

What:

- CRIJ 5315 – *Graduate Proseminar*, Fall 2019

Who:

- Instructor: Lynn M. Greenwood, PhD

When:

- August 26 – December 13, 2019

Where:

- Online – CANVAS

Why:

- This is a required course for all new Criminal Justice Master’s students.



How do I get in touch with you, Dr. Greenwood?

- Office location: 204D Heritage Hall
- Phone number: 512-525-9173*
- Email: lgreenwood@tamuct.edu **
 - Canvas email also okay
- Office hours: Thursdays 2pm-5pm; other days/times available by appointment



*Please, please, if you call me, recognize that this is my personal phone number and act accordingly. If you leave a message, identify yourself, or I probably won’t return your call.

**Please, please, please, if you email me, identify yourself and the class you are emailing me about! If you don’t, I probably won’t answer.

So, what’s this course all about?

Catalog Description

Introduces students to the department and faculty. Emphasis placed on effective study habits and writing skills associated with research, as well as other activities/parameters that will assist the student in being successful in the program. This course is cross-listed with HLS 5315; only one may be taken for credit.

Course Objectives

1. Students will be able to communicate, verbally, in writing, and electronically in a professional manner.
2. Students will familiarize themselves with the benefits of membership in professional organizations.

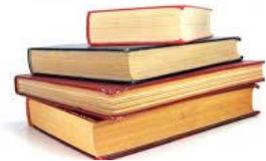
3. Students will familiarize themselves with several on-campus resources, such as the University Writing Center, University Library, and Office of Professional Development.
4. Students will achieve a standard of academic writing that is expected for graduate standing.
5. Students will demonstrate their abilities in using library resources.
6. Students will be able to review social science literature on special topics.
7. Students will demonstrate skills in using resources in a paper, such as in-text citations and references, using APA Manual.
8. Students will demonstrate presentation skills in a classroom environment.

So what does this mean?

If this class were to have a subtitle, it would be “How to be a successful criminal justice graduate student.” The purpose of the class is to provide you with information and a set of tools to help you in your graduate course work.

What books do I need for the class?

- American Psychological Association (2010). *Publication manual of the American Psychological Association* (6th ed.). Washington, DC: APA.
- Chatfield, T. (2017). *Critical thinking: Your guide to effective argument, successful analysis, and independent study*. SAGE. ISBN: 9781473947146
- Silvia, P.J. (2018). *How to write a lot: A productive guide to academic writing* (2nd ed.). APA Life Tools.
- Strunk, W., & White, E. B. *The elements of style*. (Any edition will do.)



Supplementary Materials:

Students will receive additional reading and viewing materials throughout the semester to enhance, expand on, and aid in assignments.

Are these books required?

Yes.

This is an online course, right?

Yes. This course uses the TAMUCT CANVAS system. To be able to successfully complete this course, you must have reliable and frequent access to a computer and to the Internet. In addition, you must be able to access Canvas. If you are unfamiliar with Canvas, there is a Canvas Student Quick Start Guide found in the Orientation Module in Canvas. Do not contact your instructor with non-course-related issues regarding Canvas; contact the help desk for Canvas-related issues.



What else do I need to know about an online course?

- This course will use the A&M-Central Texas Instructure Canvas learning management system.
 - **Accessing Canvas:** In your web browser go to <https://tamuct.instructure.com>. Log in using your myCT username and password.
 - Logon to A&M-Central Texas Canvas [<https://tamuct.instructure.com/>] or access Canvas through the TAMUCT Online link in myCT [<https://tamuct.onecampus.com/>]. You will log in through our Microsoft portal.
 - Username: Your MyCT email address. Password: Your MyCT password
- **Canvas notifications:** You should opt in to Canvas notifications. To opt in to notifications (and other items), log in to Canvas, click on your account, click on notifications, and opt in to the items you wish to receive notifications about. At a minimum, you should select announcements, grading, and conversations (this is the Canvas name for mail).
- **University email:** You should claim and use your university email account. All university-level announcements are delivered to your university email. You may miss out on vital announcements and information if you do not check your university email regularly. In addition, you should communicate with professors using your university email.
- **Canvas Support**
 - Use the Canvas Help link, located at the bottom of the left-hand menu, for issues with Canvas. You can select “Chat with Canvas Support,” submit a support request through “Report a Problem,” or call the Canvas support line: 1-844-757-0953.
- For issues related to course content and requirements, contact your instructor.
- **Other Technology Support**
 - For log-in problems, students should contact Help Desk Central
 - 24 hours a day, 7 days a week
 - Email: helpdesk@tamu.edu
 - Phone: (254) 519-5466
 - [Web Chat](http://hdc.tamu.edu): [<http://hdc.tamu.edu>]
 - *Please let the support technician know you are an A&M-Central Texas student.*
- For issues related to course content and requirements, contact your instructor.

What should I expect from the instructor?

- This is an online course, so most communication between the instructor and students will be online, though all students are welcome and encouraged to attend office hours or make an appointment for an office visit.
- I will be checking and replying to student emails daily - students should expect a response within 24 hours. Emails sent on a weekend will be responded to the following Monday, unless it is a holiday. Any deviations from this will be announced in Canvas. During office hours, emails will be responded to more quickly, and other methods of communication can also be utilized if pre-arranged (e.g., Facetime, Skype, Canvas Chat (preferred)).

- There will be a discussion board available for students to post general questions that will be checked and responded to on a regular basis – students should expect a response within 48 hours. This is highly recommended for general questions (for example, what chapters will be covered on an exam), so that all students in the class may benefit from the answers.
- Most assignments will be graded within one week of submission. Depending on length, writing assignments will be graded within two weeks of submission. Deviations from this will be announced in Canvas. All grades will be posted in Canvas. Feedback on writing assignments will be provided in Canvas, either within the Canvas grading system or as an attached Microsoft Word document*. Students are encouraged to track their progress in the course through the Canvas gradebook.
 - *You cannot see feedback on the Canvas mobile app; you must use a computer to be able to see feedback on written assignments.
- Grading of written assignments: I will provide detailed feedback on the first few paragraphs/first page of any written assignment; I will not mark all writing issues.

What do I have to do to pass this course?

Article Summaries (0-50 points; 250 points total)

Each student will be required to find, read, and summarize five articles related to seven (7) assigned topics. The articles must be from peer-reviewed journals. Students are expected to locate articles on their own. Summaries must be prepared in Microsoft Word and turned in on the class date indicated in the course calendar; only submissions in Canvas will be graded.

Article topics (see course calendar for due dates):

- Criminology
- Criminal justice ethics
- Race and ethnicity
- Program evaluation
- Homeland security
- Leadership and supervision
- Victimology

Details about assignment criteria and grading will be provided in Canvas.

Student-Led Discussion (up to 90 points total)

Each student will be responsible for leading a discussion about one of the articles they summarized. The discussion leader will present their summary to the class. The remaining students will read the summary and pose at least one question to the discussion leader about the article. The discussion leader must respond to each student question as well as any instructor questions.

- **The discussion leader will receive up to 50 points for their presentation and responses.**
- **Remaining students will receive up to 10 points for participating in the discussion.**

Details about discussion post criteria and grading will be provided in Canvas.

Criminal Justice Issue Essay (0-100 points)

Each student will prepare an essay on a criminal justice issue of their choice. The topic must be approved by the instructor – assignments based on an unapproved topic will not be graded. See the syllabus for the due date for topic submission.

ESSAYS SHOULD ADDRESS THE FOLLOWING:

- Information about the issue (who, what where, why, how)
- Challenges to combating the problem (expected or known; e.g., costs, problems with adoption by general public)
- Benefits to solving the issue (who benefits and how)

Details about assignment criteria and grading will be provided in Canvas.

****A draft will be required prior to final essay; the draft is worth 50 points.****

Assignments (0-10 points; 160 points total)

There will be sixteen (16) assignments over the course of the semester. Some of these assignments will be in the form of discussion boards; others will be brief individual written assignments. The assignment topics are provided in the course calendar and assignment details will be provided in Canvas. The grades for these assignments are participation grades--*complete* participation earns full points.

How do I submit assignments?

- All assignments must be submitted through Canvas. Assignments that are emailed or submitted in person will not be accepted.
- All assignments must be in Microsoft Word format - make sure when you save a final draft of any assignment that it is either a .doc or .docx document. If you do not know how to do this, I suggest visiting the computer lab.
- Discussion/journal responses should be typed in the discussion board text box. Do not attach a document to discussion boards. Best practice would be to write everything in a Word document first, then copy and paste into the discussion box; save this work.



What about extra credit?

There is no extra credit built into the course. Any extra credit opportunities will be posted in Canvas. Generally, these will involve attending a presentation or lecture and writing a brief essay about the topic. *Extra credit opportunities are not guaranteed; do not expect them and do not ask for them.*

What about late assignments?

Late assignments will be accepted up to one week after the due date. For each day the assignment is late, 10% of the total grade will be deducted from the assignment before it is graded. For example, if

the assignment is worth 100 points and you turn it in two days late, you will start off with a grade of 80 *before* the assignment is graded.

- Exceptions to the late policy would be any work due the last week of classes. No assignments will be accepted past the last day of classes. Please plan accordingly.
- *Assignments turned in later than a week will not be graded.*

How do I figure out my grade?

Final course grades will be assessed on the following scale:

Assignment	Points	My Grade
Article Summaries	250 (5x50)	
Student-led Discussions	90	
CJ Issue Essay	100	
Assignments	160 (16x10)	
Total	600	

When are readings and assignments due?

Course Calendar

Subject to revision, if necessary, during the semester. *****All assignments must be posted in Canvas by 11:59pm on Sunday of each week, unless otherwise specified by the instructor.*****

Week of:	Description	Reading/Assignments
Aug 26	Plagiarism, citations, and paraphrasing	Assignment 1 due
Sep 2	TAMUCT student resources	Assignment 2 due
Sep 9	How to Write a Lot	Assignment 3 due
Sep 16	Critical Thinking 1	Assignment 4 due Article Summary 1 due Student Discussant Madyson Brock
Sep 23	Academic reading	Assignment 5 due
Sep 30	Writing a thesis statement	Article Summary 2 due Assignment 6 due Student Discussant Erin Butler
Oct 7	Critical Thinking 2	Assignment 7 due
Oct 14	Citations and reference lists	Article Summary 3 due Assignment 8 due Student Discussant Rena Kammer
Oct 21	Types of writing assignments	Assignment 9 due Essay Draft due
Oct 28	Paper formatting	Article Summary 4 due

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		Assignment 10 due Student Discussant Chris Ortiz
Nov 4	Common writing issues	Assignment 11 due
Nov 11	Proofreading	Article Summary 5 due Assignment 12 due Student Discussant Justin Barnard
Nov 18	Critical Thinking 3	Assignment 13 due
Nov 25	MCJ Handbook overview/thesis/comprehensive exams	Assignment 14 due
Dec 2	Professional communication	Criminal Justice Issue Essay due Assignment 15 due
Dec 9	Professional organizations	Assignment 16 due

UNIVERSITY RESOURCES, PROCEDURES, AND GUIDELINES

WARRIOR SHIELD - Emergency Warning System for Texas A&M University-Central Texas

Warrior Shield is an emergency notification service that gives Texas A&M University-Central Texas the ability to communicate health and safety emergency information quickly via email, text message, and social media. All students are automatically enrolled in Warrior Shield through their myCT email account.

Connect to Warrior Shield by [911Cellular](https://portal.publicsafetycloud.net/Account/Login) [https://portal.publicsafetycloud.net/Account/Login] to change where you receive your alerts or to opt out. By staying enrolled in Warrior Shield, university officials can quickly pass on safety-related information, regardless of your location.

Drop Policy

If you discover that you need to drop this class, you must complete a [Drop Request Form](https://www.tamuct.edu/registrar/docs/Drop_Request_Form.pdf) [https://www.tamuct.edu/registrar/docs/Drop_Request_Form.pdf].

Professors cannot drop students; this is always the responsibility of the student. The Registrar’s Office will provide a deadline on the Academic Calendar for which the form must be completed, signed and returned. Once you return the signed form to the Registrar’s Office, you must go into Warrior Web and confirm that you are no longer enrolled. If you still show as enrolled, FOLLOW-UP with the Registrar’s Office immediately. You are to attend class until the procedure is complete to avoid penalty for absence. Should you miss the drop deadline or fail to follow the procedure, you will receive an F in the course, which may affect your financial aid and/or VA educational benefits.

Academic Integrity

Texas A&M University -Central Texas values the integrity of the academic enterprise and strives for the highest standards of academic conduct. A&M-Central Texas expects its students, faculty, and staff to support the adherence to high standards of personal and scholarly conduct to preserve the honor and

integrity of the creative community. Academic integrity is defined as a commitment to honesty, trust, fairness, respect, and responsibility. Any deviation by students from this expectation may result in a failing grade for the assignment and potentially a failing grade for the course. Academic misconduct is any act that improperly affects a true and honest evaluation of a student's academic performance and includes, but is not limited to, cheating on an examination or other academic work, plagiarism and improper citation of sources, using another student's work, collusion, and the abuse of resource materials. All academic misconduct concerns will be reported to the university's Office of Student Conduct. Ignorance of the university's standards and expectations is never an excuse to act with a lack of integrity. When in doubt on collaboration, citation, or any issue, please contact your instructor before taking a course of action.

For more [information regarding the Student Conduct process](https://www.tamuct.edu/student-affairs/student-conduct.html), [https://www.tamuct.edu/student-affairs/student-conduct.html]. If you know of potential honor violations by other students, you may [submit a report](https://cm.maxient.com/reportingform.php?TAMUCentralTexas&layout_id=0), [https://cm.maxient.com/reportingform.php?TAMUCentralTexas&layout_id=0].

Academic Accommodations

At Texas A&M University-Central Texas, we value an inclusive learning environment where every student has an equal chance to succeed and has the right to a barrier-free education. The Office of Access and Inclusion is responsible for ensuring that students with a disability receive equal access to the university's programs, services and activities. If you believe you have a disability requiring reasonable accommodations please contact the Office of Access and Inclusion, WH-212; or call (254) 501-5836. Any information you provide is private and confidential and will be treated as such.

For more information please visit our [Access & Inclusion](https://tamuct.instructure.com/courses/717) Canvas page (log-in required) [https://tamuct.instructure.com/courses/717]

Important information for Pregnant and/or Parenting Students

Texas A&M University-Central Texas supports students who are pregnant and/or parenting. In accordance with requirements of Title IX and related guidance from US Department of Education's Office of Civil Rights, the Dean of Student Affairs' Office can assist students who are pregnant and/or parenting in seeking accommodations related to pregnancy and/or parenting. Students should seek out assistance as early in the pregnancy as possible. For more information, please visit [Student Affairs](https://www.tamuct.edu/student-affairs/index.html) [https://www.tamuct.edu/student-affairs/index.html]. Students may also contact the institution's Title IX Coordinator. If you would like to read more about these [requirements and guidelines](http://www2.ed.gov/about/offices/list/ocr/docs/pregnancy.pdf) online, please visit the website [http://www2.ed.gov/about/offices/list/ocr/docs/pregnancy.pdf].

Title IX of the Education Amendments Act of 1972 prohibits discrimination on the basis of sex and gender—including pregnancy, parenting, and all related conditions. A&M-Central Texas is able to provide flexible and individualized reasonable accommodation to pregnant and parenting students. All pregnant and parenting students should contact the Associate Dean in the Division of Student Affairs at (254) 501-5909 to seek out assistance. Students may also contact the University's Title IX Coordinator.

Tutoring

Tutoring is available to all A&M-Central Texas students, both on-campus and online. Subjects tutored on campus include Accounting, Advanced Math, Biology, Finance, Statistics, Mathematics, and Study Skills. Tutors are available at the Tutoring Center in Warrior Hall, Suite 111. Tutor.com tutoring **will not offer writing support** beginning August 1, 2019, but will continue to offer other tutoring support.

If you have a question regarding tutor schedules, need to schedule a tutoring session, are interested in becoming a tutor, or have any other question, contact Academic Support Programs at (254) 519-5796, or by emailing Dr. DeEadra Albert-Green at deeadra.albertgreen@tamuct.edu.

Chat live with a tutor 24/7 for almost any subject from on your computer! Tutor.com is an online tutoring platform that enables A&M-Central Texas students to log in and receive online tutoring support at no additional cost. This tool provides tutoring in over 40 subject areas. Access Tutor.com through Canvas.

University Writing Center

Located in Warrior Hall 416, the University Writing Center (UWC) at Texas A&M University–Central Texas (TAMUCT) is a free workspace open to all TAMUCT students from 10:00 a.m. -5:00 p.m. Monday thru Thursday with satellite hours in the University Library Monday thru Thursday from 6:00-9:00 p.m. This semester, the UWC is also offering online only hours from 12:00-3:00 p.m. on Saturdays.

Tutors are prepared to help writers of all levels and abilities at any stage of the writing process. While tutors will not write, edit, or grade papers, they will assist students in developing more effective composing practices. By providing a practice audience for students' ideas and writing, our tutors highlight the ways in which they read and interpret students' texts, offering guidance and support throughout the various stages of the writing process. In addition, students may work independently in the UWC by checking out a laptop that runs the Microsoft Office suite and connects to WIFI, or by consulting our resources on writing, including all of the relevant style guides. Whether you need help brainstorming ideas, organizing an essay, proofreading, understanding proper citation practices, or just want a quiet place to work, the UWC is here to help!

Students may arrange a one-to-one session with a trained and experienced writing tutor by visiting the UWC during normal operating hours (both half-hour and hour sessions are available) or by making an appointment via [WOnline](https://tamuct.mywconline.com/) [https://tamuct.mywconline.com/]. In addition, you can email Dr. Bruce Bowles Jr. at bruce.bowles@tamuct.edu if you have any questions about the UWC and/or need any assistance with scheduling.

University Library

The University Library provides many services in support of research across campus and at a distance. We offer over 200 electronic databases containing approximately 250,000 eBooks and 82,000 journals, in addition to the 85,000 items in our print collection, which can be mailed to students who live more than 50 miles from campus. Research guides for each subject taught at A&M-Central Texas are available through our website to help students navigate these resources. On campus, the library offers technology including cameras, laptops, microphones, webcams, and digital sound recorders.

Research assistance from a librarian is also available 24 hours a day through our online chat service, and at the reference desk when the library is open. Research sessions can be scheduled for more comprehensive assistance, and may take place on Skype or in-person at the library. Assistance may cover many topics, including how to find articles in peer-reviewed journals, how to cite resources, and how to piece together research for written assignments.

Our 27,000-square-foot facility on the A&M-Central Texas main campus includes student lounges, private study rooms, group work spaces, computer labs, family areas suitable for all ages, and many other features. Services such as interlibrary loan, TexShare, binding, and laminating are available. The library frequently offers workshops, tours, readings, and other events. For more information, please visit our [Library website](http://tamuct.libguides.com/index) [http://tamuct.libguides.com/index].