



**Department of Behavioral Sciences
Capstone in Criminal Justice – CJ 4333
Fall 2018**

Instructor	Dr. Hallie Stephens – Associate Professor
Office Location	Russell building (John Massey School of Business), #304
Email	hstephens@se.edu
Office Phone	(580)745-2044
Virtual Meeting Time	Mon. 11:00-2:00 & Fri. 11:00-2:00
Office Hours	Tue. 2:30-3:30, Wed. 12:00-2:00, Thur. 2:30-3:30 or by appointment

CATALOG DESCRIPTION: This course is an in-depth, comprehensive set of research projects designed to provide students with knowledge accumulated from their study in the criminal justice program.

PREREQUISITES: CJ 2533 – Introduction to Criminal Justice, CJ 3113 – Policing in the United States, CJ 3133 – Introduction to Corrections in the U.S. , CJ 3123 – Law and the Legal System, SOC 3003 – Introduction to Social Research, SOC 3123 – Methods of Social Research, SOC 3523 – Juvenile Delinquency, SOC 4333 – Criminology, and 9 elective hours

***REQUIRED MATERIALS:**

- Goleman, Daniel. (1997). Emotional Intelligence. New York: Bantam Books. **(I recommend that you DO NOT wait until the end of the semester to start reading this book)**
- Johnson, S. (1998). Who Moved My Cheese? (1998). City: G.P. Putnam. (available in the Southeastern library) **(I recommend that you DO NOT wait until the end of the semester to start reading this book)**
- Robinson, Matthew B. (2002). Justice Blind? Ideals and Realities of American Criminal Justice. Upper Saddle River, NJ: Prentice-Hall. (I can provide you with your assigned chapter if you do not want to buy the whole book)
- Schmallegger, Frank. (2002). Your Criminal Justice Career: A Guidebook 2nd Ed. Upper Saddle River, NJ: Prentice-Hall (This book is for your records and will not be required for an assignment)

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OPTIONAL MATERIALS:

- Beckett, K. and Sasson, T. (2000). *The Politics of Injustice*. Thousand Oaks, CA: Pine Forge Press.
- Braswell, M., McCarthy, B., and McCarthy, B. (1996) *Justice, Crime and Ethics*, 2nd Ed. Cincinnati: Anderson Publishing Company.
- Covey, Stephen R. (1990). *The Seven Habits of Highly Effective People*. New York: Simon and Schuster.
- Greenhaus, J., Callanan, G., and Godshalk, V. (2000) *Career Management*, 3rd Ed. Fort Worth, TX: Harcourt College Publishers.

TECHNICAL REQUIREMENTS: Please read the *Technical Requirements* policy on the Southeastern Distance Education website

<http://homepages.se.edu/blackboard/student-support/browser-recommendations/>

In summary, you will need access to a reliable computer with adequate specs and a reliable internet connection, with a backup plan in case you experience technical difficulty. Oftentimes technical problems are browser related, so if this occurs try a different browser. Typically Chrome and Firefox work best Blackboard.

Minimum Technical Skills

Students enrolled in this course will be expected to navigate BlackBoard to obtain course content and complete assignments. Students may also be required to use other SE resources such as the SE library. To ensure each student is adequately equipped for these requirements, you have each been enrolled in a resource course titled Online Student Orientation. There, you will learn to navigate within the BlackBoard folders and modules, as well as use the Bb resources. You will also learn about Respondus and ZOOM. You will complete tutorials on a variety of skills to help you take full advantage of what Blackboard and SE has to offer. If you have trouble loading the tutorials, please review the troubleshooting page upon entering the tutorials module. This course will provide you with the skills needed to succeed in this and other online courses. The Orientation course will take approximately two to four hours to complete in full. You will be required to provide proof of completion of the orientation before gaining access to course work folders. Discovery of falsified credentials (badge) is an integrity violation and will follow SE's academic integrity policy.

Prerequisites Knowledge/Skills:

Correct grammar, spelling, and punctuation are necessary in a college course. Therefore, you are encouraged to take advantage of the resource "course" Basics of Language Training (BOLT). These modules are self-paced and will serve as a refresher course for writing. Each online course will require correct usage of grammar and APA format. The Basics of Language Training (BOLT) course contains self-paced modules on APA basic format as well as Citing Sources in APA. You are strongly encouraged to review these modules to be fully prepared for your courses. If you are unable to demonstrate adequate usage of grammar, punctuation, spelling, or APA format, your instructor(s) may require work to be completed in the Basics of

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Language Training (BOLT) Course. The BOLT course will remain available to students throughout the program so that they may return to it as necessary.

The logo for BOLT (Language Training) features the word "BOLT" in a bold, black, sans-serif font. A yellow lightning bolt is integrated into the letter "O", extending upwards and to the right.

Additionally, the menu of each course will have a link to the Purdue OWL site, which is an excellent resource for quick reference when completing work.

Definition of a Week

Each week will begin at 12:00am Monday and will end at 11:59pm Sunday. This will be the time frame for which students will be expected to work within a given week's folder. All assignments will be due at 11:59pm, and the last assignment each week will be due on Sunday. All times will be based on the time zone of the institution: **Central Standard Time**.

Internet Etiquette (Netiquette):

Distance conveys a degree of anonymity, and as a result, many people feel less inhibited in online situations than in their everyday lives. This lessening of inhibitions sometimes leads people to drop their normal standards of decorum when communicating online. Become familiar with the following guidelines regarding both online discussions and email messages. View entirety of policy: <http://www.se.edu/dept/online-learning/technology/communication-netiquette/>

Southeastern Student Code of Conduct: <http://www.se.edu/dept/student-life/files/2009/10/student-handbook.pdf>

Southeastern Academic Calendar: [http://www.se.edu/dept/registrar/calendar-Assistance/Tutoring in Writing:](http://www.se.edu/dept/registrar/calendar-Assistance/Tutoring%20in%20Writing)

Smart Thinking: Online tutorial service. **Smart Thinking's** services include personalized, live, and online assistance. Visit <http://www.se.edu/current-students/smart-thinking/> to take advantage of these services.

The Writing Center is also available to help with your writing. Here is the contact information: <http://www.se.edu/dept/learning-center/writing-center/>

Counseling Center: Any student experiencing mental or emotional issues who desires free, confidential, clinical counseling is encouraged to contact the SE Counseling Center at (580) 745-2988 to schedule an appointment during normal working hours Monday-Friday, 8:00AM to 5:00PM. For after-hours mental health emergencies, please call SE Campus Police at (580) 745-2911 or the Mental Health Crisis Hotline at 1- (800) 522-1090.

Disability Accommodations: Any student needing special accommodations due to a disability should contact the Office of Compliance and Safety, Administration Building, Suite 311 or call (580) 745-3090 (TDD# 745-2704). It is the responsibility of each student who

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anticipates or experiences barriers to their academic experience to make an official request for disability related accommodations in a timely manner.

Blackboard Support: Can be found on the Southeastern Blackboard homepage at: <https://blackboard.se.edu/> by clicking on Bb technical support request or in the lower right hand corner on “Live Chat” between the hours of 7:00am-1:00am CST.

Equity and Non-Discrimination Statement: Southeastern Oklahoma State University, in compliance with all applicable federal and state laws and regulations, does not discriminate on the basis of race, color, religion, national origin, sex, age, disability, sexual orientation, gender identity, or status as a veteran in any of its policies, practices, procedures, or programs. This includes, but is not limited to: admissions, employment, financial aid, and educational services. Inquiries regarding non-discrimination and equity policies may be directed to: Michael Davis, Director of Compliance and Safety & Title IX Coordinator, (580) 745-3090, or mdavis@se.edu.

COURSE OBJECTIVES:

The following objectives will be met in this class:

- Strengthen communication skills with peers
- Analyze the various biological and psychological theories and philosophies of criminal behavior
- Evaluate the various criminal justice and criminal justice related career opportunities
- Prepare a profession resume
- Critically examine the criminal justice system
- Self-exploration - summarize undergraduate “experiences” and explore future endeavors

ALIGNMENT OF OBJECTIVES WITH LOCAL, STATE, AND OR NATIONAL STANDARDS:

The primary mission of the Criminal Justice program is to provide students with a quality education in criminal justice. We strive to prepare them to address the challenges of crime in society as criminal justice professionals, researchers, and educators. It is also imperative that we impart sensitivity to diversity and diverse viewpoints in order that they may understand our diverse society and the impact they will have on criminal justice issues. Criminal Justice is an academic field closely related to the discipline of Criminology. Criminology is the scientific study of crime, criminal behavior, and institutional responses thereto, whereas, Criminal Justice is an institutional response. The academic field of Criminal Justice is devoted to the scientific study of crime and the scientific study of the administration of Criminal Justice components: law enforcement, courts, and corrections. The curriculum has a multi-disciplinary foundation that seeks to scientifically orient and academically prepare students for careers in Criminal Justice or graduate or professional studies by relying on instructional assistance from the disciplines of Sociology, Psychology, and Political Science, as well as the field of Occupational Safety.

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1. Program Goal - Establish and demonstrate a comprehensive knowledge in the five substantive areas of criminal justice
 - a. Outcome – factual knowledge about the five substantive areas: criminal justice process, criminology, law enforcement, law adjudication, and corrections
2. Program Goal - Demonstrate the ability to think critically
 - a. Outcome – conceptualize ideas, process and apply information reliably, and demonstrate an overall understanding of social problems, human behavior, and public policy as it relates to the field of criminal justice
3. Program Goal - Display the ability to communicate effectively in oral and written form
 - a. Outcome – communicate information learned in oral and/or written form throughout required coursework

Upon completion of the course, students will enhance their ability to gather and use criminal justice information and resources; complete a professional resume; demonstrate their critical thinking skills; and communicate the information they have learned in a written format.

COURSE CALENDAR: (see assignments section under course requirements for specific instructions for each assignment)

Assignment #1 - Graded Introduction via discussion board **due 08-31-18 by midnight**

- Request assigned chapter for Robinson text review (assignment #5 – Critique of the Criminal Justice System) via email – hstephens@se.edu no later than **08-31-18 by 6:00 p.m.**

Assignment #2 - Criminological Theories Research Report due **09-21-18 by midnight**

Assignment #3 - Criminal Justice Careers and Resources Report due **10-05-18 by midnight**

Assignment #4 - Student Resume and Strategic Planning Report due **10-19-18 by midnight**

Assignment #5 - Critique of the Criminal Justice System **due 11-02-18 by midnight**

Assignment #6 - Book Report: *Emotional Intelligence* **due 11-16-18 by midnight**

Assignment #7 - Book Report: *Who Moved My Cheese?* **due 11-30-18 by midnight**

Assignment #8 - Final Reflections Report **due 12-10-18 (Monday) by midnight**

SEMESTER CALENDAR: <http://www.se.edu/dept/registrar/calendar/>

COURSE POLICIES:

Attendance: The Registrar's office defines attendance in online classes as:

Stopped Attending = Students who were participating online but have stopped submitting any assignments, etc. without contacting/making arrangements with you

Never Attended = Students who never accessed Blackboard to view the course or never completed any assignments that were due for the course

Excessive Absences = Students who have submitted some work but are infrequent in their participation or late on assignments—leading to a failing grade

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Since this is an online course, students are expected to be highly self-motivated. Enrollment in this course obligates the student to attend “virtual” class and to participate in “virtual” class activities and assignments.

Regular and routine participation is required to be “in attendance” for the course. This includes regularly logging in, turning in homework by required dates/times. If you do not participate in the course for two weeks, your access can be disabled without warning. Participation or lack thereof may also affect your financial aid.

You will be required to participate in a “welcome” discussion board the first week of classes. This will give you an opportunity to introduce yourself to your fellow classmates as well take “attendance”. This will not be a graded discussion board but it is important that you take the time to participate because this will determine whether or not you are allowed to stay in the class. Students who are reported to the registrar as never attended after the first week in the semester will be automatically withdrawn from the course. If you have any questions regarding this policy please contact the registrar directly.

***Late Assignments:* No extra assignments will be given at any time during the semester to “bring up your grade!” Work diligently from the beginning and complete every assignment as if IT is worth extra points that will raise your grade!**

Except for extenuating circumstances handled by the instructor on an individual basis, any assignment received after the due date and time will be for partial credit, if any at all. For the record...there are very few extenuating circumstances. Excuses such as “The system was down” and “I couldn’t get to a computer” are NOT considered extenuating circumstances. Have a backup plan with at least one alternate location to complete the assignment or take the exam. Don’t wait until the last minute to complete assignments or take exams and you won’t encounter these types of problems.

Makeup Exams: There are NO exams required for this course

Expectations of Instructor and Students:

Student Expectations of Instructor – Students should expect a timely response to email questions and prompt grading and posting of assignments. Unless an announcement was posted indicating my lack of availability, you should receive a response to your email within 48 hours. If you haven’t received a response within 48 hours, please email again just in case I overlooked it.

Instructor Expectations of Students – All students are required to produce their own work unless the activity has been designed as a group project. Evidence of cheating will result in at least a zero for that activity. Students are expected to complete all assignments by the due date, participate in class discussions, and when difficulties arise, contact the instructor.

Other Course Policies: The instructor reserves the right to make adjustments to the syllabus and/or grading policy as needed in order to meet the instructional needs and goals of the class. Students will be notified of any adjustments to the syllabus.

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COURSE REQUIREMENTS:

Timeframe for Participation: Our week as an on-line class will be conducted Monday thru Thursday, 8:00 a.m. to 12:00 a.m. The course content will be available at all times. **However, assignments, tests, etc... will only be posted and accepted during the previously outlined in your course schedule.**

Student participation is critical to the success of this class. To be a successful online learner, you must be highly self-motivated. You will be graded on your responses, timeliness of submitting homework, communication with other students, and meaningful contributions to the discussion boards. The discussion board is where you make the class come alive, so be sure to participate early and often!

Blackboard automatically tracks and records every click, including your name! I can see if and when you logged on, the date and time of day you logged on, and even what you accessed once you logged on. This is one way I can determine whether or not you participated in the assignment.

Reading assignments: I cannot stress enough the importance of keeping up with the assigned readings as they are an integral part of this course.

Assignments:

1. **Graded Introduction:** **This is a graded requirement.** This discussion board forum is to invite you to accomplish two things: 1) build peer-to-peer relationships by introducing oneself and one's background to the class; 2) articulate individual student learning goals and/or expectations for the class. There is a 250 word (minimum) requirement for your introduction post. **You are not required to post any information you are not comfortable sharing. (DUE by midnight 08-31-18).**
2. **Criminological Theories Research Report:** Crime constitutes violations of society's criminal laws, which engage the criminal justice system. Understanding criminality, i.e., why people commit crime, serves as a starting point to appreciating the dynamics, challenges, and controversies surrounding the administration of justice in the United States. Students will be required to submit a 3-5 page (double-spaced, 12 font, one-inch margins) synopsis of a criminological theory of their choice (must be approved by instructor prior to beginning report). The report should include an argument in support of, or against, the theory as an explanation of criminality. *As all of the theories have been covered in Introduction to Criminal Justice, Juvenile Delinquency, Criminology and Research Methods you should have no problem choosing a theory to cover.* Some examples include: Choice Theories; Biological and Psychological Theories; Sociological Theories ; Social Process Theories; Social Conflict Theories **(DUE by midnight (09-21-18)).**
3. **Criminal Justice Careers and Resources Report:** Students will be required to prepare a 1-2 page (double-spaced, 12 font, one-inch margins) overview of a criminal justice related

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career of their choice (must be approved by instructor prior to beginning). The report must include job requirements, training, salary expectations, retirement eligibility, special benefits and challenges. Also, describe the duties and responsibilities of the job and opportunities for advancement. These reports will be made available to the entire class after grading. Reports should also include a minimum of 5 Internet web sites which can serve as a resource to the class relative to the respective CJ agency. **(DUE 10-05-18 by midnight).**

4. Student Resume and Strategic Planning Report: The Resume: Selling Yourself on Paper. You should (not required) contact SE's Career Management Services for assistance with this assignment (**I recommend that you DO NOT wait until the last minute to make an appointment with this office**).

You will be expected to submit the following documents:

- Resume development – make an outline of all the resources you plan to use to create and develop your resume **and** make a rough draft of resume
- Interviewing preparation – describe the techniques and strategies you plan to use to prepare for job interviews
- Professional resume – final draft of resume

You must complete each of the above mentioned three (3) components of this assignment in order to be eligible for full credit. **(DUE 10-19-18 by midnight).**

5. Critique of the Criminal Justice System: Does it Work? The criminal justice system is designed to: control crime, prevent crime, and provide and maintain justice. Whether it works, and/or how well, is subject to debate. You are required to submit a 3-5 page (double-spaced, 12 font, one-inch margins) synopsis of the chapter assigned to you from the *Robinson* text, highlighting specific points germane to the criminal system. **You MUST email me no later than 08-31-17, to request your assigned chapter. This part of the assignment will be part of the final assignment grade). Your report should also include at least four questions designed invoke critical thinking and discussion. (DUE 11-02-18 by midnight).**
6. Book Report: *Emotional Intelligence* (1-2 pages, double-spaced, 12 font, one-inch margins). **(DUE 11-16-18 by midnight).**
7. Book Report: *Who Moved My Cheese* (1-2 pages, double-spaced, 12 font, one-inch margins). **(DUE 11-30-18 by midnight).**
8. Final Reflection Paper: An introspective synopsis and critique of the criminal justice curriculum and program, college years, and plans, readiness and preparedness for the “real world” (2-4 pages, double-spaced, 12 font, one-inch margins). **(DUE 12-10-18 - this is a Monday - by midnight).**

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Research Reports

All research reports are required to be consistent with the 5th edition of the American Psychological Association (APA) Publication Manual. Further information regarding the APA style standards is accessible via: <http://www.apastyle.org/> . **All reports are to include a cover page and a reference page.**

Approximate Time Required for Individual Activities: This course will be conducted using a variety of instructional methods and learning activities, including but not limited to, interaction with peers and instructor, evaluation of several required texts, and research assigned. Approximately 20-30 hours per week will be required for successful completion of course requirements. Read, read, and re-read directions and information carefully before emailing or calling for help. You will find most of your questions answered in the course syllabus or on the discussion board.

Expectations for Communications: Check the course website every day, at least five days a week.

Email Address – You are required to use your SOSU student email address when using Blackboard. In addition, you are required to REGULARLY check your SOSU student email account. All email correspondence will be sent to your SOSU student email address. Refer to the Blackboard login page for details about your SOSU student email address. **Be sure to include your name AND name of course you are inquired about, in the body or subject line of every email you send to me.**

Activity and Other Assignment Expectations: The due dates for all assignments are listed on the *Course Calendar* as well as under the *Course Requirements*; assignments section. **All components of the weekly assignments must be submitted by 12:00 a.m. (midnight) on the due date.**

Other Course Requirements: NONE

ASSESSMENT (GRADING SYSTEM):

Each activity assigned will incur points unless otherwise noted. Please review your course calendar for specific due dates for each assignment. All work is subject to critical evaluation for content, effort, and completion of **all** requirements in order to be eligible for full credit. Points for any work emailed directly to the instructor instead of submitting through the Blackboard system will vary, depending on the assignment and approval of instructor.

Grades will be assigned using possible points as follows:

- | | |
|--|-----|
| 1. Graded Introduction | 50 |
| 2. Criminological Theories Research Report | 100 |
| 3. Criminal Justice Careers and Resources Report | 50 |
| 4. Student Resume and Strategic Planning Report | 100 |

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5. Critique of the Criminal Justice System	100
6. Book Report: <i>Emotional Intelligence</i>	75
7. Book Report: <i>Who Moved My Cheese?</i>	75
8. Final Reflections Report	50

The grading scale for this course is:

A = 600-540

B = 539-480

C = 479-420

D = 419-360

F = 359-0

Rounding to the next letter grade is NOT AUTOMATIC and will be at the discretion of the instructor.

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