

Course Syllabus

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Professor Information

- Name:
- E-mail:
- Student Drop-in Hours:
 - [[Days / times](#)]
 - [[Directions for scheduling virtual appointments](#)]
- Phone:
- Website: [[Link to your profile on the CSU website](#)]
- [[If you're not using the Welcome from Your Instructor file, this is a good spot to insert a photo or short video introduction](#)]

Course Information

Course name and number: CRJU 1105 - Introduction to Criminal Justice

Credit Hours: 3

Course Description:

A survey of history, philosophy, functions, and relationships among criminal justice systems. Particular attention will be given to the behavioral, social, political, and policy aspects of the justice system at the state and federal levels, including constitutional issues.

Required Competencies/Prerequisites: None

In-person Meeting Location, Dates and Times:

Deadline to withdraw with a WP (Withdraw Pass): consult [dates of academic terms](#)

Course Learning Outcomes

By the end of this course, you should be able to:

1. Evaluate criminal justice policies, practices, and challenges within key stages of the justice process
2. Identify and differentiate the concepts, functions, and operations of the three components of the justice system: Police, Courts, and Corrections
3. Describe and outline the primary objectives, historical developments, and philosophical ideas of the American criminal justice system
4. Explain and examine the definitions, measurements, and impacts of crime on society

Required/Recommended Textbooks and Materials

Required Materials

- Access to a computer and the internet
- This course will utilize **Free Open Access Materials**. This means that we will be using some books that can be downloaded for free in addition to online resources available through scholarly sites and libraries.
- The good news is that you will not have to pay for books. The bad news is that you will need to ensure that you have access to the internet and log into the module(s) often to ensure you read the course material. There is a list of resources that we will use within the "Start Here" module. These resources are also great for you to research various topics further. However, this is not an exclusive list; more will be added to each module.

SUPPLEMENTARY MATERIALS

- Video demonstrations, case studies, and journal articles are provided through this online learning platform.

Amendments to Syllabus

The instructor reserves the right to amend any part of this syllabus during the semester. Any such amendments will be announced in class and posted on CougarVIEW. Any such amendment shall be binding upon each student enrolled in the course, subject to a copy of those changes being made available to each student.

Expectations and Requirements

Summary of Activities and Assignments:

[Consider using the [Course Workload Estimator](#) to offer students an estimate of time they should plan to devote to learning activities. When writing instructions, consider each assignment that includes its *purpose*, the *tasks* involved, and the evaluation *criteria*, as recommended in the [TiLT \(Transparency in Teaching and Learning\)](#) framework. Set deadlines at hours *other than midnight* (i.e., 10pm, 5pm, or noon) to prioritize sleep, which is proven to impact academic performance.]

reading reflections

There will be a reading reflection for each module. Students will be required to reflect on the assigned readings within the module according to the instructions stated in the assignment. Sometimes, there will be two parts to the reading reflection, so please ensure to read the instructions and grading rubric carefully.

Learning Activities

Students will be required to complete four online assignments throughout the semester. Each assignment is **worth 20 points for a total of 80 points**. The purpose of the assignments is for students to apply the course content to real world scenarios in criminal justice. Assignments will require students to critically analyze and utilize the course material to provide a detailed response. Students need to ensure they are completing all parts of the assignment by drawing upon the knowledge learned in the course. All assignments must be submitted/uploaded to CougarView by the designated deadline in the course calendar.

Module Assignments

For each module, students will complete an array of assignments. Each assignment is worth **30 points each (60 points total)**. Students must follow the specific instructions. The objective of the assignments is for students to critically think and apply the material learned to real world scenarios. Furthermore, students will be asked to incorporate course material and other sources to support their answers.

Module Quizzes

The course will have five quizzes worth **25 points each for a total of 125 points**. The quizzes will consist of multiple-choice style questions. Quizzes include material from lectures, notes, and readings. Ensure you complete the quiz by the deadline outlined in CougarView. It is imperative to keep up with the course readings, so you are prepared for the quizzes.

FINAL

The final assignment is designed to have students critically analyze a topic and provide thoughtful reflection. Students will choose a newspaper article that is a recent or current event. The article can be on any topic related to criminal justice and the material covered in class. Students will be required to summarize the article and detail the problems, issues, or challenges presented. The students will then be required to offer suggestions or possible solutions. Please see specific assignment instructions for format, length, grading rubric, and other requirements.

IN-PERSON ATTENDANCE POLICY

[Consider offering positive reinforcement for attending class, and follow up with a student after repeated absences. If you *do not* provide a policy statement during the first week of classes, a student is permitted to accumulate a total of nine (9) hours of absences in a three credit-hour course without exclusion. You may exclude a student and assign the grade of “WF” upon accumulation of 10 or more hours of absences, or the equivalent in courses carrying fewer credit hours.]

AI Statement:

[\[sample statements to adopt or modify\]](#)

Late Submission Policy:

[Describe for students under what circumstances late submissions are accepted, with reasonable accommodations in cases of hardship.]

Proctoring statement:

[Clarify here any requirement for students (platform cost, software to install, or equipment like a webcam and microphone)]

WHAT YOU CAN EXPECT FROM ME

- I care about the success of each student. When you have questions about the course material, questions about the subject more broadly, concerns to discuss, accommodations you need, or thoughts you want to share, please come to my student drop-in hours (listed above).
- I will provide feedback and post grades within two weeks of submission dates.
- I will respond to your e-mail within 48 hours.

WHAT IS EXPECTED FROM YOU

- You are expected to be fully prepared to participate in the scheduled activity for each class.
- You are expected to complete the assignments when due, or to request an extension in advance.
- You are expected to be respectful to both your peers and your instructor in all interactions.
- You are expected to regularly check your official CSU email account, and to communicate with me in a professional manner.

Grading

[Provide the framework for determining a final letter grade. The chart below is a model for adaptation; grades and feedback for each activity should be kept up-to-date in the course Grade Book tool and made visible to students.]

Your final grade will be based on completing the following learning activities:

Graded Learning Activities

| | Percentage | Points |
|--|-------------|-------------------|
| Syllabus/Attendance Verification Quiz | 2% | 10 points |
| 4 Learning Activities (@ 20 points each) | 15.7% | 80 points |
| 5 Reading Reflections (@ 15 points each) | 14.7% | 75 points |
| 4 Module Assignments (@ 30 points each) | 23.5% | 120 points |
| 5 Quizzes (@ 25 points each) | 24.5% | 125 points |
| Final Project | 19.6% | 100 points |
| Total Possible | 100% | 510 points |

Final Grade Calculation

| Point Range | Percentage Range | Final Grade |
|----------------|------------------|-------------|
| 459-500 points | 90-100% | A |
| 408-458 points | 80-89% | B |
| 357-407 points | 70-79% | C |
| 306-356 points | 60-69% | D |
| 305 and below | 59% and below | F |

Course Communication

CIVIL DISCOURSE

I am committed to creating a positive learning environment where different perspectives are recognized and valued as a source of strength. I request that all students work with me to create a classroom culture based on open communication, mutual respect, and inclusion. As a class we will approach all discussions with respect and civility. Disagreements and debates in academic discourse are expected and welcome, but personal attacks are never OK, and will not be tolerated. I strive to ensure an open and welcoming classroom for all students. If I ever miss the mark, please don't hesitate to come and talk to me. We are all learning together.

DISCUSSIONS

- Discussion boards probe for your understanding and should foster student-to-student engagement.
- A discussion is an opportunity to voice your thoughts and opinions, but remember to be respectful and open-minded to your classmates' opinions.

E-MAIL

- Emails are welcome but should be professional. Text language (e.g., "Hey, can u send me the notes from today's class? I was kinda sick, thx! 😊") will not receive a response.

- Use your official CSU account for all e-mail communication.
- All emails must include the course name within the subject line.
- If your email address is not your current first or last name, please make sure you write your name within the email so I can find you.
- All emails will be answered within 48 hours M-F.
- Follow common sense in writing and sending e-mail. As this course is a semi-public space, be cautious about sharing too much personal information such as address or phone number.
- Read and think about your e-mail before sending. Email is a permanent record of your communication.

As a rule with all e-mail communication, always identify yourself and the course title.

Response Times

I will do my best to respond to your questions within 48 hours. Please identify in which course you are enrolled. Response times on weekends may vary.

Online Course Policies

COURSE ATTENDANCE POLICY

This course will include challenging material. However, the activities and assignments are designed so that any student who is willing to put in the time to access class consistently, use or develop good study strategies, and contact me when they are struggling, can develop a thorough understanding of the course material and ultimately succeed in the course.

You will be expected to participate in ongoing discussions and to interact with other students and your instructor regularly. Additionally, you are expected to:

- Be open and accepting of feedback about your work in order to learn and improve.
- Be prepared to deliver your work by the stated deadlines.
- Inform your instructor as soon as possible if you encounter problems meeting your assignment deadlines. Problems associated with power outages, networks being down, and ISP troubles are to be expected.

Time Commitment

Taking an online course is not easier or faster. On the contrary, it will take as much time as taking an in-person class or more. If you normally go to class 3 hours per week per course, you will need to devote that same amount of time to your online course. In addition to online time, you should spend time studying and working with course materials several hours per week. It will be helpful to set aside regular study time in a place where you can work uninterrupted. Offline time could be spent in composing messages to post online, reading, studying, and working homework problems.

The amount of time it will take you to complete the work for the course will depend on many factors, which will vary with each individual. Students can expect to spend anywhere from 8 - 15 hours per week on this course. Consult with the course Calendar and your instructor to be sure you are on schedule, keeping up with the material and submitting assignments and assessments on time.

As a general rule, in this course you will be expected to:

1. Log in regularly to check messages from your instructor and other students.
2. Check the Calendar for upcoming deadlines.

3. Read, listen, and watch the assigned material, and follow instructions for learning activities.
4. Complete all course work and assignments in the time allowed.

CSU Institution-wide Policies

Academic Honesty

Students: Please refer to the [CSU Student Handbook](#) for complete information on academic honesty.

All students are expected to recognize and uphold standards of intellectual and academic integrity. As a basic and minimum standard of conduct in academic matters that students be honest and that they submit for credit only the products of their own efforts. Both the ideals of scholarship and the need for fairness require that all dishonest work be rejected as a basis for academic credit. They also require that students refrain from any and all forms of dishonorable or unethical conduct related to their academic work.

In an effort to foster an environment of academic integrity and to prevent academic dishonesty, students are expected to discuss with faculty the expectations regarding course assignments and standards of conduct. In addition, students are encouraged to discuss freely with faculty, academic advisers, and other members of the academic community any questions pertaining to the provisions of this policy.

Student handbook policies relevant to the use of ai (ChatGPT or other)

Academic Misconduct Regulation #4

No student shall receive or give assistance in preparation of any assignment, essay, laboratory report or examination to be submitted as a requirement for any academic course **in such a way that the submitted work can no longer be considered the personal effort of the student** submitting the work. In cases where collaboration is permitted by the instructor (i.e., tutoring, peer review, **artificial intelligence, machine learning, and similar instances of assistance**), **a special effort must be made to retain the distinction in the assistance received and the integrity of the student's personal performance.**

Academic Misconduct Regulation #5

In some cases, permitted collaboration may border on academic irregularity; in the case of course requirements for a grade, it is the student's responsibility to clarify the instructor's policy. If the student is uncertain as to the direction of the instructor, **it is the student's responsibility to seek clarification from the instructor.**

Academic Misconduct Regulation #6

Plagiarism in any form is prohibited. **When the ideas of another or works previously submitted by the student are incorporated into any assignment, they must be appropriately acknowledged.**

ADA and 504 Statement

Columbus State University provides reasonable accommodations for all qualified persons under the Americans with Disabilities Act (ADA) and the Rehabilitation Act of 1973, Section 504. You may be eligible to receive accommodations to assist in programmatic and/or physical accessibility. We recommend that you contact the Center for Accommodation and Access located in Schuster Student Success Center, Room 102, [706-507-8755](tel:706-507-8755) as soon as possible if you think you are eligible for accommodations. The Center for Accommodation and Access can assist you in formulating a reasonable accommodation plan, in identifying additional resources, and in providing support. Accommodations may be able to assist you to meet the requirements. Technical support may

also be available to meet your specific need. Please contact Sarah Secoy if you have questions. She can be reached at [706-507-8755](tel:706-507-8755) or at caa@columbusstate.edu.

Title IX Discrimination

Under Title IX of the Education Amendments of 1972, harassment based on sex, including non-consensual sexual contact, non-consensual sexual penetration, stalking, domestic and dating violence, and harassment or discrimination because of pregnancy or related conditions, is prohibited. If a student would like to file a complaint for Title IX discrimination or has any questions, please contact the CSU Title IX Coordinator (Sarah Secoy, Schuster 102, secoy_sarah@columbusstate.edu, 706.507.8757), Deputy Title IX Coordinator (Dr. Amber Dees, Richards Hall 313, 706-507-8634, dees_amber@columbusstate.edu) and/or the Office of Civil Rights (Atlanta Office, U.S. Department of Education, 61 Forsyth Street S.W., Suite 19T10, Atlanta, GA 30303-8927, 404.974.9406, OCR.Atlanta@ed.gov).

CougarVIEW Accessibility Statement

CougarVIEW is our institution's version of D2L Brightspace, an online course platform. The accessibility page from the D2L website states, "We believe that every mind matters and access to high-quality learning should be universal...We constantly strive to ensure that our learning platforms work seamlessly with various assistive technologies to provide a great learning experience to people with diverse needs. We integrate the latest global accessibility standards into our product process and openly report conformance to the Web Content Accessibility Guidelines (WCAG) 2.1 Level AAA standards and compliance with Section 508 of the Rehabilitation Act, 1973." For more information go to [D2L Accessibility](#).

CougarVIEW Privacy Statement

Read the CougarVIEW learning management system developer's [\(D2L Brightspace\) privacy statement here](#).

Student Rights and Responsibilities

Information regarding student rights and responsibilities can be found in most current student handbook on the [Resources for Students page](#).