



**TENTATIVE – SUBJECT TO CHANGE**  
**CRJU 1010 Introduction to Criminal Justice**  
**COURSE SYLLABUS**  
**Online**  
**Summer Semester 2021 (202116)**

**COURSE INFORMATION**

Credit Hours/Minutes: 3/2250

Campus/Class Location: Georgia Virtual Technical Connection (GVTC)/Blackboard

Class Meets: Via Internet for 9 weeks

Course Reference Number (CRN): 60030

Preferred Method of Contact: Email

**INSTRUCTOR CONTACT INFORMATION**

Instructor Name: Karann Raines

Email Address: [Karann Raines \(kraines@southeasterntech.edu\)](mailto:kraines@southeasterntech.edu)

Campus/Office Location: Vidalia/Room #828, Gillis Medical Building

Office Hours: 9:30-11:30 a.m., 1:30-2:30 p.m. Monday-Thursday

Phone: 912-538-3219

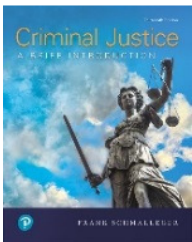
Fax Number: 912-538-3106

**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 \(http://www.southeasterntech.edu/student-affairs/catalog-handbook.php\)](http://www.southeasterntech.edu/student-affairs/catalog-handbook.php).

**REQUIRED TEXT**

This course uses the paperback (loose-leaf) textbook listed below.



Criminal Justice: A Brief Introduction, 13<sup>th</sup> Edition, Schmalleger, ISBN# 978-0-13-520898-4

**REQUIRED SUPPLIES & SOFTWARE**

Microsoft Office and Internet access (Chrome, Mozilla Firefox, Internet Explorer 7 or higher) 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 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. **Students should not share login credentials with others and should change passwords periodically to maintain security.**

## **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**

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. Students will have at least one week to complete tests and assignments. All tests and assignments are due no later than (11:59 p.m.) on Monday of each week but can be submitted earlier.

Students are expected to prove weekly academic engagement by meeting assignment deadlines each week and spending a minimum of 4 hours per week doing the required reading, homework, quizzes, 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 your Blackboard course.

- 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 assignments by the due dates.
- Students are responsible for reading this syllabus/lesson plan and policies/procedures in the STC Catalog and Handbook 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 "Getting Started" link within the first three days of the semester.

- Students are responsible for checking emails and Blackboard announcements daily. Students must use their Student Email as the method of communication.
- Students are required to post an introduction of him/herself. The Introduction should be posted in Blackboard within the “Getting Started” link within the first three days of the semester.
- Students are required to take chapter quizzes. Quizzes are posted in the weekly folders located in the “*Weekly Assignment Schedule*” link. Quizzes must be taken by the due date posted in the lesson plan part of the syllabus. Students are allowed to complete weekly assignment (quizzes) early so no make ups will not be given for missed assignments. Any student who does not take a quiz by the due date will be given a grade of zero. ATTENTION: Once any quiz has begun, students cannot move away from it, or refresh the screen or the system will submit it automatically whether it has actually been completed or not.
- Students are required to take two tests during the semester. A midterm test and a (proctored) final test. ATTENTION: Once any test, students cannot move away from the test/quiz, or refresh the screen or the system will submit it automatically whether it has actually been completed or not.
  - 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 timeframes will result in a grade of zero. No make ups will be allowed.
  - The Proctored Final test will be available for students to take online from their home or elsewhere on either of the three designated dates. Failure to take this proctored test will result in a grade of F for this course. See the “Proctored” section of this syllabus for more detailed information.
- Students are required to submit chapter Homework Assignments. Questions for homework assignments are posted in the weekly folders located in the “*Weekly Assignment Schedule*” link and must be submitted by the due date posted in the lesson plan part of this syllabus. Students are required to submit all homework assignments in the designated weekly/chapter 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. **HOMEWORK INSTRUCTIONS:** *Access the course and click on the “Course Work/Lessons” link. 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 folder 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 FOR THIS CLASS. IF YOU HAVE ANY SPECIFIC QUESTIONS REGARDING ASSIGNMENTS, PLEASE EMAIL ME. DO NOT TYPE YOUR ASSIGNMENTS IN THE COMMENTS BOX. YOU MUST COMPLETE THE ASSIGNMENTS IN MICROSOFT WORD FORMAT (.doc or .docx) AND THEN ATTACH THE FILE IN THE DROP BOX FOR GRADING.*
- Students are required to participate in Discussion Board 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 the Discussion Board Grading Rubric below.)* 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.

## 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.

## COVID-19 MASK REQUIREMENT

Masks or face coverings must be worn at all times while on the campus of Southeastern Technical College. This measure is being implemented to reduce COVID-19 related health risks for everyone engaged in the educational process. Masks or face coverings must be worn over the nose and mouth, in accordance with the Centers for Disease Control and Prevention (CDC). A student's refusal to wear a mask or face covering will be considered a classroom disruption and the student may be asked to leave campus and/or receive further discipline.

## COVID-19 SIGNS AND SYMPTOMS

We encourage individuals to monitor for the signs and symptoms of COVID-19 prior to coming on campus.

If you have experienced the symptoms listed below or have a body temperature 100.4°F or higher, we encourage you to self-quarantine at home and contact a primary care physician's office, local urgent care facility, or health department for further direction. Please notify your instructor(s) by email and do not come on campus for any reason.

<b>COVID-19 Key Symptoms</b>
Fever or felt feverish
Cough: new or worsening, not attributed to another health condition
Shortness of breath, not attributed to another health condition
New loss of taste or smell
Chills; Repeated shaking with chills
Sore throat, not attributed to another health condition
Muscle pain, not attributed to another health condition or exercise
Headache, not attributed to another health condition
Diarrhea (unless due to known cause)
<b>In the past 14 days, if you:</b>
Have had close contact with or are caring for an individual diagnosed with COVID-19 at home (not in healthcare setting), please do not come on campus and contact your instructor (s).

#### **COVID-19 SELF-REPORTING REQUIREMENT**

Students, who test positive for COVID-19 or who have been exposed to a COVID-19 positive person, are required to self-report using the [COVID 19 Health Reporting Form https://bit.ly/2Xq4g0f](https://bit.ly/2Xq4g0f). Report all positive cases of COVID-19 to your instructor and [Stephannie Waters](mailto:swaters@southeasterntech.edu), Exposure Control Coordinator, [swaters@southeasterntech.edu](mailto:swaters@southeasterntech.edu), 912-538-3195.

#### **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 no later than 11:59 p.m. on Monday of each week, but can be submitted earlier.** Exceptions to the due dates of assignments due to jury duty, military duty, court duty, or required job training will be made at the discretion of the instructor.

#### **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.

**Vidalia and Swainsboro Campus contact:** [Helen Thomas \(hthomas@southeasterntech.edu\)](mailto:hthomas@southeasterntech.edu), 912-538-3126, Building A, Room 165

## **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.

**Vidalia and Swainsboro Campus contact:** [Helen Thomas \(hthomas@southeasterntech.edu\)](mailto:hthomas@southeasterntech.edu), 912-538-3126, Building A, Room 165

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% point of the term in which student is enrolled (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 for the course(s) when the student completes the withdrawal form.

Important – Student-initiated withdrawals are not allowed after the 65% point. After the 65% point of the term in which student is enrolled, the student has earned the right to a letter grade and will receive a grade for the course. Please note: Abandoning a course(s) instead of following official withdrawal procedures may result in a grade of "F" (Failing 0-59) being assigned.

Informing your instructor that you will not return to his/her course, does not satisfy the approved withdrawal procedure outlined above.

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. A grade of "W" will count in attempted hour calculations for the purpose of Financial Aid.

## **ONLINE PROCTORED EVENT WITHDRAWALS**

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 given a zero for the proctored event.

## **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 separate days—once on the Vidalia campus and once on the Swainsboro campus. Students must attend one of the proctored sessions as scheduled on the Lesson Plan/Course Calendar. The event will be monitored by the instructor or by an approved proctor. 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 farther 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 by the instructor of the course, 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 given a zero for the proctored event.

### **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 scheduled on the following dates and times: Vidalia Campus, Tuesday July 27, anytime between 8:30a.m. - 11:00 a.m., Gillis Building B, classroom 830 and Swainsboro Campus, Wednesday July 28, anytime between 9:00a.m. – 11:00 a.m., building 2, classroom 2159.**

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

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 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 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 (TCSG) and its constituent Technical Colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, gender, 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 nondiscrimination policy encompasses the operation of all technical college-administered programs, federally financed programs, educational programs and activities involving admissions, scholarships and loans, student life, and athletics. It also applies to the recruitment and employment of personnel and contracting for goods and services.

All work and campus environments shall be free from unlawful forms of discrimination, harassment and retaliation as outlined under Title IX of the Educational Amendments of 1972, Title VI and Title VII of the Civil Rights Act of 1964, as amended, the Age Discrimination in Employment Act of 1967, as amended, Executive Order 11246, as amended, the Vietnam Era Veterans Readjustment Act of 1974, as amended, Section 504 of the Rehabilitation Act of 1973, as amended, the Americans With Disabilities Act of 1990, as amended, the Equal Pay Act, Lilly Ledbetter Fair Pay Act of 2009, the Georgia Fair Employment Act of 1978, as amended, the Immigration Reform and Control Act of 1986, the Genetic Information Nondiscrimination Act of 2008, the Workforce Investment Act of 1998 and other related mandates under TCSG Policy, federal or state statutes.

The Technical College System and Technical Colleges shall promote the realization of equal opportunity through a positive continuing program of specific practices designed to ensure the full realization of equal opportunity.

The following individuals have been designated to handle inquiries regarding the nondiscrimination policies:

<b>American With Disabilities Act (ADA)/Section 504 - Equity- Title IX (Students) – Office of Civil Rights (OCR) Compliance Officer</b>	<b>Title VI - Title IX (Employees) – Equal Employment Opportunity Commission (EEOC) Officer</b>
Helen Thomas, Special Needs Specialist Vidalia Campus 3001 East 1 <sup>st</sup> Street, Vidalia	Lanie Jonas, Director of Human Resources Vidalia Campus 3001 East 1 <sup>st</sup> Street, Vidalia



<b>American With Disabilities Act (ADA)/Section 504 - Equity- Title IX (Students) – Office of Civil Rights (OCR) Compliance Officer</b>	<b>Title VI - Title IX (Employees) – Equal Employment Opportunity Commission (EEOC) Officer</b>
Office 108 Phone: 912-538-3126 Email: <a href="mailto:hthomas@southeasterntech.edu">Helen Thomas</a> <a href="mailto:hthomas@southeasterntech.edu">hthomas@southeasterntech.edu</a>	Office 138B Phone: 912-538-3230 Email: <a href="mailto:ljonas@southeasterntech.edu">Lanie Jonas</a> <a href="mailto:ljonas@southeasterntech.edu">ljonas@southeasterntech.edu</a>

### 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](http://www.southeasterntech.edu) ([www.southeasterntech.edu](http://www.southeasterntech.edu)).

### TECHNICAL COLLEGE SYSTEM OF GEORGIA (TCSG) GUARANTEE/WARRANTY STATEMENT

*The Technical College System of Georgia guarantees employers that graduates of State Technical Colleges shall possess skills and knowledge as prescribed by State Curriculum Standards. Should any graduate employee within two years of graduation be deemed lacking in said skills, that student shall be retrained in any State Technical College at no charge for instructional costs to either the student or the employer.*

### GRADING POLICY

Assessment/Assignment	Percentage
Chapter Quizzes	25%
Homework/Vocabulary Assignments	20%
Work Ethics Assessment	5%
Discussion Topics	5%
Midterm Test	25%
Proctored Event (Final Test)	20%

### GRADING SCALE

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

**CRJU 1010 INTRODUCTION TO CRIMINAL JUSTICE  
SUMMER SEMESTER 202116 LESSON PLAN**

<b>Week/ Date</b>	<b>Chapter</b>	<b>Content, Assignments &amp; Tests Due Dates</b>	<b>Competency Area</b>
Week 1 May 17-23	Chapter 1	<p>To Do:</p> <ul style="list-style-type: none"> <li>• Read the course syllabus</li> <li>• Read contents in the “Getting Started” link (Academic Integrity, Attendance Procedure, Online Orientation, Procedure Concerning Academic Dishonesty)</li> <li>• Read Chapter 1 – What is Criminal Justice?</li> <li>• View PowerPoint slides for Chapter 1</li> </ul> <p>Complete the three things below by Thursday May 19, 11:59 p.m. to ensure enrollment in the course:</p> <ul style="list-style-type: none"> <li>• Pledge Acknowledgement Quiz (located in the “Getting Started” link)</li> <li>• Student Introduction (located in the “Getting Started” link)</li> <li>• Blackboard Orientation Quiz (located in the “Blackboard Orientation” link)</li> <li>• View the COVID 19 Presentation and complete the COVID 19 Presentation Acknowledgment (located in the COVID 19 link)</li> </ul> <p>ASSIGNMENTS: due no later than Monday May 24, 11:59 p.m.</p> <ul style="list-style-type: none"> <li>• Complete &amp; post Chapter 1 homework questions/vocabulary in the drop box</li> <li>• Post response to Discussion Topic #1 and reply to one other students’ post</li> <li>• Take Chapter 1 Quiz</li> </ul>	1, 2 a, c

Week/ Date	Chapter	Content, Assignments & Tests Due Dates	Competency Area
Week 2 May 24-30	Chapter 2	<p>To Do:</p> <ul style="list-style-type: none"> <li>• Read Chapter 2 – The Crime Picture</li> <li>• View PowerPoint slides for Chapter 2</li> <li>• Go to the <i>FBI's Uniform Crime Report</i> &amp; the <i>BJS's National Crime Victimization Survey</i> website links provided in the Week 2 assignment folder to view the most current crime data in the United States as indicated by these reports.</li> <li>• Read the content in <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 in the Week 2 assignment folder)</li> </ul> <p>ASSIGNMENTS: due no later than Monday May 31, 11:59 p.m.</p> <ul style="list-style-type: none"> <li>• Complete &amp; post Chapter 2 homework questions/vocabulary in the drop box</li> <li>• Take Chapter 2 Quiz</li> </ul>	1, 6 a, b, c
Week 3 May 31 – June 6	Chapter 3	<p>To Do:</p> <ul style="list-style-type: none"> <li>• Read Chapter 3 – Criminal Law</li> <li>• View PowerPoint slides for Chapter 3</li> </ul> <p>ASSIGNMENTS: due no later than Monday June 7, 11:59 p.m.</p> <ul style="list-style-type: none"> <li>• Complete &amp; post Chapter 3 homework questions &amp; vocabulary in the drop box</li> <li>• Post response to Discussion Topic #2 and respond to one other students' post</li> <li>• Take Chapter 3 Quiz</li> </ul>	1,2 a, c

Week/ Date	Chapter	Content, Assignments & Tests Due Dates	Competency Area
Week 4 June 7-13	Chapter 4	<p>To Do:</p> <ul style="list-style-type: none"> <li>• Read Chapter 4 – Policing: Purpose and Organization</li> <li>• View PowerPoint slides for Chapter 4</li> <li>• View the following websites that corresponds with information in Chapter 4: <i>GA Bureau of Investigation (GBI), GA State Patrol, Federal Bureau of Investigation (FBI), IAFIS, and CODIS</i> (Links are under week 4 assignments.)</li> </ul> <p>ASSIGNMENTS: due no later than Monday June 14, 11:59 p.m.</p> <ul style="list-style-type: none"> <li>• Complete &amp; post Chapter 4 homework questions &amp; vocabulary in the drop box</li> <li>• Post Discussion Topic #3 and respond to one other students' post</li> <li>• Take Chapter 4 Quiz</li> <li>• Study for the proctored midterm test that will be taken next week</li> </ul>	3 a, c
Week 5 June 14-20	Midterm	<p>To Do:</p> <ul style="list-style-type: none"> <li>• Study for the Midterm Test</li> </ul> <p>ASSIGNMENTS: due no later than Monday June 21, 11:59 p.m.</p> <ul style="list-style-type: none"> <li>• Take the Midterm Test (over Chapters 1, 2, 3, 4)</li> </ul>	1, 2, 3, 4, 6 a, c
Week 6 June 21-27	Chapter 7	<p>To Do:</p> <ul style="list-style-type: none"> <li>• Read Chapter 7 – The Courts</li> <li>• View PowerPoint slides for Chapter 7</li> <li>• Go to the website links provided under week 6 assignment folder to view the various state and federal court websites</li> </ul> <p>ASSIGNMENTS: due no later than Monday June 28, 11:59 p.m.</p> <ul style="list-style-type: none"> <li>• Complete &amp; post Chapter 7 homework questions &amp; vocabulary in the drop box</li> <li>• Post Discussion Topic #4 and respond to one other students' post</li> <li>• Take Chapter 7 Quiz</li> </ul>	1, 2, 3, 4, 6 a, c

Week/ Date	Chapter	Content, Assignments & Tests Due Dates	Competency Area
Week 7 June 28- July 4	Chapter 8	<p>To Do:</p> <ul style="list-style-type: none"> <li>• Read Chapter 8 – The Courtroom Work Group and the Criminal Trial</li> <li>• Read the Ten Work Ethics Topics to get prepared to complete the Work Ethics Assessment</li> <li>• View PowerPoint slides for Chapter 8</li> </ul> <p>ASSIGNMENTS: due no later than Monday July 12, 11:59 p.m. (extra time given to post assignments because of July 4<sup>th</sup> summer break week)</p> <ul style="list-style-type: none"> <li>• Complete &amp; post the Work Ethics Assessment in the drop box</li> <li>• Complete &amp; post Chapter 8 homework questions &amp; vocabulary in the drop box</li> <li>• Take Chapter 8 Quiz</li> </ul>	2, 4 a, c
July 5-11		<p>July 4<sup>th</sup> Holiday – Summer Break Week</p> <p>NO ASSIGNMENTS due by Monday July 5, 11:59 p.m.</p>	
Week 8 July 12-19	Chapters 9 & 10	<p>To Do:</p> <ul style="list-style-type: none"> <li>• Read Chapter 9 – Sentencing (pages 265 through 280)</li> <li>• Read Chapter 10 – Probation, Parole, &amp; Community Corrections</li> <li>• View PowerPoint slides for Chapter 9</li> <li>• View PowerPoint slides for Chapter 10</li> </ul> <p>ASSIGNMENTS: due no later than Monday July 19, 11:59 p.m.</p> <ul style="list-style-type: none"> <li>• Complete &amp; post Chapter 9 &amp; 10 homework questions &amp; vocabulary in the drop box</li> <li>• Post Discussion Topic #5 and respond to one other students' post in the drop box</li> <li>• Take Chapters 9 &amp; 10 Quiz</li> </ul>	4, 5 a, b, c
Week 9 July 19-25	Chapter 11	<p>To Do:</p> <ul style="list-style-type: none"> <li>• Read Chapter 11 – Prisons and Jail</li> <li>• View PowerPoint slides for Chapter 11</li> </ul> <p>ASSIGNMENTS: due no later than Monday July 26, 11:59 p.m.</p> <ul style="list-style-type: none"> <li>• Complete &amp; post Chapter 11 vocabulary in the drop box</li> <li>• Take Chapter 11 Quiz</li> </ul>	5 a, c

Week/ Date	Chapter	Content, Assignments & Tests Due Dates	Competency Area
Week 10 July 26-28	Final Test (Proctored)	<p>To Do:</p> <ul style="list-style-type: none"> <li>Take for the Proctored Final Test over Chapters 7, 8, 9, 10, 11</li> </ul> <p><b>Proctored Final Test Information:</b></p> <p>Take the Proctored Exit Exam on either of the two test dates below. Students must come to STC campus to take the test in person. Make sure to bring picture identification. Email the instructor to inform which day/location and time you will come to take the proctored exit exam.</p> <ul style="list-style-type: none"> <li>Vidalia campus: Tuesday July 27, anytime between 8:30a.m. - 1:00 p.m., Gillis Building B, classroom 830.</li> <li>Swainsboro campus: Wednesday July 28, anytime between 9:00a.m. – 1:00 p.m., building 2, classroom 2159.</li> </ul>	2, 4, 5 a, c

#### COMPETENCY AREAS:

- American Criminal Justice System
- Constitutional Limitations
- Organization of Enforcement
- Organization of Adjudication
- Organization of Corrections
- Career Opportunities & Requirements

#### GENERAL CORE EDUCATIONAL COMPETENCIES

- The ability to utilize standard written English.
- The ability to solve practical mathematical problems.
- The ability to read, analyze, and interpret information.

#### CRJU 1010 - 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	Student has 5	Student has no	Student has no	Student has no	Student has no

	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.)
and Sentence Structure	or more errors in spelling, punctuation, and grammar.	more than 4 errors in spelling, punctuation, and grammar.	more than 3 errors in spelling, punctuation, and grammar.	more than 2 errors in spelling, punctuation, and grammar.	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.