



COURSE SYLLABUS
CJ 500 Orientation Syllabus
Master of Science in Applied Criminology (MSAC)

Students are encouraged to refer to the specific course in which they are enrolled in where they will find all of the contact information for the professor teaching that respective class.

Instructor:

Office Location:

Office Hours:

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Office Phone:

Office Fax:

University Email Address:

COURSE INFORMATION

Course Materials:

CJ 500 is an electronic orientation that students are encourage to review because it provides useful information on a number of topics or subjects areas that will familiarize the student with concepts and tasks that he/she may need as you progress through the program.

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Suggested & Supplementary Readings:

By entering ecollege and clicking on the course title CJ 500 Orientation the student will be introduced to a number of items or topics. Again, all of this is done electronically. There will be no specific professor for student to interact with in this "course." It is more of a tutorial system than anything.

Course Description:

This electronic orientation is designed to provide the student with an overview of important information relevant to graduate school and particularly salient to your success in this program. Reading this information alone will not result in your success. You are expected to practice your craft and what is posted here is information that was created to assist you in that regard.

Student Learning Outcomes:

After reviewing the information in CJ 500 Orientation the student:

1. will be familiar with several stages of information that will assist in a successful progress through the Applied Criminology program
2. will be able to participate in the many parts of the program, such as the diagnostic and comprehensive exams

COURSE REQUIREMENTS

Instructional / Methods / Activities Assessments

The following areas are set-up for the student's review:

1. Academic Honesty
2. How to Cite
3. Critical/Applied Thinking
4. Peer-Review Article
5. How to Read a Research Article
6. Online Etiquette
7. IRB Information
8. Program Core Competencies
9. Comprehensive Exam
10. Program Assessment
11. Useful Information/Links
12. Diagnostic Exam

COMMUNICATION AND SUPPORT

Interaction with Instructor Statement:

Students are encouraged to make contact with their respective professor based on the class in which they are enrolled. All professors can be contacted by email or telephone. Students should refer to the vita of that professor who is teaching online.

The primary form of communication with the student(s) enrolled in this course will be through email. Any changes to the syllabus or other important information critical to this course will be disseminated to student(s) using your official University Email address available through MyLeo. It is your responsibility to frequently/regularly check your University Email.

Students who email the professor outside of office hours can expect a reply within a reasonable time, except weekends and holidays. Weekend emails will be replied to on the first business day of returning to the campus/office.

For Library assistance – to access the Library databases and Library tutorials you must open a separate browser session. Minimize your eCollege session and open another browser window going to the Library's web site directly: <http://www.tamuc.edu/library> not from within ecollege.

COURSE AND UNIVERSITY PROCEDURES/POLICIES

Course Specific Procedures:

- www.apastyle.org
- http://www.asanet.org/cs/root/topnaw/sociology_depts/quick_style_guide
- <http://owl.english.purdue.edu/owl/resource/560/02/>
- www.library.cornell.edu/resrch/citmanage/apa

University Specific Procedures:

This department has a strong policy and a low tolerance for cheating. Plagiarism is disliked and treated very seriously. Texas A&M University-Commerce does not tolerate plagiarism and other forms of

academic dishonesty. Conduct that violates generally accepted standards of academic honesty is defined as academic dishonesty. “Academic dishonesty” includes, but is not limited to, plagiarism (the appropriation of stealing of the ideas or words of another and passing them off as one’s own), cheating on exams or other course assignments, collusion (the unauthorized collaboration with others in preparing course assignments), and abuse (destruction, defacing, or removal) of resource material. Sites that address plagiarism and how to avoid it: <http://www.plagiarism.org> or <http://www.unc.edu/depts/scweb/handouts/plagiarism.html>.

The professor will communicate with students through using the individual email address through the MyLeo system. Students should make sure they frequently check this email address.

A student may drop a course by logging into their MyLeo account and clicking on the hyperlink labeled ‘Drop a Class’ from among those choices found under the MyLeo section of the Web page.

It is the student’s responsibility to be aware of the rules or policies relating to withdrawal or “X.” You are encouraged to follow the appropriate procedures of the university as they relate to this matter. I will be as helpful and understanding where possible, but please be aware that this professor does not like to give an incomplete as a grade.

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@tamu-commerce.edu
Student Disability Resources & Services**

Student Conduct

All students enrolled at the University shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment. (See *Code of Student Conduct from Student Guide Handbook*).