



**CRJU 2090 Criminal Justice Practicum (In Field)**  
**COURSE SYLLABUS**  
**Online**  
**Summer Semester 2019**

**COURSE INFORMATION**

Credit Hours/Minutes: 3/6750  
Class Location: Georgia Virtual Technical Connection (GVTC)/Blackboard  
Class Meets: Via Internet for 9 weeks  
Course Reference Number (CRN): 60150  
Preferred Method of Contact: Email

**INSTRUCTOR CONTACT INFORMATION**

Instructor Name: Karann Raines  
Email Address: [Karann Raines \(kraines@southeasterntech.edu\)](mailto:karaines@southeasterntech.edu)  
Campus/Office Location: Vidalia Campus/Room #828, Gillis Medical Building  
Office Hours: 2:00-4:30 p.m. Monday-Thursday  
Phone: 912-538-3219  
Fax Number: 912-538-3106  
Tutoring Hours (if applicable): N/A

**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**

None

**REQUIRED SUPPLIES & SOFTWARE**

Microsoft Office and Internet access (Internet Explorer 7 or higher, Chrome, or Mozilla Firefox) is also 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**

Provides experiences necessary for further professional development and exposure to related agencies in the criminal justice field. The student will pursue a professional research project supervised by the instructor.

## **MAJOR COURSE COMPETENCIES**

Criminal Justice Theory Application

## **PREREQUISITE(S)**

Program Admission

## **COURSE OUTLINE**

1. Criminal Justice Theory Application

## **GENERAL EDUCATION CORE COMPETENCIES**

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)**

- Independent Study Project: Write a 6 to 7 page paper on work experience in current employment. Due date is provided in the lesson plan below. The paper must be submitted electronically in the paper drop-box folder in Blackboard.
  - The paper's content/organization should include the following information:
    - Explain why you chose this type of employment.
    - Describe how the agency/department is organized (include its function, mission, organizational hierarchy, historical background, and various divisions within in as much as applicable).
    - Describe the training that is required for your particular position within the department.
    - Describe the work you perform.
    - Describe both positive and negative aspects of the department.
    - Give personal opinion about employment with the department and/or future employment goals.
  - Paper setup:
    - Typed on a Microsoft Word document (.doc or .docx)
    - 6-7 pages in length
    - Number each page on bottom right-hand corner
    - Double spaced lines
    - 12" font (Arial or Calibri)
    - 1" margins (top, bottom, left, right)
    - Include a cover letter with your name, course title and number, your place of employment and the date centered on the page. (Cover page does not count toward the 6-7 pages in length.)
- EXIT EXAM: All Criminal Justice diploma and Criminal Justice degree students are required to take the Criminal Justice Exit Exam toward the end of the semester the student is enrolled in CRJU 2090. The exam will be administered by the Criminal Justice Instructor and taken as a traditional timed exam. The exam will assess knowledge and skills in all major course requirement areas such as: intro. to criminal justice, law enforcement, corrections, criminal procedure, constitutional law, juvenile justice, ethics/cultural perspectives, and criminal law. Students are required to score a minimum of 70% on the exam to pass the

CRJU 2090 course. This exam can only be taken one time. If a student does not pass the exam with a minimum of 70%, the student will receive a D in the course and will be required to retake CRJU 2090.

- Communicate with instructor once per week via email through the student's school email account. (Students will advise instructor of progress being made on the paper. Students may also communicate any questions, concerns, etc. to the instructor via email. Students are advised to check their email account at least twice weekly.)

### **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 assignments are due at 11:59 p.m. on Monday. 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](mailto:Macy.Gay@southeasterntech.edu), 478-289-2274, Building 1, Room 1208

**Vidalia Campus:** [Helen Thomas hthomas@southeasterntech.edu](mailto:Helen.Thomas@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](mailto:Macy.Gay@southeasterntech.edu), 478-289-2274, Building 1, Room 1208

**Vidalia Campus:** [Helen Thomas hthomas@southeasterntech.edu](mailto:Helen.Thomas@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% 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 exam for an online class on the scheduled date and do not present a valid excuse within three business days of the scheduled event will be withdrawn from the course with a “WF” (Withdrawn Failing) and will be disabled in their online class. If the proctored event is scheduled during final exams, any student who misses the proctored exam will receive an “F” for the course.

### **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 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 make up/reschedule the missed event. The penalty and make up 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 (Exit Exam) is scheduled on the following dates and times: Vidalia Campus, Gillis Building, Room 830 on Wednesday July 17 anytime between 9:00 a.m. – 4:00 p.m. or Thursday July 18 anytime between 9:00 a.m. – 4:00 p.m. Email the instructor to inform which day and time you will come in to take the proctored exit exam.**

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

No make-ups will be allowed for any missed essays. A grade of zero will be given for any essay not completed by the respective due date. The proctored exit exam 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 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>	Lanie Jonas, Director of Human Resources Vidalia Campus 3001 East 1 <sup>st</sup> Street, Vidalia 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 \(www.southeasterntech.edu\)](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
Paper	60%
Exit Exam	40%

**GRADING SCALE**

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

**CRJU 2090 Criminal Justice Practicum  
Summer Semester 2019 Lesson Plan**

Date/Week	Chapter/Lesson	Content, Assignments & Tests Due Dates	Competency Area
May 14-19	Week 1	<ul style="list-style-type: none"> <li>Log onto Blackboard to see CRJU 2090 course</li> <li>Post Pledge (Located under "Getting Started" link)</li> <li>Post Student Introduction (Located under "Getting Started" link)</li> <li>Begin working on paper assignment</li> </ul>	1 a, c
May 20-26	Week 2	<ul style="list-style-type: none"> <li>Continue working on paper assignment</li> <li>Study for exit exam</li> <li>Contact instructor by email for weekly attendance</li> </ul>	1 a, c
May 27 – June 2	Week 3	<ul style="list-style-type: none"> <li>Continue working on paper assignment</li> <li>Study for exit exam</li> <li>Contact instructor by email for weekly attendance</li> </ul>	1 a, c
June 3-9	Week 4	<ul style="list-style-type: none"> <li>Continue working on paper assignment</li> <li>Study for exit exam</li> <li>Contact instructor by email for weekly attendance</li> </ul>	1 a, c
June 10-16	Week 5	<ul style="list-style-type: none"> <li>Continue working on paper assignment</li> <li>Study for exit exam</li> <li>Contact instructor by email for weekly attendance</li> </ul>	1 a, c
June 17-23	Week 6	<ul style="list-style-type: none"> <li>Continue working on paper assignment</li> <li>Study for exit exam</li> <li>Contact instructor by email for weekly attendance</li> </ul>	1 a, c
June 24-30	Week 7	<ul style="list-style-type: none"> <li><b>Submit paper in the Paper dropbox in Blackboard no later than Monday June 24, 11:59 p.m.</b></li> <li>Study for exit exam</li> </ul>	1 a, c
July 1-7		<ul style="list-style-type: none"> <li>July 4<sup>th</sup> Holiday Week (continue to study for exit exam)</li> </ul>	
July 8-14	Week 8	<ul style="list-style-type: none"> <li>Study for exit exam</li> <li>Contact instructor to schedule time to take the proctored EXIT EXAM</li> </ul>	1 a, c

Date/Week	Chapter/Lesson	Content, Assignments & Tests Due Dates	Competency Area
July 15-23	Week 15 Proctored Final Test	<ul style="list-style-type: none"> <li>• <b>Take the Exit Exam (Proctored Event) on the Vidalia Campus, Gillis Building, Room 830 on Wednesday July 17 anytime between 9:00 a.m. – 4:00 p.m. or Thursday July 18 anytime between 9:00 a.m. – 4:00 p.m.</b></li> <li>• <b>Email the instructor to inform which day and time you will come to take the proctored final test.</b></li> </ul>	1 a, c

**COMPETENCY AREAS:**

1. Criminal Justice Theory Application

**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.

**NEED ASSISTANCE IN PREPARING A RESUME OR INFORMATION ON CURRENT JOB OPENINGS? PLEASE CONTACT:**

[Lance Helms \(lhems@southeasterntech.edu\)](mailto:lhems@southeasterntech.edu)

Director of Career Services

Office 105, Main Building, Vidalia campus

912-538-3207



## GRADING RUBRIC FOR PAPER

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