link within the first three days of the semester.
- **Students are responsible for checking emails and Blackboard announcements daily.** Students should use their student Owl E-Mail as the primary method of communication.
- **Students are required to post an introduction of him/herself** within the first three days of class. The Introduction should be posted in Blackboard within the “Start Here” link within the first three days of the semester.
- **Students are required to take chapter Quizzes.** Quizzes are posted in the weekly assignment folders. Quizzes must be taken by the due date posted in the lesson plan part of the syllabus. Students are allowed to take weekly assignment (quizzes) early so no make ups will be given for missed quizzes. Any student who does not take a quiz by the due date will be given a grade of zero.
- **Students are required to take two tests during the semester. A midterm test and a final (proctored) test.**
 - **The Mid-term test will be available for students to take online from their home or elsewhere. Due date for the midterm test is located in the lesson plan portion of this syllabus. Failure to take the midterm test within the allowed timeframe will result in a grade of zero. No make ups will be allowed. The midterm test will be located under the Week 8 assignment folder.**
 - **The Proctored Final test must be taken in person at STC on either of the two designated dates and campuses. Failure to take this proctored test will result in a grade F for this course. See the “Proctored” section of this syllabus below for more detailed information.** {TEST INSTRUCTIONS: *Make sure you are ready to take tests without interruption since they are timed and there are no retakes. You cannot enter the test, change your mind, and reenter the test later. Because tests are available for a certain time frame and each have a time limit, make sure that you enter the test with enough time to take it before it expires. (Example: If you have until midnight to take the test and are only given 50 minutes to do so, make sure to begin the test no later than 11pm.) If your Internet connection is interrupted, you may not be able to reenter the test. This is very important so do not enter the test link unless you have uninterrupted time to do so. If your computer locks up or you lose power during the test, let me know immediately by email or phone so that I can address the situation. All tests have to be taken within the available time frames allowed. If tests are not taken by the due dates/times a grade of zero (0) will be given. (Once the test has been submitted, students will get instant feedback on the grade.)*}
- **Students are required to submit chapter Homework Assignments. Questions for homework assignments are posted in the weekly assignment folders and must be submitted by the due date posted in the lesson plan part of the syllabus.** Students are required to submit all homework assignments in the designated weekly Drop Box. Failure to submit homework by that week’s due date will result in a grade of zero. Students are allowed to turn in homework assignments early so no submissions will be accepted late. (***HOMWORK INSTRUCTIONS: HOMework ASSIGNMENTS MUST BE COMPLETED IN MICROSOFT WORD FORMAT (.doc or .docx) AND THEN ATTACHED AS A FILE IN THE DROP BOX. DO NOT TYPE YOUR ASSIGNMENTS IN THE COMMENTS BOX.*** Go to the “*Course Work/Lessons*” tab. Then go into the individual “*Weekly Assignment Schedule*” folder to find the chapter work due for a particular week. Click on the appropriate weekly chapter to find the appropriate homework assignment. Then click the “browse my computer” button to find the file you want to attach. Then click “submit” and it will attach the file. This will submit your homework file to the weekly drop box for grading. ***NOTE: THIS IS THE ONLY WAY ASSIGNMENTS WILL BE ACCEPTED. IF YOU HAVE ANY SPECIFIC QUESTIONS REGARDING ASSIGNMENTS, PLEASE EMAIL ME.***
- **Students are required to participate in Discussion Topic assignments.** Students are required to respond to the Discussion Topic and are also required to reply to one other student’s post in order to get full credit for the assignment. (See *Discussion Board Grading Rubric* on next page). Failure to post your response and reply by that week’s due date will result in a grade of zero. Students are allowed to post discussion topics early so no posts or replies will be accepted late. **Discussion Board responses and replies must be at least 4-5 sentences. Comments must be written in complete sentences using correct spelling and grammar. Simply stating “yes or no” or “agree or disagree” is not sufficient and will not be accepted. Do not copy any other students’ post/reply. It is considered plagiarism and will not be accepted. Proof read your comments before submitting. There is a spell check icon.**

Discussion Board Rubric			
# of discussion posts	# of discussion replies	Grade	Due Date, Length, Grammar and Spelling Requirements
1	1	100	Students who post their initial discussion board response to the discussion board topic and reply to at least one other students' post will be given a 100 on the assignment if the post is turned in by the due date, contain 4-5 sentences and free of grammatical and spelling errors. The student will receive a one point deduction for each grammatical and spelling error in both their response and reply. A 10 point deduction will be given for any response or reply that is not 4-5 sentences in length. No credit will be given for any response or reply that is an answer of "yes/no" or "I agree/disagree."
1	0	70	Any student that does not respond to at least one other students' post will not receive a grade above 70. The grade of 70 will be the highest grade that the student will be able to receive on the discussion post if the post is turned in by the due date, contain 4-5 sentences and free of grammatical errors and spelling errors. The student will receive a one point deduction for each grammatical and spelling error in their response. A 10 point deduction will be given for any response that is not 4-5 sentences in length.
0	1	50	Students who only respond to a classmate's discussion post will not receive a grade above 50. The grade of 50 will be the highest grade that the student will be able to receive on the discussion response if the response is turned in by the due date, contain 4-5 sentences and free of grammatical errors and spelling errors. The student will receive a one point deduction for each grammatical and spelling error in their reply. A 10 point deduction will be given for any reply that is not 4-5 sentences in length.
0	0	0	Students will receive a 0 on the discussion topic if the student does not post an answer or response to one other students' post by the due date.

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 (time) on (Monday, Tuesday, or Wednesday) of each week. (Instructors...fill in the time and choose a day that assignments are due each week). 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 (Final Test) is scheduled on the following dates and times: Vidalia Campus, Gillis Building, Room 830 on Tuesday April 18 anytime between 9:00am – 4:00pm and Swainsboro Campus, Building 2, Room 2159 on Wednesday April 19 anytime between 1:00pm – 4:00pm. You must contact your instructor Karann Raines (912-538-3219), to arrange the specific day, time, and location you will come to take the proctored Final test.*****

WORK ETHICS: The Technical College System of Georgia instructs and evaluates students on work ethics in all programs of study. Ten work ethics traits have been identified and defined as essential for student success: appearance, attendance, attitude, character, communication, cooperation, organizational skills, productivity, respect, and teamwork. Students will be required to take a work ethics exam as marked in the lesson plan. A grade of 70 or better is required to complete the work ethics requirements for this class.

MAKEUP GUIDELINES: 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 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 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:
Midterm 25% Final (Proctored) 25% Chapter Quizzes 15% Homework Assignments 20% Discussion Topics 10% Work Ethics Assessment 5% 100%	A: 90-100 B: 80-89 C: 70-79 D: 60-69 F: 0-59 *Grade of D or below results in student repeating the class.	<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>
<i>All grades are posted under the "My Grade" link.</i>		

**CRJU 1010 – Introduction to Criminal Justice (Online)
Spring Semester 2017 Lesson Plan**

Date	Chapter/ Lesson	Content; Assignments; Tests; Due Dates	√ *Competency Area **General Ed. Competency
JAN 9-15	Week 1	<p>To Do:</p> <ul style="list-style-type: none"> • Read the following: <ul style="list-style-type: none"> ◦ Course Syllabus ◦ Academic Dishonesty, Attendance Policy, and Online Course Orientation (located under the “Start Here,” “<i>Required Reading</i>” links) • Email the Spring Semester Student Information & Policies Acknowledgment forms to instructor by Wed. Jan. 11 midnight (located in the “Start Here” link) • Post Pledge of understanding in the “Start Here” link by Wed. Jan. 11 midnight • Post a brief introduction of yourself in the “Start Here” link by Wed. Jan. 11 midnight • Read Ch.1 – What is Criminal Justice? • View PowerPoint slides for Ch.1 • Complete & post Ch. 1 homework in the drop box • Take Ch. 1 Quiz <p>All week 1 assignments due no later than Monday Jan. 16 midnight</p>	*1 **a,c
JAN 16-22	Week 2	<p>To Do:</p> <ul style="list-style-type: none"> • Read Ch.2 – The Crime Picture (p.22 through top of p.45) • View PowerPoint slides for Ch. 2 • Go to the FBI’s Uniform Crime Report & the BJS’s National Crime Victimization Survey website links provided under week 2 assignments to view the most current crime data in the United States as indicated by these reports. • Post Discussion Topic #1 & respond to one other students’ post <p>All week 2 assignments due no later than Monday Jan. 23 midnight</p>	*1,3 **a,c
JAN 23-29	Week 3	<p>To Do:</p> <ul style="list-style-type: none"> • Read Ch.2 (continued) – The Crime Picture (p.46 through the end of the chapter) • View PowerPoint slides for Ch. 2 • Read the <i>Job Opportunities in the Criminal Justice Field</i> link. Provides students with information on hiring criteria for certain jobs in the CRJ field. (located under the “Course Work/Lessons” link) • Complete & post Ch. 2 homework in the drop box • Take Ch. 2 Quiz <p>All week 3 assignments due no later than Monday Jan. 30 midnight</p>	*1,3,6 **a,c

**CRJU 1010 – Introduction to Criminal Justice (Online)
Spring Semester 2017 Lesson Plan**

Date	Chapter/ Lesson	Content; Assignments; Tests; Due Dates	√	*Competency Area **General Ed. Competency
JAN 30- FEB 5	Week 4	To Do: <ul style="list-style-type: none"> • Read Ch.3 – Criminal Law (p.61 through p.76) • View PowerPoint slides for Ch. 3 • Post Discussion Topic #2 & respond to one other students' post All week 4 assignments due no later than Monday Feb. 6 midnight		*1 **a,c
FEB 6-12	Week 5	To Do: <ul style="list-style-type: none"> • Read Ch.3 (continued) – Criminal Law (p.76 through the end of the chapter) • View PowerPoint slides for Ch. 3 • Complete & post Ch. 3 homework in the drop box • Take Ch. 3 Quiz All week 5 assignments due no later than Monday Feb. 13 midnight		*1 **a,c
FEB 13-19	Week 6	To Do: <ul style="list-style-type: none"> • Read Ch. 4 – Policing Purpose and Organization (p.92 through p.109) • Read the 10 Work Ethics Topics to get prepared to complete the Work Ethics Assessment • View PowerPoint slides for Ch. 4 • View these websites which corresponds with information in Ch. 4: GA Bureau of Investigation (GBI), GA State Patrol, Federal Bureau of Investigation (FBI), IAFIS, and CODIS (links are under week 6 assignments.) • Complete & Post the Work Ethics Assessment in the drop box • Post Discussion Topic #3 & respond to one other students' post All week 6 assignments due no later than Monday Feb. 20 midnight		*3 **a,c
FEB 20-26	Week 7	To Do: <ul style="list-style-type: none"> • Read Ch.4 (continued) – Policing Purpose and Organization (p.109 through the end of the chapter) • View PowerPoint slides for Ch. 4 • Complete & post Ch. 4 homework in the drop box • Take Ch. 4 Quiz All week 7 assignments due no later than Monday Feb. 27 midnight		*3 **a,c
FEB 27- MAR 5	Week 8	To Do: <ul style="list-style-type: none"> • Take the Midterm Test (Ch.1,2,3,4) online posted under "Weekly Assignment Schedule" "Week 8" links anytime between: Tuesday Feb. 28 --- Monday March 6 Midnight. 		**a,c

**CRJU 1010 – Introduction to Criminal Justice (Online)
Spring Semester 2017 Lesson Plan**

Date	Chapter/ Lesson	Content; Assignments; Tests; Due Dates	√	*Competency Area **General Ed. Competency
MAR 6-12	Week 9	<p>To Do:</p> <ul style="list-style-type: none"> • Read Ch.7 – The Courts (<i>p.205 through top of p.218</i>) • View PowerPoint slides for Ch. 7 • Go to the website links provided under week 9 assignments to view the various state and federal courts • Post Discussion Topic #4 & respond to one other students' post <p>All week 9 assignments due no later than Monday Mar. 13 midnight</p>		*4 **a,c
MAR 13-19	Week 10	<p>To Do:</p> <ul style="list-style-type: none"> • Read Ch.7 – The Courts (<i>p.219 through the end of the chapter</i>) • View PowerPoint slides for Ch. 7 • Complete & post Ch. 7 homework in the drop box • Take Ch. 7 Quiz <p>All week 10 assignments due no later than Monday Mar. 20 midnight</p>		*4 **a,c
MAR 20-26	Week 11	<p>To Do:</p> <ul style="list-style-type: none"> • Read Ch. 8 – The Courtroom Work Group and the Criminal Trial (<i>p.231 through top of p.249</i>) • View PowerPoint slides for Ch. 8 • Post Discussion Topic #5 & respond to one other students' post <p>All week 11 assignments due no later than Monday Mar. 27 midnight</p>		*4 **a,c
MAR 27- APR 2	Week 12	<p>To Do:</p> <ul style="list-style-type: none"> • Read Ch.8 (continued) – The Courtroom Work Group and the Criminal Trial (<i>p.249 through the end of the chapter</i>) • View PowerPoint slides for Ch. 8 • Complete & post Ch. 8 homework in the drop box • Take Ch. 8 Quiz <p>All week 12 assignments due no later than Monday Apr. 3 midnight</p>		*4 **a,c
APR 3-9	Week 13	<p>To Do:</p> <ul style="list-style-type: none"> • Read Ch.9 – Sentencing (<i>p.263 through top of p.280</i>) • Read Ch.10 – Probation, Parole, & Community Corrections (<i>p.308 through top of p. 322</i>) • View PowerPoint slides for Ch. 9 • View PowerPoint slides for Ch. 10 • Complete & post Ch. 9 & 10 homework in the drop box • Take Ch. 9 & 10 Quiz <p>All week 13 assignments due no later than Monday Apr. 10 midnight</p>		*5 **a,c

**CRJU 1010 – Introduction to Criminal Justice (Online)
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Date	Chapter/ Lesson	Content; Assignments; Tests; Due Dates	√	*Competency Area **General Ed. Competency
APR 10-16	Week 14	To Do: <ul style="list-style-type: none"> • Read Ch.11 – Prisons and Jail • View PowerPoint slides for Ch. 11 • Take Ch. 11 Quiz <p style="background-color: yellow;">All week 14 assignments due no later than Monday Apr. 17 midnight</p>		*5 **a,c
APR 17-24	Week 15	To Do: <ul style="list-style-type: none"> • Take the Proctored FINAL Test (Ch. 7,8,9,10,11) in person at the Vidalia Campus, Gillis Building, Room 830 on Tuesday April 18 anytime between 9:00am – 4:00pm <p>OR</p> <ul style="list-style-type: none"> • Take the Proctored FINAL Test (Ch. 7,8,9,10,11) in person at the Swainsboro Campus, Building 2, Room 2159 on Wednesday April 19 anytime between 1:00pm – 4:00pm <p>Please contact the instructor, Karann Raines 912-538-3219 to arrange a specific day, time and location you will come to take the proctored Final test.</p> <p>No extensions will be given.</p>		**a,c

*** Course Competencies:**

1. American Criminal Justice System
2. Constitutional Limitations
3. Organization of Enforcement
4. Organization of Adjudication
5. Organization of Corrections
6. Career Opportunities & Requirements

****General Education 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:

- Internet websites are used in this course to supplement and/or enhance instruction.
- Instructor reserves the right to make changes/revisions to this course as necessary.

Work Ethics Assessment Grading Rubric

	Achievement Level 1 (1 pt. ea.)	Achievement Level 2 (2 pts. ea.)	Achievement Level 3 (3 pts. ea.)	Achievement Level 4 (4 pts. ea.)	Achievement Level 5 (5 pts. ea.)
Sentence Length and Knowledge	Student's answer is less than 20 words in length and demonstrates poor knowledge of the work ethic topic addressed in the scenario.	Student's answer is 20-29 words in length and demonstrates limited knowledge of the work ethic topic addressed in each scenario.	Student's answer is 30-39 words in length and demonstrates satisfactory knowledge of the work ethic topic addressed in each scenario.	Student's answer is 40-49 words in length and demonstrates proficient knowledge of the work ethic topic addressed in each scenario.	Student's answer is 50-75 words in length and demonstrates exceptional knowledge of the work ethic topic addressed in each scenario.
Spelling/Grammar and Sentence Structure	Student has 5 or more errors in spelling, punctuation, and grammar	Student has no more than 4 errors in spelling, punctuation, and grammar.	Student has no more than 3 errors in spelling, punctuation, and grammar.	Student has no more than 2 errors in spelling, punctuation, and grammar.	Student has no more than 1 error in spelling, punctuation, and grammar.

- If a work ethic topic(s) is not answered, the student will receive 0 points.
- The Technical College System of Georgia instructs and evaluates students on work ethics in all programs of study. Ten work ethics traits have been identified and defined as essential for student success: appearance, attendance, attitude, character, communication, cooperation, organizational skills, productivity, respect, and teamwork. CRJU 1010 has been selected as the course in the Criminal Justice Technology program that provides instruction and testing on the ten traits listed above. The assessment consists of ten work ethic topic scenarios related to an ethical dilemma, situation, or issue one might face as an officer at the work place. You must make a score of 70 or above in order to successfully pass the work ethics assessment and receive a work ethics seal on your diploma/degree/certificate. Remember, work ethics assessment will count 5 percent of your overall grade in this course.

<u>Scenario</u>	1	2	3	4	5	6	7	8	9	10	Total Points (Grade)
<u>Points</u>											