Instructor: Brooke Miller  
Term: Summer 2016  
Class meeting: This is an online class. There are no formal on campus meetings for this course which would require a student to come to campus. You can contact me via email if you have any questions or want to discuss the course. I am here to assist you and hope to make this course enjoyable and useful in your criminal justice endeavors. This course will require self-discipline and self-motivation to keep up with the readings, assignments and discussion boards. If you put in the effort, you will easily master the content of this course in an online environment.

Instructor’s Contact Information

<table>
<thead>
<tr>
<th>Email (preferred)</th>
<th><a href="mailto:Brooke.Miller@unt.edu">Brooke.Miller@unt.edu</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>Office Phone</td>
<td>940-565-2830</td>
</tr>
<tr>
<td>Office Location</td>
<td>Chilton 273K</td>
</tr>
<tr>
<td>Office Hours</td>
<td>By appointment - The primary method to contact me is through email (which is also the method used to schedule meetings). Please allow 48 hours of turnaround time (weekdays) for your email and telephone inquiries. Phone and email messages sent during the weekend or on holidays will generally be answered the following business day.</td>
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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. 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.


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

Technical Requirements/Assistance
The following information has been provided to assist you in preparation for the technological aspect of the course.
UIT Help Desk: http://www.unt.edu/helpdesk/index.htm
Hardware and software necessary to use Bb Learn: http://www.unt.edu/helpdesk/bblearn/
Browser requirements: http://kb.blackboard.com/pages/viewpage.action?pageId=84639794
Computer and Internet Literacy: http://clt.odu.edu/oso/index.php?src=pe_comp_lit
Necessary plug-ins: http://goo.gl/1lsVF

Minimum Technical Skills:
This is not a computer skills course and as such, students are expected to have a minimum skill set in order to access course materials and complete course assignments. Specifically, students should know how to access a Web site when given an address, use the features of their Web browser, download files, attach files to emails, use word processing software, copy and paste …etc.

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, Blackboard Learn. To get started with the course, please go to: https://learn.unt.edu

You will need your EUID and password to log in to the course. If you do not know your EUID or have forgotten your password, please go to: http://ams.unt.edu.

Student Resources
As a student, you will have access to:

- Student Orientation via Blackboard Learn. It is recommended that you become familiar with the tools and tutorials within the Orientation to better equip you in navigating the course.
- Blackboard’s On Demand Learning Center for Students. It is recommended that you become familiar with the tools and tutorials to better equip you to navigate the course.
- From within Blackboard, you will have access to the “UNT Helpdesk “ tab which provides student resources and Help Desk Information.
**Course Organization**
Course materials can be accessed for each chapter within the course materials tabs. Assignments can be accessed and submitted through the assignments link, discussions through the discussion link, and quizzes can be located by clicking on the Quizzes link within the classroom. The Course Calendar located at the end of the syllabus provides a breakdown of the quiz, discussion and assignment due dates for the course.

**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. After the student has reviewed the syllabus and course materials, students will be required to post an introduction in the Discussion forum and complete a Course expectations quiz.

**Student Support**
The University of North Texas provides student technical support in the use of Blackboard and supported resources. The student help desk may be reached at:
Email: helpdesk@unt.edu
Phone: 940.565-2324
In Person: Sage Hall, Room 130
Regular hours are maintained to provide support to students. Please refer to the website (http://www.unt.edu/helpdesk/hours.htm) for updated hours.

**Method 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 three methods of evaluation.

**Quizzes:** Students will complete a total of 6 quizzes. Quizzes will be worth a total of 120 points or 20 points each (6 module quizzes). Quizzes can be accessed through the Quiz tab within Blackboard. Weekly quizzes will be available for 30 minutes upon opening the quiz and must be completed in one sitting (one attempt) – so make sure you have a reliable internet connection and are ready to complete the entire quiz when you open it. (Technical issues will only be considered in extreme circumstances and only once per semester and can only be evaluated by the instructor.) Questions that have not been answered at the end of 30 minutes will receive 0 points. Quizzes are individual assignments and should be completed in private and not in the company of any other student. Quiz questions will be released one at a time and 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. The time allowed is sufficient to respond to each question, however, you will not have time to look up every answer once the quiz has started. Quiz grades will be available following completion of the quiz – correct responses will be available for review after the quiz availability period ends. *There are no makeup or late submissions of quizzes.*
**Discussion and participation:** Online discussions comprise the bulk of the course and will emulate that of the traditional or face to face classroom environment. There will be 5 discussion questions worth 40 points each for a total of 200 possible points. Students will complete 6 total discussions including the introductory discussion week 1. For each discussion week, students will be required to both respond to the weekly discussion question as well as make two substantive posts to classmates’ posts in order to receive full credit for the week. Discussion question responses should range from 300-500 words. Participation posts must reflect critical thought and reflect substantive contribution to the class discussion (generally a minimum of 200 words). Rather, simply posting that you agree or disagree with another students post or restating their post will not constitute a substantive response. Additionally, you will be graded on grammar, so proofread your submissions prior to posting. It may be helpful to type your responses in a word document before cutting and pasting them into your submission – this will also ensure that you have a copy of your submission in the event that you have technical issues in submitting your responses. Students are also expected to incorporate a minimum of 2 scholarly references with appropriate in text citations in APA format for any information obtained from an outside source (an instructional Powerpoint is provided in Blackboard under the Start Here Menu that outlines both how to locate scholarly references and how to incorporate them into your discussions). Full credit for participation posts will also include reference to outside sources in support of your position. Discussions will be graded and returned within one week of the 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. 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 the topics we’ll be discussing. As such, discussions will be evaluated using the following criteria:

<table>
<thead>
<tr>
<th>Content</th>
<th>Participation</th>
<th>Length</th>
<th>Editing (spelling and grammar)</th>
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<tbody>
<tr>
<td>Excellent 18-20 points</td>
<td>Excellent 10 points</td>
<td>Excellent 5 points</td>
<td>Excellent 5 points</td>
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<tr>
<td>All of the required components of the response were adequately addressed with full explanations</td>
<td>Student submitted 2+ substantive participation posts. Supported arguments using properly documented empirical sources in APA format.</td>
<td>Discussion response exceeded required length, 2 participation responses were posted that also exceeded required length</td>
<td>If there were any spelling or grammar errors they were insignificant</td>
</tr>
<tr>
<td>Good 15-17 points</td>
<td>Good 8-9 points</td>
<td>Good 4 points</td>
<td>Good 4 points</td>
</tr>
<tr>
<td>A minor required component was missing, or there was not good explanation for at least one of the</td>
<td>Student submitted 1-2 substantive participation posts. Supported arguments</td>
<td>Discussion response met required length, 2 participation responses were posted - one response</td>
<td>There were a few spelling or grammar errors that were noticeable but did not detract from the paper</td>
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As discussed above, students will have the opportunity to earn up to 320 points for the semester. Possible points can be earned in the following manner:

Module quizzes (6) 20 points each 120 possible points
Discussion responses (5) 40 points each 200 possible points
Total 320 possible points

Your final grade will be based on your 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):

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<tr>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>F</th>
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<tbody>
<tr>
<td>288-320 points</td>
<td>256-287 points</td>
<td>224-255 points</td>
<td>192-223 points</td>
<td>191 or below points</td>
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*There are no extra credit opportunities for this course.*

**Grade related questions or concerns must be addressed within 1 week of the grade being posted to Blackboard.**

**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". Last day to withdraw with a grade of “W” is Aug 3, 2016.

**Classroom Policies**

**Online Discussion Expectations:**
While this is an online class, we will still engage in weekly 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.

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

**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.

**Being a Successful Online Student**
- [What Makes a Successful Online Student?](#)
- [Self Evaluation for Potential Online Students](#)

**Academic integrity**
Standards of academic integrity are expected with regard to any course related work or submission. Students should consult the UNT website for questions, guidelines, appeals, and other information related to these policies: [http://policy.unt.edu/sites/default/files/untpolicy/pdf/7-Student_Affairs-Academic_Integrity.pdf](http://policy.unt.edu/sites/default/files/untpolicy/pdf/7-Student_Affairs-Academic_Integrity.pdf)
Academic violation of UNT policy consists of the following:

A. Cheating. The use of unauthorized assistance in an academic exercise, including but not limited to:
   1. use of any unauthorized assistance to take exams, tests, quizzes or other assessments;
   2. dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems or carrying out other assignments;
   3. acquisition, without permission, of tests, notes or other academic materials belonging to a faculty or staff member of the University;
   4. dual submission of a paper or project, or re-submission of a paper or project to a different class without express permission from the instructor;
   5. any other act designed to give a student an unfair advantage on an academic assignment.

B. Plagiarism. Use of another’s thoughts or words without proper attribution in any academic exercise, regardless of the student’s intent, including but not limited to:
   1. the knowing or negligent use by paraphrase or direct quotation of the published or unpublished work of another person without full and clear acknowledgement or citation.
   2. the knowing or negligent unacknowledged use of materials prepared by another person or by an agency engaged in selling term papers or other academic materials.

C. Forgery. Altering a score, grade or official academic university record or forging the signature of an instructor or other student.

D. Fabrication. Falsifying or inventing any information, data or research as part of an academic exercise.

E. Facilitating Academic Dishonesty. Helping or assisting another in the commission of academic dishonesty.

F. Sabotage. Acting to prevent others from completing their work or willfully disrupting the academic work of others.

All submissions should be 100% original to this course.

Any violation of academic integrity will be handled on a case-by-case basis. At a minimum, the student will receive a 0 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.

Resources
Links to Academic Support Services, such as Office of Disability Accommodation, Counseling and Testing Services, UNT Libraries, Online Tutoring, UNT Writing Lab and Math Tutor Lab can be located within Blackboard Learn on the “Academic Support” tab. UNT Portal: http://my.unt.edu
UNT Blackboard Learn Student Resources: Technical Support: http://www.unt.edu/helpdesk/

UNT Library Information for Off-Campus Users: http://www.library.unt.edu/services/facilities-and-systems/campus-access

UNT Computing and Information Technology Center: http://citc.unt.edu/services-solutions/students

UNT Academic Resources for Students: http://www.unt.edu/academics.htm

Computer Labs: General access computer lab information (including locations and hours of operation) can be located at: http://www.gacl.unt.edu/

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.

ADA Statement and Disabled Student Policy
The University of North Texas makes reasonable academic accommodation for students with disabilities. Students seeking accommodation must first register with the Office of Disability Accommodation (ODA) to verify their eligibility. If a disability is verified, the ODA will provide you with an accommodation letter to be delivered to faculty to begin a private discussion regarding your specific needs in a course. You may request accommodations at any time, however, ODA notices of accommodation should be provided as early as possible in the semester to avoid any delay in implementation. Note that students must obtain a new letter of accommodation for every semester and must meet with each faculty member prior to implementation in each class. For additional information see the Office of Disability Accommodation website at http://www.unt.edu/oda. You may also contact them by phone at 940.565.4323.

Important Notice for F-1 Students taking Distance Education Courses
Federal Regulation
To read detailed Immigration and Customs Enforcement regulations for F-1 students taking online courses, please go to the Electronic Code of Federal Regulations website at http://ecfr.gpoaccess.gov. The specific portion concerning distance education courses is located at "Title 8 CFR 214.2 Paragraph (f)(6)(i)(G)” and can be found buried within this document: http://frwebgate.access.gpo.gov/cgi-bin/get-cfr.cgi?TITLE=8&PART=214&SECTION=2&type=text

The paragraph reads:
(G) For F–1 students enrolled in classes for credit or classroom hours, no more than the equivalent of one class or three credits per session, term, semester, trimester, or quarter may be counted toward the full course of study requirement if the class is taken on-line or through distance education and does not require the student's physical attendance for classes, examination or other purposes integral to completion of the class. An on-line or distance education course is a course
that is offered principally through the use of television, audio, or computer transmission including open broadcast, closed circuit, cable, microwave, or satellite, audio conferencing, or computer conferencing. If the F–1 student's course of study is in a language study program, no on-line or distance education classes may be considered to count toward a student's full course of study requirement.

**University of North Texas Compliance**
To comply with immigration regulations, an F-1 visa holder within the United States may need to engage in an on-campus experiential component for this course. This component (which must be approved in advance by the instructor) can include activities such as taking an on-campus exam, participating in an on-campus lecture or lab activity, or other on-campus experience integral to the completion of this course.

If such an on-campus activity is required, it is the student’s responsibility to do the following:

1. Submit a written request to the instructor for an on-campus experiential component within one week of the start of the course.
2. Ensure that the activity on campus takes place and the instructor documents it in writing with a notice sent to the International Student and Scholar Services Office. ISSS has a form available that you may use for this purpose.

Because the decision may have serious immigration consequences, if an F-1 student is unsure about his or her need to participate in an on-campus experiential component for this course, s/he should contact the UNT International Student and Scholar Services Office (telephone 940-565-2195 or email internationaladvising@unt.edu) to get clarification before the one-week deadline.

1/15/04
Rev.4/24/2009

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Additional copyright information may be located at: [http://copyright.unt.edu/content/unt-copyright-policies](http://copyright.unt.edu/content/unt-copyright-policies).

**Voluntary Product Accessibility Template (VPAT) Blackboard Learn Release 9.1**
**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, Discussion Boards, Assessments</th>
<th>Due Dates</th>
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<tbody>
<tr>
<td><strong>Week 1</strong>&lt;br&gt;July 11 – July 17</td>
<td>Readings: Module 1 Ch. 1 – 4  &lt;br&gt;Discussion Boards and Quizzes: Ch. 1 – 4</td>
<td>Complete Zip-Code Survey and Introduction discussion  &lt;br&gt;<strong>Introduction discussion and Discussion 1</strong> due July 17 11:59p  &lt;br&gt;<strong>Quiz Module 1</strong> due July 17 at 11:59p</td>
</tr>
<tr>
<td><strong>Week 2</strong>&lt;br&gt;July 18 – July 24</td>
<td>Readings: Module 2 Ch. 5 – 8  &lt;br&gt;Discussion Boards and Quizzes: Ch. 5 – 8</td>
<td><strong>Discussion 2</strong> due July 24 11:59p  &lt;br&gt;<strong>Quiz Module 2</strong> due July 24 at 11:59p</td>
</tr>
<tr>
<td><strong>Week 3</strong>&lt;br&gt;July 25 – July 31</td>
<td>Readings: Module 3 Ch. 9 – 10  &lt;br&gt;Discussion Boards and Quizzes: Ch. 9 – 10</td>
<td><strong>Discussion 3</strong> due July 31 11:59p  &lt;br&gt;<strong>Quiz Module 3</strong> due July 31 at 11:59p</td>
</tr>
<tr>
<td><strong>Week 4</strong>&lt;br&gt;Aug 1 – Aug 7</td>
<td>Readings: Module 4 Ch. 11 – 12  &lt;br&gt;Discussion Boards and Quizzes: Ch. 10 – 11</td>
<td><strong>Discussion 4</strong> due Aug 7 11:59p  &lt;br&gt;<strong>Quiz Module 4</strong> due Aug 7 at 11:59p</td>
</tr>
<tr>
<td><strong>Week 5</strong>&lt;br&gt;Aug 8 – Aug 12</td>
<td>Readings: Modules 5 – 6 Ch. 13 – 14  &lt;br&gt;Discussion Boards and Quizzes: Ch. 4 – 5</td>
<td><strong>Discussion 5</strong> due Aug 11 11:59p  &lt;br&gt;<strong>Quizzes Modules 5 &amp; 6</strong> due Aug 11 at 11:59p</td>
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</tbody>
</table>