



## COURSE SYLLABUS

### CJ 480-71B: Senior Seminar in Criminal Justice Spring 2018

**Instructor:** Lieutenant Heath Oakley  
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3200 W. 7<sup>th</sup> Ave., Corsicana, Texas 75110  
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**Class Location:** Bain Center – Room 202

**Preferred Form of Communication:** Email  
**Communication Response Time:** Refer to the Interaction with Instructor Statement

## COURSE INFORMATION

### Materials – Textbooks, Readings, Supplementary Readings:

#### Textbook(s) Required:

Maguire, M. & Okada, D. (Eds.). (2015). *Critical issues in crime and justice: Thought, policy, and practice*. (2nd ed.). Los Angeles, CA: Sage Publications.  
ISBN: 978-1-4833-5062-2\*

#### Required Reading(s):

Alexander, M. (2012). *The new Jim Crow: Mass incarceration in the age of colorblindness*. New York, NY: The New Press.  
ISBN: 978-1-59558-643-8\*

\*The ISBN: # was placed after the reference for the student's benefit. Note that ISBN: # is not part of the citation or reference.

**Supplement Reading(s):**

Note: As supplemental readings or alternative readings are needed or utilized, the instructor will provide students with the material.

**Course Description**

This course will provide a review and discussion of significant current research and case studies in the criminal justice field. Students will also examine and apply methods of transferring theoretical perspectives, knowledge, and skills from academics, to the work environment. An overview of career opportunities, resume preparation, and job interviewing skills are also developed during this course.

**Student Learning Outcomes**

- 1.) The student will learn how to synthesize knowledge of the criminal justice system;
- 2.) The student will understand important issues and concerns in criminal justice and how these issues/concerns impact each other;
- 3.) The student will improve their ability to communicate (oral and written) effectively;
- 4.) The student will take part in job preparation activities that will prepare them for a position/career in criminal justice or a related field.

**COURSE REQUIREMENTS****Instructional / Methods / Activities Assessments**

This course will provide a variety of activities and assessments to assist you in achieving the outcomes and objectives for this course. Each week you will work toward achieving these outcomes through in-class discussions, lectures, assignments and exams.

A core competency of this course is critical thinking. There are numerous texts and articles that articulate and define critical thinking that students can locate and review to improve in this area. Critical thinking requires students to think through situations, facts, and issues with an open mind and in an objective way to analyze and evaluate information in an informed manner. Critical thinkers consider all points of view and carefully consider other's perspectives.

**Student Responsibilities**

This course is designed so that the majority of the material will be covered during the class meeting dates and times. Attendance is required. However, eCollege will also be utilized and the course shell should mirror the face-to-face schedule. The grade book will be maintained on eCollege. It is recommended that you check your official university email daily. Please be sure to read and review the course outline/calendar for important due dates. Course deadlines are firm and no late work will be accepted without prior approval.

The course is designed so that each week begins on Monday (12:00AM) and ends on Sunday (11:59PM), with the exception of the first and last week of the course.

Students are expected to have properly formatted papers/assignments. The format standard for this course is the American Psychological Association (APA) style format. To aid in properly formatting written work for this course students can purchase:

American Psychological Association. (2010). *Publication manual of the American Psychological Association* (6th ed.). Washington, DC: American Psychological Association.  
ISBN: 9781433805615\*

...or students can review the online manual locate at:

<https://owl.english.purdue.edu/owl/resource/560/01/>

### **Discussion Forums**

No on-line (eCollege) discussions.

### **Assignments**

Three assignments valued at 100 points each for a total of 300 points (30% of the overall grade) will be assigned in this course.

### **Capstone Assignment**

You are required to write a capstone paper valued at 250 points (25% of the overall grade) for this course. A capstone paper is exactly what it sounds like. It is a paper that will encapsulate all that you have learned as a CJ major at Texas A&M University-Commerce. This paper should be approximately 10-12 pages in length with a hard minimum of 10 pages. Papers can be longer, but if you are approaching the 15 page mark, then you need to narrow the scope of your paper. The paper must be typed, double spaced in 12-point font. A title page with your name on it must be included. Full references must also be provided (APA Format) in your paper. The title page, reference page or abstract page will not be inclusive of the page count. This paper must adhere to APA format as it relates to citations.

### **Exams**

This course will have two exams. The mid-term will be valued at 150 points (15% of the overall course grade). The final exam will be valued at 250 points (25% of the overall course grade).

The mid-term exam will cover the material (class lectures and assigned readings) from Week 1-7 in the course outline. The mid-term exam will be taken in-class on Monday (March 5).

The final exam will cover the material (class lectures and assigned readings) from Week 9-15 in the course outline. The final exam will be taken on Monday (May 7).

## GRADING

Final grades in this course will be based on the following scale:

900-1000	points = A or 90%-100%
800-899	points = B or 80%-89%
700-799	points = C or 70%-79%
600-699	points = D or 60%-69%
0-599	points = F or 59% or Below

### Assessments

3 Assignments	300 points (30%)
Mid-term	150 points (15%)
Final	250 points (25%)
Capstone paper	250 points (25%)
Class Attendance	50 points (5%)
Total:	1000 points (100%)

Lack of participation will result in the deduction of points from your overall course grade.

I have been asked in the past how one can calculate grade percentages based on the point system. I have included an example below:

To figure the percentage for a single grade, multiply the fractional grade by 100.

Points earned divided by Points available multiplied by 100

$$12/15 \times 100 = 80\%$$

$$30/35 \times 100 = 85.7\%$$

$$55/70 \times 100 = 78.6\%$$

To figure out a numerical grade, add up all your earned points (total earned points), add up all the possible points (total possible points available), and write that as a fraction:

$$\text{Total earned points} \quad 12 + 30 + 55 = 97$$

$$\text{Total possible points} \quad 15 + 35 + 70 = 120$$

$$\text{Multiply this fraction by 100} \quad 97/120 \times 100 = 80.83333$$

In this example the grade would be a "B".

## TECHNOLOGY REQUIREMENTS

- To fully participate in online courses you will need to use a current Flash enabled browser. For PC users, the suggested browser is Google Chrome or Mozilla Firefox. For Mac users, the most current update of Firefox is suggested.
- You will need regular access to a computer with a broadband Internet connection. The minimum computer requirements are:
  - 512 MB of RAM, 1 GB or more preferred
  - Broadband connection required courses are heavily video intensive
  - Video display capable of high-color 16-bit display 1024 x 768 or higher resolution
- You must have a:
  - Sound card, which is usually integrated into your desktop or laptop computer
  - Speakers or headphones.
  - \*For courses utilizing video-conferencing tools and/or an online proctoring solution, a webcam and microphone are required.
- Both versions of Java (32 bit and 64 bit) must be installed and up to date on your machine. At a minimum Java 7, update 51, is required to support the learning management system. The most current version of Java can be downloaded at: **JAVA web site**  
<http://www.java.com/en/download/manual.jsp>
- Current anti-virus software must be installed and kept up to date.
- Run a browser check through the Pearson LearningStudio Technical Requirements website. **Browser Check** [http://help.ecollege.com/LS\\_Tech\\_Req\\_WebHelp/en-us/#LS\\_Technical\\_Requirements.htm#Browset](http://help.ecollege.com/LS_Tech_Req_WebHelp/en-us/#LS_Technical_Requirements.htm#Browset)
- Running the browser check will ensure your internet browser is supported.
  - Pop-ups are allowed.
  - JavaScript is enabled.
  - Cookies are enabled.
- You will need some additional free software (plug-ins) for enhanced web browsing. Ensure that you download the free versions of the following software:
  - **Adobe Reader** <https://get.adobe.com/reader/>
  - **Adobe Flash Player** (*version 17 or later*) <https://get.adobe.com/flashplayer/>
  - **Adobe Shockwave Player** <https://get.adobe.com/shockwave/>
  - **Apple Quick Time** <http://www.apple.com/quicktime/download/>
- At a minimum, you must have Microsoft Office 2013, 2010, 2007, or Open Office. Microsoft Office is the standard office productivity software utilized by faculty, students, and staff. Microsoft Word is the standard word processing software, Microsoft Excel is the standard spreadsheet software, and Microsoft PowerPoint is the standard presentation software.

Copying and pasting, along with attaching/uploading documents for assignment submission, will also be required. If you do not have Microsoft Office, you can check with the bookstore to see if they have any student copies.

- For additional information about system requirements, please see: **System Requirements for LearningStudio** <https://secure.college.com/tamuc/index.learn?action=technical>

## ACCESS AND NAVIGATION

### Pearson LearningStudio (eCollege) Access and Log in Information

This course will be facilitated using Pearson LearningStudio, the learning management system used by Texas A&M University-Commerce. To get started with the course, go to **myLeo**.

<http://www.tamuc.edu/myleo.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](mailto:helpdesk@tamuc.edu).**

It is strongly recommended you perform a “Browser Test” prior to the start of your course. To launch a browser test, login to Pearson LearningStudio, click on the “My Courses” tab, and then select the “Browser Test” link under Support Services.

### Pearson LearningStudio Student Technical Support

Texas A&M University-Commerce provides students technical support in the use of Pearson LearningStudio.

Technical assistance is available 24 hours a day/ 7 days a week.

If you experience LearningStudio (eCollege) technical problems, contact the LearningStudio helpdesk at 1-866-656-5511 (toll free) or visit **Pearson 24/7 Customer Support Site** <http://247support.custhelp.com/>

The student help desk may be reached by the following means 24 hours a day, seven days a week.

- **Chat Support:** Click on '*Live Support*' on the tool bar within your course to chat with a Pearson LearningStudio Representative.
- **Phone:** 1-866-656-5511 (Toll Free) to speak with Pearson LearningStudio Technical Support Representative.

**Accessing Help from within Your Course:** Click on the 'Tech Support' icon on the upper left side of the screen inside the course. You then will be able to get assistance via online chat, email or by phone.

**Note:** Personal computer problems do not excuse the requirement to complete all course work in a timely and satisfactory manner. Each student needs to have a backup method to deal with these inevitable problems. These methods might include the availability of a backup PC at home or work, the temporary use of a computer at a friend's home, the local library, office service companies, an Internet cafe, or a bookstore, such as Barnes & Noble, etc.

### **Policy for Reporting Problems with Pearson LearningStudio**

Should students encounter Pearson LearningStudio based problems while submitting assignments/discussions/comments/exams, the following procedure **MUST** be followed:

1. Students must report the problem to the help desk. You may reach the helpdesk at 1-866-656-5511.
2. Students **MUST** file their problem with the helpdesk and obtain a helpdesk ticket number
3. Once a helpdesk ticket number is in your possession, students should email me to advise me of the problem and to provide me with the helpdesk ticket number
4. At that time, I will call the helpdesk to confirm your problem and follow up with you

**PLEASE NOTE:** Your personal computer/access problems are not a legitimate excuse for filing a ticket with the Pearson LearningStudio Help Desk. You are strongly encouraged to check for compatibility of your browser **BEFORE** the course begins and to take the Pearson LearningStudio tutorial offered for students who may require some extra assistance in navigating the Pearson LearningStudio platform. **ONLY** Pearson LearningStudio based problems are legitimate.

#### **myLeo Support**

Your myLeo email address is required to send and receive all student correspondence. Please email [helpdesk@tamuc.edu](mailto:helpdesk@tamuc.edu) or call us at 903-468-6000 with any questions about setting up your myLeo email account. You may also access information at myLeo. <https://leo.tamuc.edu>

#### **Learner Support**

Go to the following link **One Stop Shop**- created to serve you by attempting to provide as many resources as possible in one location. <http://www.tamuc.edu/admissions/onestopshop/>


Go to the following link **Academic Success Center**- focused on providing academic resources to help you achieve academic success.

<http://www.tamuc.edu/campusLife/campusServices/academicSuccessCenter/>

## FREE MOBILE APPS

The Courses apps for phones have been adapted to support the tasks students can easily complete on a smaller device. Due to the smaller screen size course content is not presented.

The Courses app is free of charge. The mobile Courses Apps are designed and adapted for different devices.

	<b>App Title:</b>	<b>iPhone</b> – Pearson LearningStudio Courses for iPhone <b>Android</b> – LearningStudio Courses - Phone
	<b>Operating System:</b>	<b>iPhone</b> - OS 6 and above <b>Android</b> – Jelly Bean, Kitkat, and Lollipop OS
	<b>iPhone App URL:</b>	<a href="https://itunes.apple.com/us/app/pearson-learningstudio-courses/id977280011?mt=8">https://itunes.apple.com/us/app/pearson-learningstudio-courses/id977280011?mt=8</a>
	<b>Android App URL:</b>	<a href="https://play.google.com/store/apps/details?id=com.pearson.lsphone">https://play.google.com/store/apps/details?id=com.pearson.lsphone</a>

Once downloaded, search for Texas A&M University-Commerce, and it should appear on the list. Then you will need to sign into the myLeo Mobile portal.

The Courses App for Android and iPhone contain the following feature set:

- View titles/code/Instructor of all Courses enrolled in online
- View and respond to all discussions in individual Courses
- View Instructor Announcements in individual Courses
- View Graded items, Grades and comments in individual Courses
- Grade to Date
- View Events (assignments) and Calendar in individual Courses
- View Activity Feed for all courses
- View course filters on activities
- View link to Privacy Policy
- Ability to Sign out
- Send Feedback

## LEARNINGSTUDIO NOTIFICATIONS

Students can be alerted to course activities via text on their mobile phones or up to two email addresses.

Based on their preferences, students can automatically receive a push notification with every new: course announcement, threaded discussion post, grade, and/or assignment without having to



login to the course. Enrolled students will automatically receive email notifications for announcements and can opt out of this feature. To receive text notifications, students must opt in.

To begin setting up notifications, go into your course in LearningStudio and click on the bell-shaped Notifications icon on the main menu ribbon.

By default the student's university email address will appear. This cannot be changed in LearningStudio. Additional email addresses may be added by clicking the Add button. After all of the other selections are completed be sure to click the Save and Finish button.

## COMMUNICATION AND SUPPORT

### Interaction with Instructor Statement

My primary form of communication with the class will be during class and email. Any changes in the syllabus or important information critical to this class will be disseminated to students via your official university email address or during class. It is your responsibility to check your university email on a regular basis. Students who email me outside of regular office hours can expect a reply within 24 hours Monday through Friday. Students who email me during holidays or over the weekend should expect a reply by the end of the next regularly scheduled business day.

## COURSE AND UNIVERSITY PROCEDURES/POLICIES

### Course Specific Procedures

#### Attendance/Lateness

Attendance, as well as your participation and contributions in class activities, is required.

#### Late Work

As previously mentioned, no late work will be accepted without prior approval.

#### Missed Exams

Exams will be taken during class on the days assigned. The exam must be taken during this time. An exam cannot be made up; therefore, an effort to complete the exam during the assigned period must be made. If a problem still exists, then you should contact me immediately. Do not wait until the last minute to communicate an issue.

#### Quizzes

No quizzes will be given in this course.

#### Extra Credit

Extra credit may be provided at the instructor's discretion.

#### Academic Honesty

Students who violate university rules on scholastic dishonesty will be subject to disciplinary penalties, including (but not limited to) receiving a failing grade on the assignment, the

possibility of receiving an “F” in the course, and dismissal from the university. Policies on scholastic dishonesty will be strictly enforced. Incidents of academic dishonesty will be reported to the Department Head. Students should be aware that academic dishonesty includes (but is not limited to) cheating, plagiarism, and collusion. The mid-term and final exams are not considered group assignments.

### **Drop Course Policy**

Your grades in this class will be an accurate reflection of your time, effort, and commitment to the subject matter. Everyone begins the class with an “A”. No curves will be assessed in the course. If you feel that you have dropped below an acceptable level in this course, it is your responsibility to contact your instructor for possible remedies, drop, or withdraw from the course.

### **Syllabus Change Policy**

The syllabus is a guide. Circumstances and events, such as student progress, may make it necessary for the instructor to modify the syllabus during the semester. Any changes made to the syllabus will be announced.

## **University Specific Procedures**

### **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 current Student Guidebook).

Students should also consult the Rules of Netiquette for more information regarding how to interact with students in an online forum (i.e. discussion boards): **Netiquette**  
<http://www.albion.com/netiquette/corerules.html>

### **Campus Concealed Carry**

#### **Texas A&M University-Commerce**

Texas Senate Bill - 11 (Government Code 411.2031, et al.) authorizes the carrying of a concealed handgun in Texas A&M University-Commerce buildings only by persons who have been issued and are in possession of a Texas License to Carry a Handgun. Qualified law enforcement officers or those who are otherwise authorized to carry a concealed handgun in the State of Texas are also permitted to do so. Pursuant to Penal Code (PC) 46.035 and A&M-Commerce Rule 34.06.02.R1, license holders may not carry a concealed handgun in restricted locations.

For a list of locations, please refer to:

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/34SafetyOfEmployeesAndStudents/34.06.02.R1.pdf> and/or consult your event organizer. Pursuant to PC 46.035, the open carrying of handguns is prohibited on all A&M-Commerce campuses. Report violations to the University Police Department at 903-886-5868 or 9-1-1.

**Navarro College Partnership**

Please be aware of the new campus carry policy issued by Navarro College effective August 1, 2017. You are responsible for reading and knowing this information. Please see link below:

<http://navarrocollege.edu/boardpolicies/section-gj-1/>

**ADA Statement****Students with Disabilities**

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- Room 132

Phone (903) 886-5150 or (903) 886-5835

Fax (903) 468-8148

Email: [Rebecca.Tuerk@tamuc.edu](mailto:Rebecca.Tuerk@tamuc.edu)

Website: Office of Student Disability Resources and Services

<http://www.tamuc.edu/campusLife/campusServices/studentDisabilityResourcesAndServices/>

**Nondiscrimination Notice**

Texas A&M University-Commerce will comply in the classroom, and in online courses, with all federal and state laws prohibiting discrimination and related retaliation on the basis of race, color, religion, sex, national origin, disability, age, genetic information or veteran status. Further, an environment free from discrimination on the basis of sexual orientation, gender identity, or gender expression will be maintained.

## COURSE OUTLINE / CALENDAR

### Week 1 (Jan. 16 – Jan. 21)

- Jan. 15 – TAMUC Closed

### Part I

- Maguire, M. & Okada, D. (2015).
  - pp. 3-87
- Assign Capstone Paper
  - APA format
  - Grading Rubric
    - Due Date: Monday, April 9, 2017

### Week 2 (Jan. 22 – Jan. 28)

- Jan. 22 – Meet in BC 202 at 5:30PM
  - Lecture

### Week 3 (Jan. 29 – Feb. 4)

- Jan. 29 – Meet in BC 202 at 5:30PM
  - Lecture
- Assign Assignment #1
  - Resume
    - Due Date: Monday, February 12, 2017

### Part II

Maguire, M. & Okada, D. (2015).  
pp. 91-242

### Week 4 (Feb. 5 – Feb. 11)

- Feb. 5 – Meet in BC 202 at 5:30PM
  - Lecture

### Week 5 (Feb. 12 – Feb. 18)

- Feb. 12 – Meet in BC 202 at 5:30PM
  - Lecture
- Assignment # 1 Due

### Part III

Maguire, M. & Okada, D. (2015).  
pp. 245-309

### Week 6 (Feb. 19 – Feb. 25)

- Feb. 19 – Meet in BC 202 at 5:30PM
  - Lecture

**Week 7** (Feb. 26 – March 4)

- Feb. 26 – Meet in BC 202 at 5:30PM
  - Lecture
- Assign Assignment #2
  - Interview Preparation
    - Due Date: Monday, March 26, 2017
- Midterm Review

**Week 8** (March 5 – March 11)

- Midterm

**Spring Break** (March 12 – March 18)

- TAMUC is closed

**Supplement Reading**

Alexander, M. (2012).  
pp. 1-261

**Week 9** (March 19 – March 25)

- March 19 – Meet in BC 202 at 5:30PM
  - Lecture

**Week 10** (March 26 – April 1)

- March 26 – Meet in BC 202 at 5:30PM
  - Lecture
- Assignment # 2 Due

**Part IV**

Maguire, M. & Okada, D. (2015).  
pp. 313-361

**Week 11** (April 2 – April 8)

- April 2 – Meet in BC 202 at 5:30PM
  - Lecture
- Assign Assignment # 3
  - Portfolio/Presentation
    - Due Date: Monday, April 30, 2017

**Week 12** (April 9 – April 15)

- April 9 – Meet in BC 202 at 5:30PM
  - Lecture
- Capstone Paper Due

**Part V**

Maguire, M. & Okada, D. (2015).  
pp. 365-419

**Week 13** (April 16 – April 22)

- April 16 – Meet in BC 202 at 5:30PM
  - Lecture

**Week 14** (April 23 – April 29)

- April 24 – Meet in BC 202 at 5:30PM
  - Lecture

**Week 15** (April 30 – May 6)

- April 30 – Meet in BC 202 at 5:30PM
- Assignment # 3 Due
- Final Review

**Week 16** (May 7 – May 11)

- Final Exam