



**CRJU 1040 Principles of Law Enforcement  
COURSE SYLLABUS  
Summer Semester 2019**

**COURSE INFORMATION**

Credit Hours/Minutes: 3/2250

Swainsboro Campus/Class Location: Building 2, Room 2159

Class Meets: Monday, Tuesday, and Wednesday – 8:30a.m.- 9:55a.m.

Course Reference Number (CRN): 60151

**INSTRUCTOR CONTACT INFORMATION**

Instructor Name: Nolan Martin

Office Location: Swainsboro Campus, Building 2, 2159

Office Hours: Monday through Thursday, 7 – 8 a.m. and 2 – 3:30 p.m.

Email Address: [Nolan Martin \(nmartin@southeasterntech.edu\)](mailto:nmartin@southeasterntech.edu)

Phone: 478-289-2285

Fax Number: 478-248-6649

Tutoring Hours: By Appointment Only

**SOUTHEASTERN TECHNICAL COLLEGE'S (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**

An Introduction to Law Enforcement and Criminal Justice, 12<sup>th</sup> edition. Orthmann and Hess. Wadsworth/Cengage Learning. ISBN-978-1-305-96889-9

**REQUIRED SUPPLIES & SOFTWARE**

Each student must have a black pen, pencil, highlighter, paper and a three-ring notebook

**Students should not share login credentials with others and should change passwords periodically to maintain security.**

**COURSE DESCRIPTION**

This course examines the principles of the organization, administration, and duties of federal, state and local law enforcement agencies. Topics include: history and philosophy of law enforcement, evaluation of administrative practices, problems in American law enforcement agencies, emerging concepts, professionalism, and community crime prevention programs.

## **MAJOR COURSE COMPETENCIES**

History and philosophy of law enforcement; Evaluation of administrative practices, Problems in American law enforcement agencies, emerging concepts, professionalism, and community crime prevention

## **PREREQUISITE(S)**

Program Admission

## **COURSE OUTLINE**

1. History and Philosophy of Law Enforcement
2. Evaluation of Administrative Practices
3. Problems in American Law Enforcement Agencies
4. Emerging Concepts
5. Professionalism
6. Community Crime Prevention

## **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**

Class attendance is a very important aspect of a student's success in this course. Responsibility for class attendance rests with the student. Regular and punctual attendance at all scheduled classes is expected. Students are expected to complete all work required by the instructor. 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. There may be unannounced quizzes/assignments to discourage tardiness/absences. Students that miss an unannounced quiz or assignment will receive a grade of 0.

Students are expected to complete test and assignments by the due dates listed in the lesson plan. A ten (10) point penalty may be assessed for each day an assignment is late. No assignment may be accepted if turned in 3 days past due date. 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 assigned chapter questions at the end of each chapter. 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 listed will be the chapters that will be covered on the upcoming exam. Do not answer chapter questions with a "yes or no" answer. Provide reasons in support of your "yes or no" answer and support your opinion about the issue within the question. Questions that are not received within 3 days of the due date may receive a 0 on the assignment.

In addition, students will be assigned vocabulary for each chapter. If a vocabulary assignment is given, the student will not have to complete the vocabulary assignment from that chapter. When vocabulary is assigned, students may be given a vocabulary quiz on a date specified by the instructor.

Students will be required to participate in class discussions and provide their opinion on the discussion topic. The responses should include your reasoning in support of or in opposition with your classmate's responses. Students are encouraged to provide their honest opinions even if it is in disagreement with fellow students but all students should be professional in their response to classmates. Students must be constructive in their class discussions.

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

There will be 2 exams given throughout the semester. There is a lesson plan posted with the syllabus that details the chapters covered on each exam and the date 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 for the exam.

In addition to the 2 chapter exams, there will be a midterm and final exam. The midterm exam will include material that has been covered prior to the midterm of the semester. The final exam will include material that has been covered after midterm of the semester.

### **ATTENDANCE GUIDELINES**

Class attendance is a very important aspect of a student's success. Being absent from class prevents students from receiving the full benefit of a course and also interrupts the learning process. Southeastern Technical College considers both tardiness and leaving early as types of absenteeism. Responsibility for class attendance rests with the student. Regular and punctual attendance at all scheduled classes is required for student success. Students will be expected to complete all work required by the instructor as described in the individual course syllabus.

Instructors have the right to give unannounced quizzes/assignments. Students who miss an unannounced quiz or assignment will receive a grade of 0. Students who stop attending class, but do not formally withdraw, may receive a grade of F and face financial aid repercussions in upcoming semesters.

Instructors are responsible for determining whether missed work may be made up and the content and dates for makeup work is at the discretion of the instructor.

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. 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 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:MacyGay@southeasterntech.edu), 478-289-2274, Building 1, Room 1208

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

**Vidalia Campus:** [Helen Thomas \(hthomas@southeasterntech.edu\)](mailto: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% 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 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.

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

Make-up assignments/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 may 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 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:

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

**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 \(STC\) 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
Assignments, Vocabulary, Chapter Questions	25%
Chapter Tests	25%
Midterm Exam	25%
Final Exam	25%

## GRADING SCALE

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

## CRJU 1040 Principles of Law Enforcement Summer Semester 2019 Lesson Plan

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
Week of May 14 -17			First Day of Summer Semester • May 14	
	Chapter 1	A Brief History: The Evolution of Law and Our Criminal Justice System	Chapter 1 Assignment • May 16	*1 *a,c
May 20-23	Chapter 2	The American Quest for Freedom and Justice: Our Laws	Chapter 2 Assignment • May 22	*1,2 **a,c
Memorial Day May 27	Chapter 3	Crime in the United States: Offenses, Offenders, Victims	Chapter 3 Assignment • May 28	*3,4 **a,c
May 28-30	Chapter 4	Contemporary Policing: An Overview	Ch. 4 Assignment • May 29	*3,4,5 **a,c
June 3-6		Exam #1 Chapters 1-4	Exam #1 Chapters 1-4 • June 4	*1,2,3,4,5 **a,c
	Chapter 5	Patrol: The Backbone of Policing	Chapter 5 Assignment • June 5	*3 **a,c
June 10-13	Chapter 6	Specialized Roles of Police	Chapter 6 Assignment • June 11	*3,4 **a,c
	Chapter 7	Policing after 9/11: Traditional, Community, and Data-Driven	Ch.7 Vocab/Chap. Questions • June 12	*4 **a,c
June 17-20		Midterm Exam Chapters 1-7	Midterm Exam Chapters 1-7 • June 18	*1,2,3,4,5 **a,c
	Chapter 8	Policing within the Law	Chapter 8 Assignment • June 19	*3,4,6 **a,c
June 24-27	Chapter 9	Gangs and Drugs: Threats to Our National Security	Chapter 9 Assignment • June 25	*4 **a,c
	Chapter 10	Terrorism and Homeland Security	Chapter 10 Assignment • June 26	*4 **a,c
Week of July 1-5		<b>Summer Break July 1-5</b>	<b>Summer Break</b>	
Week of July 8 - July 11		Exam #3 Chapters 8-10	Exam #2 Chapters 8- 10 • July 9	*3,4,6 **a,b
	Chapter 11	Issues Concerning Police Conduct	Chapter 11 Assignment • July 10	*3,5 **a,b

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
Week of July 15-18	Chapter 12	Becoming a Law Enforcement Professional	Chapter 12 Assignment • July 16	*5 **a,b
	Chapter 13	U.S. Courts	Chapter 13 Assignment • July 17	*3,4 **a,c
July 22	Chapter 14	Corrections	• July 22	*4 **a,c
July 23	Final Review		Final Review • July 23	
July 24		Final Exam Chapters 8-14	Final Exam Chapters 8-14 • July 24	*3,4,5,6 **a,b
			Last Day of Summer Semester • July 26	

#### COMPETENCY AREAS:

1. History and Philosophy of Law Enforcement
2. Evaluation of Administrative Practices
3. Problems in American Law Enforcement Agencies
4. Emerging Concepts
5. Professionalism
6. Community Crime Prevention

#### 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.

- **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.**