

**What:** CRIJ/HLS 5315 – Graduate Proseminar

**Who:** Instructor: Lynn M. Greenwood, PhD (aka Dr. Greenwood; aka Dr. G)

**When:** August 28 - December 15, 2023

**Where:** Online (Canvas)

**Why:** This course is required for all Criminal Justice seniors

### Contact Information

- Office location: 204D Heritage Hall
- Phone number: 512-525-9173\*
- Email: [lgreenwood@tamuct.edu](mailto:lgreenwood@tamuct.edu) \*\*
  - Canvas email is also okay.
- Office hours: available by appointment – email for appointments. I can meet with you virtually or in my office.

\*If you call me, please recognize that this is my personal phone number and act accordingly. If you leave a message or text me, identify yourself, or I probably won't return your call. *Text messages are preferred to phone calls.*

\*\*Please, if you email me, identify yourself and the class you are emailing me about! If you don't, I probably won't respond.

### Course Information

This course introduces students to the department and faculty. Emphasis is 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:

By the end of this course, students should be able to:

1. Communicate verbally, in writing, and electronically in a professional manner.
2. Familiarize themselves with several on-campus resources, such as the University Writing Center, University Library, and Office of Professional Development.
3. Achieve a standard of academic writing that is expected for graduate standing.
4. Demonstrate their abilities in using library resources.
5. Review social science literature on topics in criminal justice.
6. Demonstrate skills in using resources in a paper, such as in-text citations and references, using the APA Manual.

### Books:

American Psychological Association (2020). *Publication manual of the American Psychological Association* (7<sup>th</sup> ed.). Washington, DC: APA.

**Supplementary Materials:**

- Students will receive reading and viewing materials throughout the semester to enhance, expand, and aid in assignments. These items will be provided on Canvas.

**Recommended Reading:**

Osmond A. (2016) *Academic Writing and Grammar for Students* (2nd ed.).

Thousand Oaks, CA: Sage Publications. ISBN: 978-1473919365.

Ridley, D. (2012). *The Literature Review: A Step-by-Step Guide for Students*

(2nd ed.). Thousand Oaks, CA: Sage Publications. ISBN: 978-1446201435.

Shon, P. C. H. (2016). *How to Read Journal Articles in the Social Sciences: A Very Practical Guide for Students* (2nd ed.). Thousand Oaks, CA: Sage Publications. ISBN: 978-1473918795.

Silva, 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.)

**Is this an online course?**

- Yes. This course uses the TAMUCT CANVAS system. You must have reliable and frequent computer and Internet access to complete this course. In addition, you must be able to access Canvas. If you are unfamiliar with Canvas, a Canvas Student Quick Start Guide is 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.
- **We strongly recommend the latest versions of Chrome or Firefox browsers. Canvas no longer supports any version of Internet Explorer.**
  - **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 things you wish to receive messages 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 important

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 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.
- **Other Technology Support**
  - For log-in problems, students should contact Help Desk Central
  - 24 hours a day, seven days a week
  - Email: [helpdesk@tamu.edu](mailto: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.

### **Instructor expectations**

- This is an online course, so most communication between the instructor and students will be online. Students are welcomed and encouraged to make an appointment for an online video appointment or face-to-face office visit.
- I will check and reply to student emails daily - students should expect a response within 24-48 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 on Canvas. During daytime working hours, emails will be responded to more quickly, and other methods of communication can also be utilized if pre-arranged (e.g., Canvas chat or Webex video chat).
- 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 on Canvas. All grades will be posted on Canvas. Feedback on writing assignments will be provided on Canvas\*. 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. I will provide general feedback for the entire assignment.*

### **Course Requirements**

#### ***Assignments (0-25 points each; 225 points total)***

Assignments help students apply concepts. These will be in the form of individual responses, quizzes, and class discussions. Topics and due dates are listed in the course calendar and on Canvas.

***Article Summaries (0-50 points each; 350 points total)***

The article summaries allow students to familiarize themselves with various areas of criminal justice. **Students will be provided with articles to summarize.** Each summary should be one page long (no more, no less) and written in APA 7<sup>th</sup> format for professional papers. Students will include a reference at the top of the summary. An example will be provided in Canvas. The topics will be as follows (see course calendar for due dates):

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

***Journal Entries (0-20 points each; 100 points total)***

As part of this course, each student will write an essay on an issue related to criminal justice. As this is a course designed to provide students with helpful tools/strategies for being successful in their courses, the journal assignments will break down the writing process into manageable and meaningful parts, culminating in the final essay.

There will be five journal assignments:

1. Possible topics
2. Final topic
3. Thesis statement
4. Primary resources (APA 7<sup>th</sup> format for professional papers)
5. Essay draft (complete and polished in APA 7<sup>th</sup> format for professional papers)

Full credit will be given to fully completed journal assignments.

***Criminal Justice/Homeland Security Issue Essay (0-100 points)***

Each student will prepare a five-to-six-page essay on a criminal justice issue (the topic must be approved). The essay must be written in the APA 7<sup>th</sup> format for professional papers. The journal assignments build towards the final essay submission. At least five sources from peer-reviewed journals must be used (do not include student-run journals). The final essays should be organized as follows:

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

**Additional Assignment Information**

***Assignment submission***

- All assignments must be submitted through Canvas.

- All written assignments must be in Microsoft Word format unless otherwise noted. When you save a final draft of any assignment, make sure 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. The best practice would be to write everything in a Word document first, then copy and paste it into the discussion box; save this work.

***Extra credit?***

There is no extra credit built into the course. *Do not expect extra credit, and do not ask for it.*

***Late assignments?***

Late assignments will be accepted up to two weeks past the recommended due date with no penalty. Assignments submitted after two weeks will automatically be deducted ½ the points before they are graded. Assignments submitted after the recommended due date will receive less feedback than those submitted on time. Feedback is essential to improve upon subsequent coursework. No assignments will be accepted past the last course date.

***How do I figure out my grade?***

Final course grades will be assessed on the following scale:

<b>Assignment</b>	<b>Points</b>	<b>My Grade</b>
Assignments	225 (25x9)	
Summaries	350 (50x7)	
Journal Entries	100 (20x5)	
Final Essay	100	
Total	775	

**Course Calendar**

- **Subject to revision, if necessary, during the semester**
- **Assignments are due before midnight on Sunday each week\***
  - **\*The exception is the last week of class – that week’s assignment will be due on Friday**
- **No assignments will be accepted after December 15, 2023**

**Week 1 – Assignments due by midnight Sep 3**

- Assignment 1: Syllabus
- Assignment 2: Introductions
- Assignment 3: Reference List

**Week 2 – Assignments due by midnight Sep 10**

- Assignment 4: Plagiarism
- Journal 1: Possible Topics

**Week 3 – Assignments due by midnight Sep 17**

- Assignment 5: Library

**Week 4 – Assignments due by midnight Sep 24**

- Journal 2: Final Topic

**Week 5 – Assignments due by midnight Oct 1**

- Summary 1: Criminology

**Week 6 – Assignments due by midnight Oct 8**

- Journal 3: Thesis statement
- Summary 2: Ethics

**Week 7 - Assignments due by midnight Oct 15**

- Journal 4: Primary Resources

**Week 8 – Assignments due by midnight Oct 22**

- Assignment 6: Academic Reading Strategies
- Summary 3: Race and Ethnicity

**Week 9 – Assignments due by midnight Oct 29**

- Journal 5: Essay Draft

**Week 10 – Assignments due by midnight Nov 5**

- Assignment 7: Cognitive Bias
- Summary 4: Program Evaluation

**Week 11 – Assignments due by midnight Nov 12**

- Assignment 8: Common Writing Issues

**Week 12 – Assignments due by midnight Nov 19**

- Summary 5: Homeland Security

**Week 13 – Assignments due by midnight Nov 26**

- Assignment 9:

**Week 14 – Assignments due by midnight Dec 3**

- Summary 6: Leadership and Supervision

**Week 15 - Assignments due by midnight Dec 10**

- Summary 7: Victimology

**Week 16 – Assignments due by midnight Dec 15**

- Final Essay

**The complete university calendar can be found on the following website:**

[TAMUCT Academic Calendar](#)

### **Emergency Warning System for Texas A&M University-Central Texas**

**SAFEZONE.** SafeZone provides a public safety application that allows you to call for help with the push of a button. It also allows Texas A&M University-Central Texas to communicate emergency information quickly via push notifications, email, and text messages. All students automatically receive email and text messages via their myCT accounts.

Downloading SafeZone allows access to push notifications and enables you to connect directly for help through the app.

You can download SafeZone from the app store and use your myCT credentials to log in. If you would like more information, you can visit the [SafeZone](#) website [www.safezoneapp.com].

To register SafeZone on your phone, please follow these 3 easy steps:

1. Download the SafeZone App from your phone store using the link below:
  - [iPhone/iPad](https://apps.apple.com/app/safezone/id533054756): [https://apps.apple.com/app/safezone/id533054756]
  - [Android Phone / Tablet](https://play.google.com/store/apps/details?id=com.criticalarc.safezoneapp)  
[https://play.google.com/store/apps/details?id=com.criticalarc.safezoneapp]
2. Launch the app and enter your myCT email address (e.g. {name}@tamuct.edu)
3. Complete your profile and accept the terms of service

**For updates on COVID information**, please monitor the University [website](#)  
[https://www.tamuct.edu/covid19/]

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## **UNIVERSITY RESOURCES, PROCEDURES, AND GUIDELINES**

### **Warrior Center for Student Success**

The Warrior Center for Student Success is a comprehensive academic support department at A&M-Central Texas, dedicated to fostering an environment of excellence and empowerment among its student body. The center offers a wide range of programs and services to ensure every student reaches their full potential, and is a haven for students seeking guidance, resources, and a strong support network to excel in their educational journey.

**ADA Access and Accommodations:** Texas A&M University-Central Texas ensures that students with disabilities have equal access to educational opportunities by providing appropriate accommodations and support services. If you believe you have a physical, learning or socio-emotional disability requiring reasonable accommodations, please visit [Access and Inclusion](https://www.tamuct.edu/student-affairs/access-inclusion.html) [https://www.tamuct.edu/student-affairs/access-inclusion.html] for more details or contact the Office of Access and Inclusion, WH-212; (254) 501-5836. Any information you provide is private and confidential.

**Success Coaching and Peer Mentoring:** Our experienced Success Coaches work one-on-one with students to develop personalized action plans, set academic goals, and build effective study strategies, time management skills, and resilience. Our Peer Mentors provide a valuable support system, offering guidance, encouragement, and a relatable perspective to help students navigate their academic and personal challenges. For more details call 254-501-5836 or 254-501-5928 or visit [Academic Support](https://www.tamuct.edu/student-affairs/academic-support.html) [https://www.tamuct.edu/student-affairs/academic-support.html]. Click

the link to schedule a session (virtual or in-person) with a success coach [bit.ly/3q7uB50](https://bit.ly/3q7uB50) or visit WH, 111.

**Testing Services:** We offer a secure and comfortable environment for students and members of the community to take courses and distance learning exams, as well as placement tests and professional certification exams. Our Testing Service also offers resources and support referrals for testing related challenges (test anxiety, learning disabilities, etc.) and supports all approved ADA accommodations. Call (254) 519-5830 or visit the [Testing Center](https://www.tamuct.edu/testing-center/) [https://www.tamuct.edu/testing-center/].

**Tutoring and Supplemental Instruction Services:** Our team of qualified Tutors and Supplemental Instructors assist students in various non-writing subjects, promoting academic comprehension and enhancing learning outcomes. Click the link to schedule a tutoring session with a TAMUCT tutor (virtual or in-person) or view tutor availability [bit.ly/43Q6wNz](https://bit.ly/43Q6wNz). You may also chat live with a remote tutor 24/7 for a variety of subjects through our partnership with Tutor.com, an online tutoring platform that is free to all TAMUCT students. To learn more please visit [Tutoring Services](https://www.tamuct.edu/student-affairs/academic-support.html#tutoring) [https://www.tamuct.edu/student-affairs/academic-support.html#tutoring] or call (254) 501-5836 or visit the Tutoring Hub in Warrior Hall, 111.

### **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. Any deviation by students from this expectation may result in a failing grade for the assignment and potentially a failing grade for the course. All academic misconduct concerns will be referred to the Student Conduct Office. 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 referral](https://cm.maxient.com/reporting.php?TAMUCentralTexas), [https://cm.maxient.com/reporting.php?TAMUCentralTexas].

### **Drop Policy**

If you discover that you need to drop this class, you must complete the [Drop Request](#) Dynamic Form through Warrior Web.

[https://federation.ngwebsolutions.com/sp/startSSO.ping?PartnerIdpId=https://eis-prod.ec.tamuct.edu:443/samlSso&SpSessionAuthnAdapterId=tamuctDF&TargetResource=https%3a%2f%2fdynamicforms.ngwebsolutions.com%2fSubmit%2fStart%2f53b8369e-0502-4f36-be43-f02a4202f612].

Faculty cannot drop students; this is always the responsibility of the student. The Records and Admissions Office will provide a deadline on the Academic Calendar for which the form must be completed. Once you submit the completed form to the Records and Admissions 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 Records and Admissions 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.



## **Pregnant and/or Parenting Students Rights and Accommodations**

Texas A&M University-Central Texas supports students who are pregnant, experiencing pregnancy-related conditions, and/or parenting. In accordance with requirements of [Title IX and related guidance from US Department of Education's Office of Civil Rights](#), the Associate Dean in the Division of Student Affairs, (254) 501-5909, can assist students who are pregnant, experiencing pregnancy-related conditions, and/or parenting by provide flexible and individualized reasonable accommodations. Students should seek out assistance as early in the pregnancy as possible through the [Pregnancy & Parenting webpage](#) [<https://www.tamuct.edu/student-affairs/pregnant-and-parenting-students.html>]. For more information, please visit [Student Affairs](#) [<https://www.tamuct.edu/student-affairs/pregnant-and-parenting-students.html>]. If you would like to read more about these [requirements and guidelines](#) 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](#) specifically prohibits discrimination against a student based on pregnancy, childbirth, false pregnancy, termination of pregnancy, or recovery from any of these conditions [<https://www2.ed.gov/about/offices/list/ocr/docs/pregnancy.html>].

Students experiencing any form of discrimination due to any of these conditions are encouraged to reach out to the Title IX Coordinator, 254.519.5716, [titleix@tamuct.edu](mailto:titleix@tamuct.edu), Founders Hall 317B, or the Associate Dean of Student Affairs, 254.501.5909, Warrior Hall 105.

## **Title IX Rights and Reporting Responsibilities**

Texas A&M University-Central Texas is committed to creating a safe and open learning environment for all students. If you or another student has experienced any form of gender discrimination or sexual misconduct, including sexual harassment, sexual assault, dating/domestic violence, and/or sex-based stalking, help and support are available. Our university strongly encourages all members of our campus community to report incidents and seek support for gender discrimination and sexual misconduct through the Title IX Office. You may contact the Title IX Office at 254.519.5716, [titleix@tamuct.edu](mailto:titleix@tamuct.edu), Founders Hall 317B, or learn more by visiting the [Title IX webpage](#) [<https://www.tamuct.edu/compliance/titleix.html>].

Please be aware that that under [Title IX, Texas Senate Bill 212](#), and [System Regulation 08.01.01](#), [<https://policies.tamus.edu/08-01-01.pdf>] all university employees are mandated reporters and are required to disclose information about suspected or alleged violations as listed above and defined in System Regulation 08.01.01. If the Title IX Office receives information about an incident, they will reach out to offer information about resources, rights, and procedural options as a member of the campus community. Although I have an obligation to report, you will, in most cases, control how your case will be handled. When working with the Title IX Office you will have access to resources and accommodations but also have the opportunity to express if you wish to move forward with an investigation. Our goal is to make sure you are aware of the options available to you as a student. Community members are not required to respond to this outreach.

If you or another student wishes to speak to a confidential employee who does not have this reporting responsibility, you can contact the [Student Wellness & Counseling Center](#), [<https://www.tamuct.edu/student-affairs/student-counseling.html>], 254.501.5955, or [swacc@tamuct.edu](mailto:swacc@tamuct.edu), located in Warrior Hall Room 207L or the Student Support Advocate, 254.501.5978 or [ssa@tamuct.edu](mailto:ssa@tamuct.edu), located in founder Hall Room 317D.

## University Library & Archives

The University Library & Archives provides many services in support of research across campus and at a distance. We offer over 350 electronic databases containing approximately 1,203,947 eBooks and 134,750 journals, in addition to the 96,879 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 virtually through WebEx, Microsoft Teams or in-person at the library. [Schedule an appointment here](#)

[<https://tamuct.libcal.com/appointments>]. 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 workspaces, 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](#)

[<https://tamuct.libguides.com/index>]

## University Writing Center

Located in Warrior Hall 416 and online, the University Writing Center (UWC) at Texas A&M University–Central Texas (A&M–Central Texas) is a free service open to all A&M–Central Texas students. The face-to-face hours of operation are from 10:00 a.m.-5:00 p.m. Monday and Thursday in Warrior Hall 416. Online tutoring is available Monday thru Thursday from 10:00 a.m.-5:00 p.m. and from 6:00-9:00 p.m. and on Saturdays from 12:00-3:00 p.m.

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 making an appointment via [WConline](#) [<https://tamuct.mywconline.com/>]. In addition, you can email Dr. Bruce Bowles Jr. at [bruce.bowles@tamuct.edu](mailto:bruce.bowles@tamuct.edu) if you have any questions about the UWC, need any assistance with scheduling, or would like to schedule a recurring appointment with your favorite tutor.

## **OTHER POLICY STATEMENTS**

### **A Note about Sexual Violence at A&M-Central Texas**

Sexual violence is a serious safety, social justice, and public health issue. The university offers support for anyone struggling with these issues. University faculty are mandated reporters, so if someone discloses that they were sexually assaulted (or a victim of Domestic/Dating Violence or Stalking) while a student at TAMUCT, faculty members are required to inform the Title IX Office. If you want to discuss any of these issues confidentially, you can do so through Student Wellness and Counseling (254-501-5955) located on the second floor of Warrior Hall (207L).

Sexual violence can occur on our campus because predators often feel emboldened, and victims often feel silenced or shamed. It is incumbent on ALL of us to find ways to actively create environments that tell predators we don't agree with their behaviors and tell survivors we will support them. Your actions matter. Don't be a bystander; be an agent of change. For additional information on campus policy and resources visit the [Title IX webpage](https://www.tamuct.edu/compliance/titleix.html) [<https://www.tamuct.edu/compliance/titleix.html>].

### **Behavioral Intervention**

Texas A&M University-Central Texas cares about the safety, health, and well-being of its students, faculty, staff, and community. If you are aware of individuals for whom you have a concern, please make a referral to the Behavioral Intervention Team. Referring your concern shows you care. You can complete the [referral](#) online

[<https://cm.maxient.com/reporting.php?TAMUCentralTexas>].

Anonymous referrals are accepted. Please see the [Behavioral Intervention Team](#) website for more information [<https://www.tamuct.edu/bit>]. If a person's behavior poses an imminent threat to you or another, contact 911 or A&M-Central Texas University Police at 254-501-5805.

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### **Copyright Notice**

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