CJ 101.001 Introduction to Criminal Justice
COURSE SYLLABUS: Fall 2012

Professor: Louis Lufkin
Office Location: Ferguson SS 219
Office Hours: T/R 8am-9:15am or by appointment
Office Phone: 903-468-3259
Office Fax: 903-886-5330
University Email Address: Louis.Lufkin@tamuc.edu

COURSE INFORMATION

Materials – Textbooks, Readings, Supplementary Readings:


Course Description:

The goal of this course is to introduce you to the three major components of the criminal justice system: police, courts, and corrections. This introductory course will focus on 1) Police organization, roles, and functions in society, 2) Court organization and processes, and 3) Punishment. We will also cover issues pertaining to classification of crime, criminal justice processes, and influence of media and culture on the nature of crime and the criminal justice system.

Student Learning Outcomes:

1. The student will become knowledgeable about the basic elements of Police organization and processes, Court organization and processes, and Punishments.

2. The student will critically analyze the issues pertaining to crime, the media, and culture.

TECHNOLOGY REQUIREMENTS

The following hardware and software are necessary in order to use eCollege:

Our campus is optimized to work in a Microsoft Windows environment. This means our courses work best if you are using a Windows operating system (XP or newer) and a recent version of Microsoft Internet Explorer (6.0, 7.0, or 8.0).

Your courses will also work with Macintosh OS X along with a recent version of Safari 2.0 or better. Along with Internet Explorer and Safari, eCollege also supports the Firefox browser (3.0) on both Windows and Mac operating systems.
It is strongly recommended that you perform a “Browser Test” prior to the start of your course. To launch a browser test, login to ECollege, click on the 'myCourses' tab, and then select the “Browser Test” link under Support Services.

For those of you who are not familiar with eCollege, I suggest you take the tutorial offered online. Should you have any questions, feel free to contact the folks in Technology Services.

### ACCESS and NAVIGATION

This course will be enhanced using eCollege, the Learning Management System used by Texas A&M University-Commerce. To log in to the course, go to: [https://leo.tamuc.edu/login.aspx](https://leo.tamuc.edu/login.aspx).

You will need your CWID and password to log in to the course. If you do not know your CWID or have forgotten your password, contact Technology Services at 903.468.6000 or helpdesk@tamuc.edu. Once you log in to eCollege, click on My Courses and select CJ 301 – Criminal Investigation.

**Please note that this course is combination of face-to-face instruction and on-line instruction; and as such, many aspects of the course (including assignments / discussions / comments / exams, etc.) will be turned in / completed through eCollege. Your grades will also be available in eCollege.**

After logging in to the course, students will notice that the weekly/unit content area is located on the left navigation bar. These weekly/unit content areas are identified as Week 1, Week 2, etc. (this corresponds to the course schedule located in the syllabus.)

Student should access course materials by clicking on the proper weekly/unit content area. Students should read the weekly overview that contains information about what is to be covered in class, along with a series of weekly tasks (these tasks correspond to the links available in each weekly unit and to what appears in the syllabus).

Students should then click on the Lecture link and take the time to read/view any material/presentations I have posted. The lecture/presentation is an attempt to integrate information from the course readings and includes information from the text/readings as well as other information that I consider important to your understanding of the subject matter.

Students will complete and submit any on-line assignments by clicking on the Assignments link that will be visible if an assignment is scheduled for that week. Students should be sure to submit any assignments according to established instructions and to submit any assignments into the properly named / numbered dropbox, if any. Any assignments are answered and grades are calculated within the eCollege system.

Students will complete assigned exams by clicking on the Exam link that will be visible, if an exam is scheduled for that week. Exams are answered and grades are calculated within the eCollege system.
COURSE REQUIREMENTS

Instructional / Methods / Activities Assessments

This course consists of a series of activities and assessments to assist you in achieving the outcomes for the course. Each week you will work on various combinations of assignments, activities, discussions, readings, etc.

Due to the technical nature of the materials being presented, it is highly recommended that the student take notes over the readings, videos, class lectures, videos, etc.

Attendance is required and class participation will be calculated toward a percentage of the student’s overall final grade for the course. There are 5 Attendance Quiz days, which serve to check for attendance, prior to the official census date. The points accrued for these Attendance Quizzes will be used as extra credit, to be added on to your overall course grade.

Grading

A total of 300 points are attainable in the course. The breakdown of points is as follows:

Exam #1 1@100pts = 100 pts
Exam #2 (mid-term) 1@100pts = 100 pts
Exam #3 1@100pts = 100 pts
Attendance Quizzes 5@1pt = 5 pts

Final Exam (if needed) 1@100pts Used as a make-up or to replace the lowest regular exam score

The final grades in this course will be calculated according to the following scale:

A 270-300 points
B 240-269 points
C 210-239 points
D 180-209 points
F 179 points and below

The student’s grade in this course will be a direct result of the student’s personal dedication to the course requirements. There will be no curving of grades and no more than one Regular Exam can be made-up.
COMMUNICATION AND SUPPORT

Interaction with Professor Statement:

The student may communicate with the professor via university e-mail, by telephone, or in-person according to the noted office hours or appointment requirements of the professor.

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Office: Ferguson SS 219
Office Phone: 903-468-3259
E-mail: Louis.Lufkin@tamuc.edu
Office Hours: T/R 8am-9:15am or by appointment

COURSE AND UNIVERSITY PROCEDURES/POLICIES

Course Specific Procedures:

Attendance Policy

The course meeting times are T/R, 12:30pm-1:45pm, according to the University schedule. It is each student’s responsibility to attend the course meetings and complete any exercises, assignments, activities, and exams as outlined in this syllabus.

Examination Policy

There are a total of three exams during this semester. Each exam is worth 1/3 of your grade. The exams will be completed using the eCollege platform and will be multiple choice and true/false format. It is the student’s responsibility to complete these exams by the due dates.

Academic Dishonesty

The University will strictly enforce policies regarding academic dishonesty. If you are found in violation of these policies, you will be reported to both the Department Head, as well as the Dean of the College of Arts and Sciences. These administrators may impose penalties, separate of my actions.

Penalties for academic dishonesty include, but are not limited to, receiving a failing grade, failing the course, and/or dismissal from the university.

Examples of academic dishonesty include, but are not limited to the following acts:

Cheating - Copying another’s work, using unauthorized Materials during assignments or exams, perpetrating the work of another as your own, etc.

Plagiarism - Failure to site the work of another in your own submissions, perpetrating the work of another, etc.
Student Behavior

As stated in the student handbook: “All students enrolled at the University shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment”. (See Student’s Guide Handbook, Policies and Procedures, Conduct, for more information.)

Class rules regarding electronic devices: iPods are not allowed during class meetings. Cell phones, pagers, and any other electronic devices should be set to silent or turned off. No texting during class meetings. If you receive an emergency call or text during class and it is of the magnitude that you should take the call or respond, please remove yourself from the class and I will see you the next class meeting date. No cell phones or other electronic devices should be visible or checked during class meetings or examinations. Computers of any sort will not be allowed during class, without expressed permission from the instructor. This means, you take notes the traditional way…with paper and pen/pencil. Please take care of restroom activities prior to class, however if you must go, during class, please make as little disruption as possible. All efforts should be made to keep any and all class interruptions at a minimum, out of respect for your fellow students and myself. At my discretion, you may be asked to leave for any activities deemed distractive to the class.

Make-up Work – Drop Policy

The ONLY make-up work will be during the Final Exam week and IS the Final Exam, which will be for those students who may have missed one of the regular exams. It is the student’s responsibility to drop or withdraw from the course by the appropriate dates, according to the university calendar. There will be no discussion of make-up work during class time. That is what office hours are for!

University Specific Procedures:

ADA Statement

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you have a disability requiring an accommodation, please contact:

Office of Student Disability Resources and Services
Texas A&M University-Commerce
Gee Library 132
Phone (903) 886-5150 or (903) 886-5835
Fax (903) 468-8148
StudentDisabilityServices@tamuc.edu
This schedule is **tentative** and I reserve the right to modify it, with notice, as needed during the semester. We will cover approximately one chapter every week in the order they appear in your text. All alterations to the schedule will be announced in class and it is your responsibility to be aware of these changes. Important dates are listed below:

<table>
<thead>
<tr>
<th>DATE</th>
<th>ASSIGNMENT</th>
<th>POINTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>9/18/12</td>
<td>Exam #1</td>
<td>100</td>
</tr>
<tr>
<td>10/23/12</td>
<td>Exam #2 (mid-term)</td>
<td>100</td>
</tr>
<tr>
<td>12/4/12</td>
<td>Exam #3</td>
<td>100</td>
</tr>
<tr>
<td>12/13/12</td>
<td>Make-up Exam <em>(if needed)</em> 10:30-12:30</td>
<td>(100)</td>
</tr>
</tbody>
</table>

The University Final Exam Schedule applies to those students who are making up for one missed regular exam, or it can serve to replace a student's lowest regular exam score.
***Print this syllabus, Sign and date this syllabus receipt, and bring this Syllabus Receipt with you on the first day of class***

SYLLABUS RECEIPT

COURSE:  CJ 101 – INTRODUCTION TO CRIMINAL JUSTICE

MEETINGS:  T-R, 12:30pm-1:45pm

I have received, in writing, and have full knowledge of the necessary information as set forth in this syllabus.

PRINTED NAME:  ______________________

SIGNATURE:  ______________________

DATE:  ___ / ___ / ___