



**CRJU 1021  
COURSE SYLLABUS  
Online  
Spring Semester 201614**

Semester: 201714 Spring 2017  
Course Title: Private Security  
Course Number: CRJU 1021  
Credit Hours/ Minutes: 3 / 2250  
Class Location: GVTC/Blackboard  
Class Meets: Via Internet / 15 wks  
CRN: 40114

Instructor: Nolan Martin  
Office Hours: Monday – Thursday 7am-8am & 2pm-3:30pm  
Office Location: Building #2 Room 2159  
Email Address: [nmartin@southeasterntech.edu](mailto:nmartin@southeasterntech.edu)  
Phone: 478-289-2285  
Fax Number: 478-289-2214

**REQUIRED TEXT:** Introduction to Private Security, 5<sup>th</sup> Edition. Hess, Karen M. Wadsworth/Cengage Learning. ISBN: 0-534-63204-1

**REQUIRED SUPPLIES & SOFTWARE:** Each student must have a black pen, pencil, highlighter, paper and a notebook. To access Blackboard, the browser should be IE 7.0 or higher or Mozilla Firefox 2.0 or higher.

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 an orientation to the development, philosophy, responsibility, and function of the private security industry. A historical and philosophical perspective of private security will help students better understand the present stage of private security, its principles, its legal authority and its effect on society in general. Topics include: private security: an overview; basic security goals and responsibilities; when prevention fails; and security systems at work: putting it all together.

**MAJOR COURSE COMPETENCIES/COURSE OUTLINE:**

1. Private Security: An Overview
2. Basic Security Goals and Responsibilities
3. When Prevention Fails
4. Security Systems at Work: Putting it All Together

**PREREQUISITE(S):** Program Admission

**GENERAL EDUCATION CORE COMPETENCIES:** STC has identified the following general education core competencies that graduates will attain:

- 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.

All students pursuing a degree, a diploma, or a Technical Certificate of Credit with a General Education component will be required to pass the General Education Competency Exams prior to graduation.

**STUDENT REQUIREMENTS (Online):** Online courses require students to be academically engaged each week by undertaking course related assignments and activities. The completion date of each

assignment or activity will be used to determine a student's last date of attendance in the event a student withdraws or receives a failing grade (F) in the course. A student's last day of attendance can have an adverse effect on a student's financial aid and/or 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 tests and assignments are due by 4:00pm Monday of each week. Please see the lesson plan for scheduled tests and assignments.

Students are expected to complete tests and assignments by the due dates listed in the lesson plan. A ten point penalty may be assessed for each day an assignment is late. Students are responsible for policies and procedures included in the *STC Catalog*.

Students should read each chapter in preparation for the exam and answer the discussion questions at the end of each chapter. If there are more than five questions, choose only five of the questions to answer. Each student should turn in the questions by the date listed on the lesson plan. The chapters due will also be listed on the lesson plan. The chapters due will be the chapters that will be covered on the upcoming exam. Do not answer the questions with only a "yes or no" answer. Provide detail as to why you think "yes or no" or why you feel a particular way about the issue within the question. Questions that are not received within 3 days of the due date will receive a 0 on the assignment. The chapter question assignments should be typed in a Microsoft Word document, attached to an email and sent to the instructor by the due date listed on the lesson plan.

Students will be required to answer discussion board questions that will be posted within Blackboard. The topics will be posted at least a week prior to the due date. The answers to the discussion questions should be detailed and thoroughly answers the topic. Also, students will be required to respond to at least one answer posted by their classmates. The responses should include why you do or do not agree with the student's response. It is ok to disagree with your classmate on his/her answer but the responding student should be professional in his/her response to his/her classmate. Be constructive in discussion these topics with your classmates.

**Students who post their initial discussion board response to the discussion board topic and respond to at least one answer posted by their classmate will be given a 100 on the assignment if the post is turned in by the due date and free of grammatical and spelling errors. The student will receive a 10 point deduction for each day that the student's discussion post is turned in past the due date. The student will receive a one point deduction for each grammatical and spelling error in the student's discussion post. A 10 point deduction will be given to any student who only responds to their classmate with an answer of "yes/no" or "I agree/disagree."**

**Any student that does not respond to at least one answer posted by their classmates will not receive a grade above 70 on the discussion post. 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 and free of grammatical errors and spelling errors. The student will receive a 10 point deduction for each day that the student's discussion post is turned in past the due date. The student will receive a one point deduction for each grammatical and spelling error in the student's discussion post.**

**Students who only respond to a classmate's discussion post will not receive a grade above 50 on the discussion topic. 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 and free of grammatical errors and spelling errors. The student will receive a 10 point deduction for each day that the student's discussion response is turned in past the due date. The student will receive a one point deduction for each grammatical and spelling error in the student's discussion response.**

**Students will receive a 0 on the discussion topic the student does not post an answer or response to a classmates discussion post.**

**Students who only post a yes or no answer to the discussion question will receive a 0 on the discussion question topic.**

**Discussion posts that are not received within 3 days of the due date will receive a 0 on the discussion topic.**

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

The instructor may assign additional assignments and assign the points for those assignments as deemed appropriate.

There will be 3 exams, 1 proctored mid-term exam and a final exam given throughout the semester. There will be a lesson plan posted with the syllabus that details the chapters covered on each exam and the dates for the exam. It is the responsibility of the student to check the lesson plan and be prepared for the exam on the date specified. The exam will be given throughout a three (3) day period. Students will have 60 minutes to complete the exam. Once the student begins the exam, the student will be required to complete the exam before the student navigates away from the exam.

There will be a final exam for this course. The exam will be a 50 question (multiple choice/true false) exam covering chapters that have been covered after midterm of the semester. The exam will be given on the dates listed on the lesson plan. The exam must be taken on the dates listed. There will be **NO** make-up final exam.

**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 Jan Brantley, Room 1208 Swainsboro Campus, 478-289-2274, or Helen Thomas, Room 108 Vidalia Campus, 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 the Special Needs Office. Swainsboro Campus: Jan Brantley, Room 1208, (478) 289-2274 -- Vidalia Campus: Helen Thomas, Room 108, (912) 538-3126.

**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 Swainsboro Campus and once on the Vidalia Campus. 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 under the Proctoring Tab in BLACKBOARD and submit the completed form to their instructor for approval 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 same day(s) it is originally scheduled. 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 between weeks 10 and 13 for Fall and Spring Semesters, and between weeks 6 and 8 for Summer 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 is a Final Exam covering Chapters 12 - 16. The required proctored Final Exam is scheduled on the Swainsboro Campus in Building #2, Room 2159 on Tuesday, April 25, or in Vidalia, the Gillis Building (RMTC), Room 833 on Wednesday, April 26 from 2:00-4:30 p.m. If a student needs to schedule a time after 5:00 p.m., the student must contact the instructor to make special time arrangements.**

Students should put **CRJU 1021 indicating chapter assignment** in the subject line of all emails that are sent to the instructor.

**MAKEUP GUIDELINES (Tests, quizzes, homework, projects, etc...):** Make-up exams will only be given when the student provides a legitimate excuse for missing the exam on the scheduled date. If the student does not make contact by email or phone with the instructor within 2 days of the scheduled exam date, then a grade of 0 will be given for the exam. Also, students who do not take the exam on the

scheduled date will not be awarded any bonus or extra credit points that may be given by the instructor on the exam.

**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:** Southeastern Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, disabled veteran, veteran of Vietnam Era 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).

**GRIEVANCE PROCEDURES:** Grievance procedures can be found in the Catalog and Handbook located on the STC website.

**ACCESS TO TECHNOLOGY:** Students can now access Blackboard, Remote Lab Access, Student Email, Library Databases (Galileo), and BannerWeb via the my STC portal or by clicking the Current Students link on STC's website at <http://www.southeasterntech.edu>.

**GRADING POLICY**

Midterm(Proctored) – 25%  
Final – 25%  
Chapter Quizzes – 20%  
Homework Assignments – 20%  
Weekly Discussion Topics – 10%

**GRADING SCALE**

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

**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.*

**LESSON PLAN**  
**CRJU 1021 – Private Security**  
**Spring Semester 201714**

Date	Chapter Reading	Content	Assignments/Test Due Dates	*Course Competency Area **General Education Competency Area
Week of Jan 9 thru Jan 13	Chapter 1	The Evolution of Private Security	First Day of Semester • Jan 9	*1,2,3,4 **A,B,C
			Course Pledge • Jan 9 Student Introduction • Jan 9	*1,2,3,4 **A,B,C
			Chapter 1 Vocab/Questions Discussion Question #1 • Jan 13	*1,2,3,4 **A,B,C
Week of Jan 17 thru Jan 20	Chapter 2	The Private Security Professional	Chapter 2 Vocab/Questions • Jan 20	*1,2,3,4 **A,B,C
			Discussion Question #2 • Jan 20	*1,2,3,4 **A,B,C
Week of Jan 23 thru Jan 27	Chapter 3	The Public/Private Interface	Chapter 3 Vocab/Questions • Jan 26	*1,2,3,4 **A,B,C
			Discussion Question #3 • Jan 26	*1,2,3,4 **A,B,C
	Chapter 4	Legal and Ethical Considerations	Chapter 4 Vocab/Questions • Jan 27	*1,2,3,4 **A,B,C
			Discussion Question #4 • Jan 27	*1,2,3,4 **A,B,C
Week of Jan 30 thru Feb 3		Exam #1 – Chapters 1-4	Exam #1 • Feb 1-Feb 3	*1,2,3,4 **A,B,C
Week of Feb 6 thru Feb 10	Chapter 5	Risk Management: The Foundation of Private Security	Chapter 5 Vocab/Questions • Feb 9	*1,2,3,4 **A,B,C
			Discussion Question #5 • Feb 10	*1,2,3,4 **A,B,C
Week of Feb 13 thru Feb 17	Chapter 6	Enhancing Security through Physical Controls	Chapter 6 Vocab/Questions • Feb 17	*1,2,3,4 **A,B,C
			Discussion Question #6 • Feb 17	*1,2,3,4 **A,B,C
Week of Feb 20 thru Feb 24	Chapter 7	Enhancing Security through Procedural Controls	Chapter 7 Vocab/Questions Discussion Question #7 • Feb 24	*1,2,3,4 **A,B,C
Week of Feb 27 thru Mar 3	Chapter 8	Preventing Losses from Accidents, Emergencies and Natural Disasters	Chapter 8 Vocab/Questions • Mar 2	*1,2,3,4 **A,B,C
			Discussion Question #8 • Mar 3	*1,2,3,4 **A,B,C
<b>Week of Mar 6 thru Mar 10</b>		<b>– MID-TERM EXAM: CHAPTERS 1-8</b>	<b>– MID-TERM EXAM: CHAPTERS 1-8</b> • <b>Mar 6-10</b>	*1,2,3,4 **A,B,C

	Chapter 9	Preventing Losses from Criminal Actions	Chapter 9 Vocab/Questions • Mar 10	*1,2,3,4 **A,B,C
			Discussion Question #9 • Mar 10	*1,2,3,4 **A,B,C
Week of Mar 13 thru Mar 17	Chapter 10	When Prevention Fails: Investigating, Reporting, and Testifying	Chapter 10 Vocab/Questions • Mar 16	*1,2,3,4 **A,B,C
			Discussion Question #10 • Mar 17	*1,2,3,4 **A,B,C
	Chapter 11	Information Technology (IT) Security	Chapter 11 Vocab/Questions • Mar 17	*1,2,3,4 **A,B,C
Week of Mar 20 thru Mar 24		Exam #3 – Chapters 9-11	Exam #3 • Mar 21-24	*1,2,3,4 **A,B,C
Week of Mar 27-31	Chapter 12	Drugs and Violence in the Workplace	Chapter 12 Vocab/Questions	*
Week of Apr 3 thru Apr 7	Chapter 13	Terrorism and Homeland Security Responsibilities	Chapter 13 Vocab/Questions • Apr 7	*1,2,3,4 **A,B,C
Week of Apr 10 - 14	Chapter 14	Securing the Infrastructure	Chapter 14 - Vocabulary • Apr 14	*1,2,3,4 **A,B,C
Week of Apr 17-21	Chapter 15	Institutional Security	Chapter 15 - Vocabulary • Apr 20	*1,2,3,4 **A,B,C
	Chapter 16	Commercial Security	Chapter 16 – Vocabulary Apr 21 <b>REVIEW FOR FINAL</b>	*1,2,3,4 **A,B,C
Week of Apr 25 thru Apr 26	Final Review	<b>PROCTORED EXAM EITHER SWAINSBORO OR VIDALIA CHAPTERS 8-13, 15&amp;16</b>	Final Exam <b>SWAINSBORO – APR.25</b> <b>VIDALIA – APR - 26</b>	*1,2,3,4 **A,B,C
			Last Day of Semester • May 2	

**\*MAJOR COURSE COMPETENCIES:**

1. Private Security: An Overview
2. Basic Security Goals and Responsibilities
3. When Prevention Fails
4. Security Systems at Work: Putting it All Together

**\*\*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.

- **There could be assignments added to the list by the instructor. If any assignment is added to the lesson plan, the instructor will notify the class during the scheduled lecture time.**
- **If you have any questions about this lesson plan or the assignments, please let me know.**