



# **CJCB 499 - Capstone Course Syllabus Fall 2022**

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## **INSTRUCTOR INFORMATION**

**Instructor:** Jimmy Womack, MS, LCC, MPO, CSO

**Virtual Office Hours:** Email as needed

**Office Phone:** 817 771 6053

**Office Fax:**

**Preferred Email Address:** [Jimmy.Womack@tamuc.edu](mailto:Jimmy.Womack@tamuc.edu)

**Preferred Form of Communication:** Email/Text

**Communication Response Time:** 24 7 days a week

## **COURSE INFORMATION**

Materials – Textbooks, Readings, Supplementary Readings

Textbooks - None. Numerous links and files will be provided within the course.

Software - Microsoft Word or other word processing software.

### **Course Description**

This is the capstone course for the competency-based Criminal Justice program with an emphasis in Law Enforcement Leadership. Throughout this course you will revisit previous coursework and reflect on the knowledge and skills you have obtained in the program. You will have an opportunity to apply this learning as you develop a proposal to solve a contemporary problem in the area of law enforcement showing mastery of communication, ethical and value-based decision-making, professionalism, critical thinking, and applied leadership theory. The final project will include a written proposal and oral presentation that reflects understanding and application of all topics involved.

### **Student Learning Outcomes**

Upon completion of this course, the student will be able to:

LO1: Apply critical thinking as you propose a solution to a 21st Century policing challenge.

LO2: Identify effective leadership strategies as you plan a solution to an issue in policing.

LO3: Choose effective methods for communicating a proposed solution to an issue in policing.

LO4: Practice ethical, value-based decision making and professionalism as you plan a solution to an issue in policing.

## **COURSE REQUIREMENTS**

### **Minimal Technical Skills Needed**

Must be able to use Microsoft Word or other word processing software.

### **Instructional Methods**

This is an online Competency Based Education (CBE) course. Learning activities include assorted reading and videos, discussions, quizzes, pre and posttests, and a culminating project.

### **Pretest**

The Pretest for this course assesses your knowledge of leadership theories and associated practices for improving communication, team effectiveness, change management, conflict resolution, and ethical decision-making practices. The Pretest also assesses your knowledge of: followership, the challenges in leading sworn and non-sworn staff, and mentoring programs.

The purpose of the pretest is to provide a baseline understanding of your knowledge in this competency. The pretest is required for the course.

### **Discussion**

You need to share your ideas/opinions in each discussion question. Because this is a CBE course, you are not required to respond to any other student in the class.

### **Quiz**

You need to complete a quiz in each module. It is a great opportunity to review what you learned in each module.

### **Student Responsibilities or Tips for Success in the Course**

To be successful in this course, plan to spend at least **135** hours to read/listen to online content, participate in discussion forums, complete assignments, and study the course material.

## **GRADING**

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

**A = 90%-100%**

**B = 80%-89%**

**F = 70%-79% or Below**

## **Assessments**

### **Posttest**

The Posttest for this course assesses your knowledge of leadership theories and associated practices for improving communication, team effectiveness, change management, conflict resolution, and ethical decision-making practices. The Posttest also assesses your knowledge of: followership, the challenges in leading sworn and non-sworn staff, and mentoring programs.

The Posttest is an assessment of your knowledge of the material required for the competency. A score of 80 points or higher is required to demonstrate competency.

If you score less than 80 points on any competency, you will have an opportunity to review the material and re-take the competency Posttest. You may take the Posttest assessment up to three times. If you have not passed the competency in three attempts, you will work with an Academic Coach to determine another method of fulfilling the program requirements in this subject. In order to demonstrate competency, a score of 80 points or higher is required.

### **Culminating Project – Capstone Project**

For this culminating project, you will create a proposal to solve an issue in 21st Century Policing. First you will write a proposal for your command staff using the proposal rubric. After you have completed the proposal, submit it to your instructor for feedback. Second, once you have addressed the instructor's feedback, summarize your proposal in a 5-7 minute recorded presentation for your command staff. Remember to also use the presentation rubric as you develop your presentation. Once the presentation is complete, submit it to your instructor for feedback. After incorporating the feedback in the presentation, upload both the proposal and the presentation file to your e-portfolio.

Additional information: the project should be related to your current or future job. It may concern a subject within your organization. For example, policies or processes involving human resource management, restructuring roles and responsibilities, financial analysis and budgeting processes, and strategic planning and execution. You may decide to work on a project that is external to your organization. For example, developing an anti-crime initiative in your community, or working on a specific rehabilitation initiative.

The Posttest and Culminating Project for this course assess your culminating knowledge of the learning outcomes for this course.

A score of 80 percent or higher on both the Posttest and Culminating Project is required to demonstrate competency.

If the seven-week term ends and you do not complete all competencies, you will receive a grade of "F" and be required to complete the remaining competencies in the next term.

### Grading Rubric

<b>Level 4</b>	<b>Level 3</b>	<b>Level 2</b>	<b>Level 1</b>	<b>Level 0</b>
<b>90 points</b>	<b>80 points</b>	<b>70 points</b>	<b>60 points</b>	<b>0 points</b>
Assignment is <u>well developed</u> and addresses all aspects. Meets page length requirements	Assignment is <u>adequate</u> and briefly addresses relevant aspects.	Assignment <u>does not address</u> all aspects.	Assignment is late.	Assignment is not done.
<b>10 points</b>	<b>10 points</b>	<b>10 points</b>	<b>10 points</b>	<b>0 points</b>
Provides accurate citations where applicable.	Provides accurate citations where applicable.	Provides accurate citations where applicable.	Provides accurate citations where applicable.	

## TECHNOLOGY REQUIREMENTS

### LMS

All course sections offered by Texas A&M University-Commerce have a corresponding course shell in the myLeo Online Learning Management System (LMS). Below are technical requirements

LMS Requirements:

<https://community.brightspace.com/s/article/Brightspace-Platform-Requirements>

LMS Browser Support:

[https://documentation.brightspace.com/EN/brightspace/requirements/all/browser\\_support.htm](https://documentation.brightspace.com/EN/brightspace/requirements/all/browser_support.htm)

YouSeeU Virtual Classroom Requirements:

<https://support.youseeu.com/hc/en-us/articles/115007031107-Basic-System-Requirements>

## **ACCESS AND NAVIGATION**

You will need your campus-wide ID (CWID) and password to log into the course. If you do not know your CWID or have forgotten your password, contact the Center for IT Excellence (CITE) at 903.468.6000 or [helpdesk@tamuc.edu](mailto:helpdesk@tamuc.edu).

**Note:** Personal computer and internet connection 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, Starbucks, a TAMUC campus open computer lab, etc.

## **COMMUNICATION AND SUPPORT**

If you have any questions or are having difficulties with the course material, please contact your Instructor.

### **Technical Support**

If you are having technical difficulty with any part of Brightspace, please contact Brightspace Technical Support at 1-877-325-7778. Other support options can be found here:

<https://community.brightspace.com/support/s/contactsupport>

### **Interaction with Instructor Statement**

Expect responses to email within **24** hours and feedback on your final project within **48** hours.

## **COURSE AND UNIVERSITY PROCEDURES/POLICIES**

### **Course Specific Procedures/Policies**

In order to demonstrate competency you must achieve 80% or higher for both the Posttest and Culminating Project.

### **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 in advance.

### **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. The Code of Student Conduct is described in detail in the [Student Guidebook](#).

<http://www.tamuc.edu/Admissions/oneStopShop/undergraduateAdmissions/studentGuidebook.aspx>

Students should also consult the Rules of Netiquette for more information regarding how to interact with students in an online forum: <https://www.britannica.com/topic/netiquette>

### **TAMUC Attendance**

For more information about the attendance policy please visit the [Attendance](#) webpage and [Procedure 13.99.99.R0.01](#).

<http://www.tamuc.edu/admissions/registrar/generalInformation/attendance.aspx>

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/academic/13.99.99.R0.01.pdf>

### **Academic Integrity**

Students at Texas A&M University-Commerce are expected to maintain high standards of integrity and honesty in all of their scholastic work. For more details and the definition of academic dishonesty see the following procedures:

[Undergraduate Academic Dishonesty 13.99.99.R0.03](#)

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/undergraduates/13.99.99.R0.03UndergraduateAcademicDishonesty.pdf>

[Graduate Student Academic Dishonesty 13.99.99.R0.10](#)

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/graduate/13.99.99.R0.10GraduateStudentAcademicDishonesty.pdf>

### **Students with Disabilities-- 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- Room 162

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

Fax (903) 468-8148

Email: [studentdisabilityservices@tamuc.edu](mailto:studentdisabilityservices@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.

### **Campus Concealed Carry Statement**

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 the [Carrying Concealed Handguns On Campus](#) document and/or consult your event organizer.

Web

url: <http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/34SafetyOfEmployeesAndStudents/34.06.02.R1.pdf>

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.

## **COURSE OUTLINE / CALENDAR**

<b>COURSE OUTLINE/CALENDAR</b>		
<b>Module Topic</b>	<b>Materials to Read and Review</b>	<b>Suggested Assignments</b>

<b>PRETEST</b>	<b>NO REVIEW NEEDED</b>	<b>COMPLETE ON FIRST DAY</b>
<b>M1 – A 21<sup>st</sup>Century Policing Challenge</b>	<b>Reading assignments (4)</b>  <b>Watch videos (1)</b>	<b>Exercise: Brainstorm Capstone Ideas</b>  <b>Module Discussion</b>  <b>Quiz</b>
<b>M2 – Revisiting Leadership</b>	<b>Reading assignments (1)</b>  <b>Watch videos (1)</b>	<b>Exercise: Create a Plan for Completing the Capstone</b>  <b>Module Discussion</b>  <b>Quiz</b>
<b>M3 – Revisiting Communication</b>	<b>Reading assignments (2)</b>  <b>Watch videos (1)</b>	<b>Exercise: Create a Rough Draft of the Capstone Proposal</b>  <b>Module Discussion</b>  <b>Quiz</b>
<b>M4 – Revisiting Ethics, Values, and Professionalism</b>	<b>Reading assignments (3)</b>  <b>Watch videos (1)</b>	<b>Exercise: Update Proposal</b>  <b>Exercise: Reflect on New Skills</b>  <b>Module Discussion</b>  <b>Quiz</b>
<b>POSTTEST</b>	<b>REVIEW ALL NECESSARY MODULES</b>	<b>COMPLETE BEFORE FINAL DAY 5:00PM (80 points or higher)</b>



<b>CULMINATING PROJECT</b>	<b>Capstone Project</b>	<b>REQUIRED ASSIGNMENT:</b> <ul style="list-style-type: none"><li>• Create a proposal</li><li>• Send the proposal to the instructor for feedback</li><li>• Create presentation</li><li>• Send the presentation to the instructor for feedback.</li><li>• Place into e-Portfolio upon successful completion.</li></ul>
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