CJUS 4901.900,950: Senior Seminar

Course Syllabus

Instructor: Dr. Brooke Nodeland
Term: Summer 2021
Class meeting: This is an online class. Course expectations and classroom policies are outlined in the syllabus below. While students are expected to complete written assignments, participate in online discussions, and online quizzes, there are no on formal on campus meetings for this course which would require a student to come to campus.

Instructor’s Contact Information

<table>
<thead>
<tr>
<th>Email (preferred)</th>
<th><a href="mailto:brooke.nodeland@unt.edu">brooke.nodeland@unt.edu</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>Office Location</td>
<td>Chilton 273K</td>
</tr>
<tr>
<td>Office Hours</td>
<td>There are no scheduled in person office hours for online courses, however, I am available to schedule virtual meetings. To schedule an appointment, you will need to email me directly. If you have questions or concerns, please send me an email directly to my UNT below (not through Canvas messenger) and I will get back to you as soon as possible.</td>
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While I want to make myself as available as possible to each of you, I do have to place some limitations on when I can be contacted. I would prefer that most general questions go through the Q & A forum in the Discussion Board area. If you have a general question about the course or assignments, please post it there. Either I will answer it, or, one of your classmates will. This way we can all benefit from questions asked, and they can be answered in a venue that the whole class can see. You may also want to find someone in class to be a "buddy" with. This will give you at least one other person who you can email with questions.

If you have a private question, please contact me via email and I will respond within 24 hours on weekdays (usually sooner). Please do not expect a response over the weekend.

Normally, I will return feedback on all written assignments within 1 week of the due date. However, if I see that I will be unable to return your feedback that quickly I will post an Announcement to let everyone know when it can be expected.

Email expectations: When sending an email, please put the COURSE NUMBER (CJUS 4901) in the subject line of the email. Only emails sent from your UNT email account (username@my.unt.edu) will receive a response. Please allow 48 hours of turnaround time (weekdays) for your email and telephone inquiries when contacting either the instructor or the TA. Also, to ensure that you receive timely course related correspondence, make sure your official email address at UNT is forwarded to your preferred email address.
Required readings
There is one required text for the course. Reading assignments are noted in the Course Calendar.


**Recommended reading:**

Course Description
Examination of the problems and issues involved in forming and implementing criminal justice policy in the United States. Course represents the final capstone experience for the student and should generally be taken in the semester the student will graduate. *(Prerequisite(s): Senior standing and at least 33 hours of criminal justice, with 18 hours from the criminal justice core.)*

Learning Objectives
After completion of this course, it is expected that students will be able to:
- Discuss the importance of studying the effectiveness criminal justice policy from an evidence-based perspective and identifying and incorporating appropriate scholarly sources
- Distinguish between the reality of crime and criminal justice policy from myths
- Describe the various models and types of public policy
- Summarize essential literature related to criminal justice policy
- Critique and evaluate diverse forms and sources of information
- Argue diverse perspectives, ideas, cultures, and viewpoints of criminal justice policy issues

Access and Navigation
Access and Log in Information
This course was developed and will be facilitated utilizing the University of North Texas’ Learning Management System, Canvas. To get started with the course, please go to: https://unt.instructure.com/login/ldap

You will need your EUID and password to log in to the course.

Student Resources
As a student, you will have access to:
• Student Orientation via Canvas. It is recommended that you become familiar with the tools and tutorials within the Orientation to better equip you in navigating the course.
• It is recommended that you become familiar with the tools and tutorials to better equip you to navigate the course.
• From within Canvas, you will have access to the “UNT Helpdesk” tab which provides student resources and Help Desk Information.

Course Organization
Students will most of their time on the Modules page in the course. The Start here module will be available throughout the course and contains the course syllabus. Each week new materials will unlock in line with that noted in the syllabus. Each module will contain objectives, an introduction and to do list for the week, weekly notes, assignments that are due and next steps. You will be able to complete all activities for each week within the Module. Updates to the course and important information will be shared on the Announcements page. Finally, students can view their Grades in the course using the Grades tab in Canvas.

First steps
Upon entrance into the online classroom, students should spend some time navigating course materials and links to ensure they are able to locate all required materials. Students must read and complete all components of the Introduction module in order unlock Week 1 materials. The student should review the syllabus and course materials early in the semester and keep a copy of the syllabus for easy reference throughout the course.

Method of Evaluation
Students will earn points through three methods of evaluation. As this is an online class, students must be prepared to take responsibility for their own learning. Students should be prepared to take quizzes and complete online discussions with little direction beyond that provided in the syllabus and individual assignment instructions. Students will earn points through two methods of evaluation.

Online activities: Students will complete 1 online activity during the semester worth a total of 25 points. Web links for these activities are provided in the assignment instructions for each activity in Canvas. Students will complete the activity as instructed. Students must submit a screenshot of the required components as a document through the Canvas submission link by the due date and time in order to receive credit for the assignment.

Reading quizzes: Students will complete a reading quiz for each chapter for a total of 16 reading quizzes throughout the semester. Quizzes will be worth a total of 160 points or 10 points each. Quizzes are posted within the weekly modules. They will become available the Monday morning of the week they are due and are due the following Sunday night by 11:59p Central Time on the due dates outlined in the course calendar. Quizzes will be available for 25 minutes once they are opened and must be completed in one setting. Quizzes may consist of multiple choice, true/false, matching, short answer questions, and/or essay. While course materials may be referenced during the quizzes, students should treat these quizzes as they would an in class exam and prepare accordingly. There is not enough time permitted to look up the answer to
every question. Quiz grades will be available following completion of the quiz; correct responses to the questions will be posted after the availability period ends. *There are no makeup or late submissions of quizzes.*

Reading quizzes are low stakes assignments designed to assess comprehension of the material covered in each chapter. As such, students will have 2 attempts for each quiz. There are no resets or third attempts permitted.

**Discussion and participation:** Online discussions are designed to emulate that of the traditional or face to face classroom environment. Students will complete 6 discussion question posts. The first introduction discussion is worth 25 possible points, 4 discussions are worth 50 points each, and the final policy debate discussion is worth 100 possible points for a total of 325 possible points. For each discussion, students will be required to both respond to the discussion question as well as make two substantive posts to classmates’ posts in order to receive full credit for the week. This may include responses to two separate classmates as well as responses to a classmate who responded to your original post. The idea is for this to emulate a real classroom discussion and not just write posts for the sake of writing posts.

Specific requirements for the discussion questions are available in Canvas. Simply posting that you agree or disagree with another students post or restating their post will not constitute a substantive response. These posts account for a substantive portion of the overall course grade and will not be treated as completion grades. Students should take their time in responding and crafting a carefully thought out response. Students will be graded on grammar, so proofread submissions prior to posting.

Responses should be typed in a word document before cutting and pasting them into the text submission box to ensure they have a backup copy in the event of a technical issue. Students are strongly encouraged to complete their work as early as possible during the discussion week to avoid these types of issues.

Discussion posts must incorporate a minimum of 2-5 scholarly references with appropriate in text citations as well as a complete reference page in APA format for any and all information obtained from outside references. Full credit for participation posts will also include reference to at least 1 academic reference in support of your position. Discussions will close promptly at 11:59p on the due date listed in the course calendar at the end of the syllabus. Discussion/participation posts cannot be submitted after the discussion forum closes on the designated due date and time. *If you have an emergency and cannot submit an assignment, you must contact the instructor prior to the assignment due date.*

*Students must respond to the discussion question in order to unlock that week’s discussion and enable the ability to respond to others’ posts. All discussion and participation posts must be completed by the due date and time. No late discussion posts or participation posts will be accepted for any reason. If you have technical difficulties in submitting your post, you must email the instructor a copy of your post prior to the discussion due date to be eligible for partial credit. The instructor retains discretion to accept or evaluate any submission not turned in
through the Discussion board in Canvas. Discussion posts/participation posts will be graded and returned within one week of the assignment due date.

Discussion questions are designed to assess your comprehension and understanding of course materials, not a description of your personal opinion regarding computer crime.

As discussed above, students will have the opportunity to earn up to 485 points for the semester. Possible points can be earned in the following manner:

<table>
<thead>
<tr>
<th>Activity</th>
<th>Points</th>
<th>Possible Points</th>
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<tbody>
<tr>
<td>Online activity</td>
<td>25 points</td>
<td>25 possible points</td>
</tr>
<tr>
<td>Reading quizzes (16)</td>
<td>10 points each</td>
<td>160 possible points</td>
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<tr>
<td>Discussion responses (6)</td>
<td>25x1; 50x4; 100x1 points each</td>
<td>325 possible points</td>
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<td></td>
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<td>510 total possible points</td>
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Final grades will be based on the accumulation of points according to the table below (grades will not be rounded – the total points accumulated at the end of the semester will be used to determine the final grade):

- A = 459-510 points
- B = 408-458 points
- C = 357-407 points
- D = 306-356 points
- F = 305 points and below

*Grade related questions or concerns must be addressed within 1 week of the grade being posted to Canvas. Do not contact the instructor at the end of the semester with a concern over the first discussion – instead, contact the instructor immediately upon grades being posted to discuss these concerns.

*There are no individual extra credit opportunities for the course.

**Attendance Policy**

As this is an online course, there are fixed deadlines on assignments that students must meet in order to receive up to full credit for completed assignments. Students are expected to log in to the course daily to review course assignments, due dates, and check announcements, etc. Students may complete their work early and, in doing so, have a large amount of flexibility in completing their assignments. However, while work can be completed early, all assignments must be submitted by the due date listed in the course calendar in the syllabus. Students that have fallen behind, are failing and/or choose to not complete the coursework for the semester are responsible for officially withdrawing themselves from the course; failure to do so will result in a performance grade of "F".

Students are expected to attend class meetings regularly and to abide by the attendance policy established for the course. It is important that you communicate with the professor and the instructional team prior to being absent, so you, the professor, and the instructional team can
discuss and mitigate the impact of the absence on your attainment of course learning goals. Please inform the professor and instructional team if you are unable to attend class meetings because you are ill, in mindfulness of the health and safety of everyone in our community.

Classroom Policies
Students are expected to log in to Canvas daily to check Announcements or changes to the course. Missing deadlines as a result of not frequently checking Canvas will not be an excuse for late work submission.

No late submissions are accepted for any reason. Assignments are generally available for at least a week, as such, there are no extensions for last minute technical difficulties or unexpected events. As this is an online class, students are expected to use their time wisely and complete assignments within the availability period. Time management is an important skill both in terms of academic performance as well as in a professional environment. If a student will be out of town on vacation, work related travel, etc., the student should plan accordingly to complete any assignments prior to being out of town. Requesting exceptions to this policy is unfair to other students who complete assignments within the required time period.

Any assignment submitted in a format that the instructor cannot open, for any reason, will receive a score of a 0 regardless of when the assignment was submitted. Follow individual assignment instructors for formatting and submission expectations. Students should be careful to submit assignments as attachments, unless specifically instructed, as this increases the likelihood an assignment will not be visible to the instructor.

Grade related questions or concerns must be addressed within 1 week of the grade being posted to Canvas. Quiz grades post immediately with correct responses available after the quiz close date. Students should email the instructor with quiz questions after they have reviewed the correct responses within one week of the grade being posted. Questions related to the quiz will not be answered while the quiz is still available. Do not wait until the end of the semester or half way through the semester to ask questions about previous assignments. Students are expected to stay on top their grades as well as their course standings and ask questions in a timely manner.

Final grades are determined based on the point total listed in the syllabus. There is no rounding. Students should do their best on each assignment and submit all completed assignments on time to maximize their performance and earned point total for the course.

Online Discussion Expectations: While this is an online class, we will engage in online discussions in which individuals may have strong opinions regarding course related topics. Our online classroom is a collaborative environment in which every student should feel comfortable expressing ideas, opinions and engaging in thoughtful discussions. Students will respect the views and opinions of others at all times; name-calling and personal attacks are not permitted. Students engaging in disruptive or disrespectful behavior in the classroom will be given one warning through an email from the instructor. A second violation will result in the student being
locked out of future discussions eliminating their ability to either participate in future discussions or earn additional discussion points for the course.

A Grade of “Incomplete” (“I”): An Incomplete Grade (“I”) is a non punitive grade given only during the last one-fourth of a term/semester and only if a student (1) is passing the course and (2) has a justifiable and documented reason, beyond the control of the student (such as serious illness or military service), for not completing the work on schedule; and (3) arranges with the professor before the end of the semester to finish the course at a later date by completing specific requirements that the professor must list on the grade sheet. All work in the course must be completed within the specified time (not to exceed one year after taking the course) If you do not meet the specifications for this grade, you will need to see the Registrar’s office about resigning from the University.

**Academic integrity**

Any violation of academic integrity will be handled on a case-by-case basis. At a minimum, the student will receive a zero on the assignment in question, but more serious academic violations may be subject to the assignment of a failing grade for the course. Please do not hesitate to contact the instructor with questions related to citations or other academic integrity concerns.

**Student Evaluation of Instruction (SPOT)**

*Student feedback is important and an essential part of participation in this course. The student evaluation of instruction (SPOT) is a requirement for all organized classes at UNT. This short survey will be made available to you at the end of the semester to provide you with an opportunity to evaluate how this course is taught. Student feedback is very important to UNT, please complete your SPOT (Student Perceptions of Teaching) survey during the open evaluation time.*

**Course Calendar and Topics**

Students are responsible for keeping up with the schedule, any schedule changes as well as the assigned readings as we progress through the course. This is a tentative schedule and the instructor reserves the right to modify any part of the schedule at any time throughout the semester. All assignments must be submitted by 11:59p Central time on the date listed below. *Late submissions are not accepted.*

<table>
<thead>
<tr>
<th>Date</th>
<th>Readings and assignment due dates</th>
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<tbody>
<tr>
<td>Week 1</td>
<td><strong>Topic:</strong> Introduction and overview, The Politics and Policy Dichotomy, Crime Control versus Due Process, and Understanding Criminal Justice Policy</td>
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<tr>
<td>5/22-5/28</td>
<td><strong>Reading:</strong> Course overview, Syllabus, Chapters 1-3 textbook</td>
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<td><strong>Assignments:</strong> Introduction discussion and Chapter 1 quiz due Thursday 5/25 11:59p</td>
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<td>Careers in Criminal Justice discussion, Library Course Guide activity, Chapter 2 quiz, and Chapter 3 quiz due Sunday 5/28 11:59p</td>
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<td>Week</td>
<td>Dates</td>
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<td>Week 2</td>
<td>5/29-6/4</td>
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<td>Week 3</td>
<td>6/5-6/11</td>
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<td>Week 4</td>
<td>6/12-6/18</td>
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<td>Week 5</td>
<td>6/19-6/23</td>
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** Reminder course ends on Friday 6/23 – no assignments can be accepted after this date for any reason**