CRJU 1021 – Private Security
COURSE SYLLABUS
Online
Spring Semester 2019

COURSE INFORMATION

Credit Hours/Minutes: 3/2250
Class Location: Georgia Virtual Technical Connection (GVTC)/Blackboard
Class Meets: Via Internet for 15 weeks
Course Reference Number (CRN): 40234
Preferred Method of Contact: Email

INSTRUCTOR CONTACT INFORMATION

Instructor Name: Nolan Martin
Office Location: Swainsboro Campus, Building 2, Room 2159
Office Hours: Monday through Thursday, 7:00 a.m. to 8:00 a.m. and 2:00 p.m. to 3:30 p.m.
Email Address: Nolan Martin (nmartin@southeasterntech.edu)
Phone: 478-289-2285
Fax Number: 478-289-2214
Tutoring Hours: By appointment only

SOUTHEASTERN TECHNICAL COLLEGE (STC) CATALOG AND HANDBOOK

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

REQUIRED TEXT

1. Introduction to Private Security, 5th 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 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 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

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

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)

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 at midnight on Monday of each week. Assignments must be keyed in Microsoft Word, saved, uploaded, and attached for grading in Blackboard.

Students are expected to prove weekly academic engagement by meeting assignment deadlines each week and spending a minimum of 45 hours (three hours per week x 15 weeks) during the semester doing the required assignments, discussion boards, and tests. Students are expected to communicate frequently through college email and discussion boards. College email is accessed at https://portal.office.com, under Quick links on our webpage, or in the menu of our Blackboard course.

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 at midnight each week on Monday.

Students are expected to complete test and assignments by the due dates listed in the lesson plan. TURN IN ALL VOCABULARY AND CHAPTER QUESTIONS VIA BLACKBOARD/EMAIL INDICATING THE COURSE (1021) AND CHAPTER COMPLETED. PLEASE SEND ALL CHAPTER ASSIGNMENTS AS AN ATTACHMENT IN EMAIL OR DIRECTLY VIA BLACKBOARD WITH A COPY TO THE INSTRUCTOR'S STC EMAIL: nmartin@southeasterntech.edu A ten point penalty may be assessed for each day an assignment is late. Assignments may not be accepted if turned in 5 days past the due date. Students are responsible for policies and procedures included in the *STC Catalog.*

Discussion Boards

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.

Do not answer the discussion board 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. Discussion board posts that are not received within 3 days past the due date will receive a 0 on the assignment.

Discussion Board Rubric

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.

Overview of Course Assessments

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

There will be 2 exams, a mid-term exam and a proctored final exam – for a total of four - 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 proctored 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" (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 midnight on Monday of 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.

STUDENTS WITH DISABILITIES

Students with disabilities who believe that they may need accommodations in this class based on the impact of a disability are encouraged to contact the appropriate campus coordinator to request services.

Swainsboro Campus: Macy Gay mgay@southeasterntech.edu, 478-289-2274, Building 1, Room 1208
Vidalia Campus: Helen Thomas hthomas@southeasterntech.edu, 912-538-3126, Building A, Room 108

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 make arrangements with the appropriate campus coordinator.

Swainsboro Campus: Macy Gay mgay@southeasterntech.edu, 478-289-2274, Building 1, Room 1208
Vidalia Campus: Helen Thomas hthomas@southeasterntech.edu, 912-538-3126, Building A, Room 108

It is strongly encouraged that requests for consideration be made **Prior** to delivery and early enough in the pregnancy to ensure that all the required documentation is secured before the absence occurs. Requests made after delivery **MAY NOT** be accommodated. The coordinator will contact your instructor to discuss accommodations when all required documentation has been received. The instructor will then discuss a plan with you to make up missed assignments.

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 accessed 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 on the scheduled date and do not present a valid documented excuse within three business days of the scheduled event will be withdrawn from the course with a "WF" (Withdrawn Failing). If the proctored event is scheduled during final exams, any student who misses the proctored event will be issued an "F" (Failing) for the course.**

PROCTORING FEES

Students are not charged a proctoring fee when taking a proctored event at Southeastern Technical College or any other TCSG college. Students who choose to use an off-campus proctor may be assessed a proctoring fee by the proctoring site. In this instance, the student is responsible for payment.

The required proctored event for this class is a Final Exam covering Chapters 8-16. The required proctored Final Exam is scheduled on the Vidalia Campus on Tuesday, April 23 in the Gillis Building Room 833, or in Swainsboro, Building 2 Room 2159 on Wednesday, April 24 from 2:00-4:00 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.

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 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:

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

ACCESSIBILITY STATEMENT

Southeastern Technical College is committed to making course content accessible to individuals to comply with the requirements of Section 508 of the Rehabilitation Act of Americans with Disabilities Act (ADA). If you find a problem that prevents access, please contact the course instructor.

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).

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
Assignments	20%
Discussion Boards	10%
Chapter Tests	20%
Midterm Exam	25%
Proctored Event/Final Exam	25%

GRADING SCALE

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

CRJU 1021 – Private Security Online
Spring Semester 2019 Lesson Plan

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
Jan 7-11	Chapter 1	The Evolution of Private Security	Course Pledge, Student Introductions • Jan 9 Discussion Question #1 Ch 1 Assignment • Jan 11	1,2,3,4, A,B,C
Jan 14-18	Chapter 2	The Private Security Professional	Discussion Question #2 Ch 2 Assignment • Jan 18	1,2,3,4 A,B,C
	Chapter 3	The Public/Private Interface	Discussion Question #3 Ch 3 Assignment • Jan 19	1,2,3,4 A,B,C
Jan 21	MLK Day	Martin Luther King Day Holiday	• Jan 21	
Jan 22-25	Chapter 4	Legal and Ethical Consideratons EXAM #1	Discussion Question #4 Ch 4 Assignment • Jan23 • Exam #1	1,2,3,4 A,B,C
Jan 28 – Feb 1	Chapter 5	Risk Management: The Foundation of Private Security	Discussion Question #5 Ch 5 Assignment • Jan 30	1,2,3,4 A,B,C
	Chapter 6	Enhancing Security through Physical Controls	Ch 6 Assignment • Feb 1	1,2,3,4 A,B,C
Feb 4-8	Chapter 7	Enhancing Security through Procedural Controls	Ch 7 Assignment • Feb 23	1,2,3,4 A,B,C
Feb 11-15	Chapter 8	Discretion and Dilemmas in Corrections (Textbook#1)	Ch 8 Assignment • Mar 1	1,2,3,4 A,B,C
Feb 18-22		Midterm Exam Review – Turn in all assignments		
Feb 25-Mar1		**– MID-TERM EXAM: Chapters 1-8**	**– MID-TERM EXAM: CHAPTERS 1-8**	1,2,3,4 A,B,C
Mar 4-8	Chapter 9	Preventing Losses from Criminal Actions	Chapter 9 Assignment • Mar 8	1,2,3,4 A,B,C
	Chapter 10	When Prevention Fails: Investigating, Reporting, Testifying	Chap 10 Assignment • Mar 9	1,2,3,4 A,B,C
Mar 11-15	Chapter 11	Information Technology Security Exam #3	Chap 11 Assignment • Mar 15	1,2,3,4 A,B,C
Mar 18-22	Chapter 12	Drugs and Violence in the Workplace		1,2,3,4 A,B,C
Mar 25-29	Chapter 13	Terrorism and Homeland Security Responsibilities		1,2,3,4 A,B,C
Apr 1-4		Spring Break	Spring Break	

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
Apr 8- 12	Chapter 14	Securing the Infrastructure	Chapter 14 Assignment • Apr 11	1,2,3,4 A,B,C
Apr 15-19	Chapter 15	Institutional Security	• Apr 19	1,2,3,4 A,B,C
Apr 22-26	Proctored Final Exam	PROCTORED FINAL EXAM – EITHER SWAINSBORO OR VIDALIA Chapters 8-16	Final Exam Vidalia – 4/23 Swainsboro – 4/24	1,2,3,4 A,B,C
Apr 25		Last Day to Accept Late Work		

COMPETENCY AREAS: (WILL VARY FOR EACH COURSE/TAKEN FROM STATE STANDARDS)
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 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.

Note: 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.

If you have any questions about this lesson plan or the assignments, please let the instructor know.