

## Course Title: Principles of Criminal Justice

Course Prefix: CRJS Course 1133 Section No.: P04

Department of	Justice Studies	College of	Juvenile Justice & Psychology
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Office Hours:	Mon & Fri 9:00 – 11:00 am or by appointment
Course Location:	Don Clark Room 236
Class Meeting Days & Times:	Mon, Wed and Fri. 12:00 – 12:50 pm.

Catalog Description:	<b>CRJS 1133. Principles of Criminal Justice.</b> (3-0) Credit 3 semester hours. Inquiry and evaluation of the principles, philosophy and history of criminal justice including the constitutional restraints imposed on criminal justice officials. Emphasis will be on the criminal justice officials' role in the prevention and control of crime and delinquency. Requires effective written, oral and visual expression of ideas. Students will compare empirical and quantitative data on typologies of crime, offenders and victims in America. The course addresses cultural and sub-cultural influences on crime, justice, civic responsibility and the ability to engage effectively in regional, national and global communities to understand crime and crime prevention.
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Prerequisites:	None
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Required Text:	Cole, G.F. , Smith, C.E. & Dejong. (2011). Criminal Justice in America
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Recommended Text/Readings:	APA Publications Manual 6th edition
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Access to Learning Resources:	PVAMU Library: phone: (936) 261-1500; web: <a href="http://www.tamu.edu/pvamu/library/">http://www.tamu.edu/pvamu/library/</a> University Bookstore: phone: (936) 261-1990; web: <a href="https://www.bkstr.com/Home/10001-10734-1?demoKey=d">https://www.bkstr.com/Home/10001-10734-1?demoKey=d</a> The Writing Center is in Hilliard Hall. The Tutoring Center is on the second floor of the library. The Resource Room is on the second floor of Don K. Clark.
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Course Goals or Overview:	The purpose of this course is to introduce students to the broad field of criminal justice, its concepts, theories, and applications to assist in the reduction of crime and violence in society.
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## Course Outcomes/Objectives

At the end of this course, the student will

1. Be able to critically examine and analyze crime issues and trends in America
2. Be able to examine how social, economic and political forces have influenced the definition and response to crime in America
3. Be able to examine the typologies of crime, offenders and victims in America

Course Outcomes	Core Curriculum Objectives	How it is included	How it is assessed
1, 2, 3	1. Critical thinking	Students will complete 3 writing assignments that require analysis, critical response and evaluative argument where they must synthesize readings.  <b>Reaction Assignments</b>	Instructors use a common rubric with a 1 to 5 scale for writing. One category is critical thinking, and one is synthesis. Averages are tabulated across sections of the course.
1, 2, 3	2. Communication (Written and Oral)	Students will complete one major assignment that requires proficiency in communication.  <b>One major assignment (30 minutes group presentation)</b>	Instructors use a common rubric with a 1 to 5 scale for written and oral assignments. Proficiency in communication is indicated by logical analysis, problem solving, content, American Psychological Association writing style accuracy and organization (written) and grammar, content, commanding presence and organization (oral). Averages are tabulated across sections of the course.
1, 2, 3	3. Empirical and Quantitative Analyses	Students will be introduced to official criminal justice data sources of crime. Students will understand patterns of crime from course content and assignments	Pre and post-tests are administered and assessment items are embedded in examinations. Items include calculations of percentage change of crime and crime rate.

1, 2, 3	4. Social Responsibility	Class discussions and assignments will solicit student input on cultural influences and civic responsibility and their impact on crime prevention in regional, national and international communities.  <b>One (3-5pg) Writing Assignment</b>	Pre and post-tests are administered and assessment items are embedded in examinations and assignments. These include items identifying connections between actions and consequences. Rubric will be used to score oral presentations.
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### Course Requirements & Evaluation Methods

This course will utilize the following instruments to determine student grades and proficiency of the learning outcomes for the course.

**Four exams (all worth 100pts)** two on scheduled days during class time (**Midterm and Final exams, however, will be on university scheduled exam days**). Examinations will have approximately 30-50 questions. The questions will be a mixture of multiple choice, true/ false, short answer and short essay items. It is most ill advised to miss any of the exams! Make-ups will be given **ONLY** in instances of a documented emergency (e.g. death of someone close, hospitalization of oneself or one's child, or a spouse (near death), surprise work audit, etc.). Expect such tests to be more challenging than regularly scheduled exams.

**A minimum of 2 reaction assignments should be submitted (Each at one to three pages, no more than one and a half pages typed, double spaced in APA format per the 6<sup>th</sup> edition of the manual. Use Microsoft Word). These are each worth 50pts for a total of 100pts.** Reaction papers are one page individual writing exercise designed to evaluate students' critical thinking skills. The topic for each paper will be related to current topics/class discussion. Visit ecourse weekly to find additional material to complete this assignment and to see extra credit opportunities. You are also required to visit the Writing Center in Hilliard Hall for their input on how to improve your writing before submitting this assignment. Proof (yellow slip from the lab) is required on the due date. (**Reaction Paper #1 due September 4<sup>th</sup>. Reaction Paper # 2 due October 9<sup>th</sup>.**), students should upload reaction paper in ecourse **before the start of class** in order to receive credit for their work. **Students will also upload one assignment to Taskstream, further instructions will be given at a later date.**

**In Class/ Homework Assignments are worth a total of 100pts.** There will be a total of 10 in class assignments. These class activities may consist of writing assignments, group activities, speeches or any other assignment the instructor deems appropriate (10 @ 10 points)(**no make-ups**). Having the required text by September 11<sup>th</sup> will equal one of these assignments. Class participation requires regular attendance, relevant questions, informed comments, engaging discussion, and completion of assigned work sheets, and proof of having done the readings. Regular attendance means to be present in class on time and stay until class is dismissed. If you are not in class when the roll is called you will be marked absent.

**Participation in a group presentation accounts for 100pts.** With classmates you are required present on a career in criminal justice, and create a PowerPoint presentation. Presentations are designed to improve students' communication skills, to enhance their knowledge of criminal justice occupations, and to improve students' communication skills. This should be about 30 minutes long with general discussion following. To avoid overlap groups will be assigned randomly; group members will be listed on a handout,

which will either be handed out in class or posted on e course. Assignment must be submitted electronically (ecourse), and a hard copy, with the rubric attached on the date of the presentation to receive credit for the work. The project will include interviewing an individual working in the criminal justice field (either record the interview or invite the individual interviewed to class to interview). Individuals will research the job requirements of the chosen position, and obtain an application for the chosen position. Presentations must address rules, responsibilities, challenges, qualifications and any other pertinent information about the jobs listed in the group's category.

Please note: The majority of the grade for this effort is a "group grade." Everyone should participate and pull his/her own weight within the group. If there is a problem with a member and you can't resolve it on your own please advise the instructor at least **three** weeks **before** the presentation date. You should note that all parties be present for the presentation to the class, if any group member misses the presentation then they will receive a zero.

**Professional attire** (that is, conservative clothing and appearance appropriate for an interview for a criminal justice job) is required when conducting the presentation.

Women: Solid color, conservative suit skirt (just above the knee not too short) or pants, coordinated blouse (no cleavage), moderate shoes (preferably closed toe pumps) , limited jewelry (no dangling earrings), neat/professional hairstyle (no un-natural colors like blue and pink tint), tan or light hosiery (that match skin tone).

Men: Solid color, conservative suit (preferably dark no-zoot suits), white or matching solid color long sleeve shirt, conservative tie, dark socks, professional shoes, very limited jewelry no earrings, neat, Professional hairstyle.

Attire is calculated into your presentation grade. You have been given this sheet prior to your presentation date. Therefore NO excuses about attire will be accepted! Presentations will be due the week of November 11-15, groups 1 and 2 will present on Monday Nov 11, groups 3 and 4 will present Wednesday November 13, groups 5 and 6 will present Friday November 15<sup>th</sup>. PowerPoint presentations will be due on Ecourse by 5pm Friday Nov 15.

**Criminal Justice and Civic Responsibilities – (50 points)** This assignment is designed to improve and evaluate students' social responsibilities towards crime prevention on a local and international level. Using the same groups as those for the group presentation listed above, students will complete an assignment highlighting an issue regarding criminal justice and social responsibility. Each group will choose one career from the selection of careers they presented (see page for suggestions) and identify a problem in that area of criminal justice. Each paper must include:

- o Clear and well written problem statement
- o Describe the problem and have to research must support for the position taken
- o Explain what personal or civic responsibility can be used address issue and your groups plan for action

You will be required to share you work with your classmates; this will be a short 5-minute presentation. The final draft should be (3-5 pages including reference and cover page) will be submitted on E-course prior to the presentation. Assignment must be submitted via ecourse; no paper copies will be accepted.

Assignments will be compiled and posted on a blog online that the instructor creates, this will enable people to learn from the info.

### Grading Matrix

Instrument	Value (points or percentages)	Total
Examination I	14%	100
Examination II	14%	100
Examination III	14%	100
Examination IV (Final Exam)	14%	100
Reaction Assignment	2 (7%)	100
In Class/ Homework Assignments	10(1.6%)	100
Group Presentation / Civic Responsibility Paper	14%	100
<b>Total:</b>	<b>100%</b>	<b>700pts</b>

#### Grade Determination:

A = 700 – 630pts;

B = 629 – 560pts;

C = 559 – 490pts;

D = 489 – 420pts;

F = 420 pts or below

### Course Procedures

**NOTE:** Syllabi subject to change with advance notice.

**Tardiness and absenteeism are NOT encouraged.** A considerable amount of information will be covered each week. Of course, classes will begin on time. If for some reason you will be absent for more than one class during the semester, call the instructor to let her know. **YOU** are responsible for materials covered in any classes that you miss. The instructor will be available for clarification on lecture materials. Please see the latest version of the undergraduate handbook for the university attendance policy.

**Late assignments** are discouraged and may result in a grade penalty.

**Incompletes are rarely given.** Please see the university handbook for the university policy on the assignment of "Incomplete" grades. NOTE: Students who have a failing average in a course cannot receive an incomplete grade.

**Academic Misconduct:** (e.g. plagiarism, cheating) [see Student Handbook] will not be tolerated!!! Anyone caught engaging in any such activities will receive a grade of "F" for the course. Criminal Justice demands persons of impeccable integrity.

**\* If you encounter problems in meeting any of these requirements, do not hesitate to utilize my office hours.**

#### Submission of Assignments:

**NOTE:** If e-mails are not acknowledged - do not assume that they were received.

All work submitted and presented should demonstrate thorough preparation, practice and sound thought of a superior level. Such being the case we should all learn from each other.

#### Formatting Documents:

Microsoft Word is the standard word processing tool used at PVAMU. If you are using other word processors, be sure to use the "save as" tool and save the document in either the Microsoft Word, Rich-Text, or plain text format.

#### Professional Organizations and Journals

Academy of Criminal Justice Sciences <http://www.acjs.org/>

Southwestern Association of Criminal Justice <http://swacj.org/>  
Criminal Justice Journals <https://www.msu.edu/~dejongc/cj907/journals.html>

## References

Attorney General of Texas <http://www.oag.state.tx.us/>  
Bureau of Justice Assistance <http://www.ojp.usdoj.gov/BJA/>  
Bureau of Justice Statistics <http://bjs.ojp.usdoj.gov/>  
Census Bureau <http://www.census.gov/>  
Centers for Disease Control and Prevention <http://www.cdc.gov/>  
Child Trends Data Bank <http://www.childtrendsdatabank.org/>  
Children's Defense Fund <http://www.childrensdefense.org/>  
College of Juvenile Justice and Psychology <http://www.pvamu.edu/pages/307.asp>  
Compendium of National Juvenile Justice Data Sets  
<http://www.ojjdp.gov/ojstatbb/Compendium/default.asp>  
Crime in Texas [http://www.txdps.state.tx.us/administration/crime\\_records/pages/crimestatistics.htm](http://www.txdps.state.tx.us/administration/crime_records/pages/crimestatistics.htm)  
Criminal Justice Resources: Comprehensive Sites <http://staff.lib.msu.edu/harris23/crimjust/comp.htm>  
Criminal Justice Resources: Periodicals Available over the Web  
<http://staff.lib.msu.edu/harris23/crimjust/juvenile.htm>  
Criminal Justice Statistics UH Downtown <http://www.uhd.edu/library/data/cj.html>  
Death Penalty Information Center [http://www.deathpenaltyinfo.org/state\\_by\\_state](http://www.deathpenaltyinfo.org/state_by_state)  
Easy access to juvenile populations <http://www.ojjdp.gov/ojstatbb/ezapop/>  
Easy access to state and county juvenile court case counts  
<http://www.ojjdp.gov/ojstatbb/ezaco/asp/TableDisplay.asp>  
Evaluation tool kit <http://toolkit.pellinstitute.org/>  
Federal Bureau of Investigation <http://www.fbi.gov/>  
First Gov <http://www.usa.gov/>  
Homeland Security <http://www.dhs.gov/>  
Internet Resources for Criminal Justice <http://criminaljusticeprofiles.org/resources.html>  
IPEDS: The Integrated Postsecondary Education Data System <http://nces.ed.gov/IPEDS/>  
Justice Research and Statistical Association <http://www.jrsa.org/>  
Juvenile Population Characteristics <http://www.ojjdp.gov/ojstatbb/population/index.html>  
Kids Count <http://www.aecf.org/MajorInitiatives/KIDSCOUNT.aspx>  
National Archive of Criminal Justice Data <http://www.icpsr.umich.edu/NACJD/>  
National Criminal Justice Reference Service [NCJRS] <https://ncjrs.gov/>  
National Crime Prevention Council [slides] <http://www.ncpc.org/training/powerpoint-trainings>  
Office of Justice Programs <http://www.ojp.usdoj.gov/>  
Office of Juvenile Justice and Delinquency Prevention <http://www.ojjdp.gov/>  
OJJDP Statistical Briefing Book <http://www.ojjdp.gov/ojstatbb/default.asp>  
Office of Juvenile Justice and Delinquency Prevention [Topics] <http://www.ojjdp.gov/search/topiclist.asp>  
Plagiarism, click this Web link [http://www.pvamu.edu/PDFFiles/Library/Ref/Plagiarism\\_FAQ.pdf](http://www.pvamu.edu/PDFFiles/Library/Ref/Plagiarism_FAQ.pdf) .  
Purdue APA Formatting Style and Guide <http://owl.english.purdue.edu/owl/resource/560/01/>  
Sourcebook of Criminal Justice Statistics <http://www.albany.edu/sourcebook/>  
Statistics and Research Sources <http://www.uncjin.org/Statistics/statistics.html>  
State Juvenile Justice Profiles <http://www.ncjj.org/State/Florida.aspx>  
Texas Department of Criminal Justice <http://www.tdcj.state.tx.us/>  
Texas Juvenile Justice Department <http://www.tjjd.texas.gov/>  
Texas Department of Public Safety <http://www.txdps.state.tx.us/>  
Thomas The Library of Congress <http://thomas.loc.gov/>  
United Nations Crime and Justice Information Network <http://www.uncjin.org/>  
U.S. Department of Education <http://www.ed.gov/index.jhtml>  
U.S. Department of Labor <http://www.dol.gov/>  
U.S. Department of Health and Human Services <http://www.hhs.gov/>

## Careers in Criminal Justice

### Courts

Judge

Attorney

- Defense
- Prosecutor

Bailiff

Court Reporter

Bail Bondsman

Trial Consultant

Jury

### Private Sector

Private Investigator

Security (Asset Protection)

Forensic Anthropologist

Sociologist

Criminologist

Bounty Hunter

### Juvenile Justice

Social Worker

Juvenile Court Attorney

Child Welfare Case Worker

Juvenile Forensic Psychologist

Juvenile Diversion Specialist

Juvenile Probation Officer

Juvenile Mental Health Counselor

Juvenile Corrections

Juvenile Court Judge

Juvenile Court Referee

### Corrections

Correctional Officer

Correctional Educator

Parole (Federal, State, Local)

Probation (Federal, State, Local)

Substance Abuse Counselor

### Federal

Federal Bureau of Investigation

Customs and Boarder Protection

Transportation and Safety

Administration

Drug Enforcement Agency

Alcohol Tobacco and Firearms

Bureau of Prisons

### Police

Chief of Police

County Sherriff

Police Detective

State Trooper

Crime Scene Investigator

Undercover Officer

Texas Ranger

School Resource Officer

Date	Description	Activities/Assignment
<b>Week One: CH 1—The Criminal Justice System</b>		
08/26/13	Introduction; Review of Syllabus	
08/28/13	Chapter 1	
08/30/13	Chapter 1	
<b>Week Two: CH 2—Crime and Crime Causation</b>		
<b>09/02/13</b>	<b>Labor Day Holiday (University Closed)</b>	
09/04/13	Chapter 2	Reaction paper #1 due on ecourse
09/06/13	Chapter 2	
<b>Week Three: CH 3—Criminal Justice and the Rule of Law</b>		
09/09/13	Chapter 3	
09/11/13	Chapter 3	
09/13/13	Chapter 4	
<b>Week Four: CH 4-- Police</b>		
09/16/13	Chapter 4	
<b>09/18/13</b>	<b>EXAM I</b>	<b>CH 1-4 and Notes</b>
09/20/23	Chapter 5	
<b>Week Five: CH 5—Policing: Contemporary Issues and Challenges</b>		
09/23/13	Chapter 5	
<b>09/25/13</b>	Chapter 5	
09/27/13	<b>SWACJ CONFERENCE (No Class)</b>	Group Discussion Assignment (ecourses)
<b>Week Six: CH 6—Police and Law</b>		
09/30/13	Chapter 6	
10/2/13	Chapter 6	
10/04/13	Chapter 6	
<b>Week Seven: CH 7—Courts and Adjudication</b>		
10/07/13	Chapter 7	
10/09/13	Chapter 7	Reaction paper #2 due on ecourse
10/11/13	Chapter 8	
<b>Week Eight: CH 8—Pretrial Procedures, Plea Bargaining, and the Criminal Justice System</b>		
10/14/13	Chapter 8	
<b>10/16/13</b>	<b>Midterm (EXAM II)</b>	<b>CH 5-8 and Notes</b>
10/18/13		
<b>Week Nine: CH 9—Punishment and Sentencing</b>		
10/21/13	Chapter 9	
10/23/13	Chapter 9	
10/25/13	Chapter 10	
<b>Week Ten: CH 10-- Corrections</b>		
10/28/13	Chapter 10	
10/30/13	Chapter 10	
11/01/13	Chapter 11	
<b>Week Eleven: CH 11—Incarceration and Prison Society</b>		
11/04/13	Chapter 11	
11/06/13	Chapter 11	
11/08/13	Chapter 12	Civic Responsibility due on ecourse by the start of class
<b>Week Twelve: CH 12—Probation and Intermediate Sanctions</b>		



11/11/13	Groups 1 and 2	
11/13/13	Groups 3 and 4	
11/15/13	Groups 5 and 6	PowerPoint presentations due by 5pm
<b>Week Thirteen: CH 13--</b> Reentry into the Community		
11/18/13	<b>ASC Conference (No Class)</b>	
<b>11/20/13</b>		<b>EXAM III CH 9-12</b>
11/22/13		Group Discussion Assignment (ecourses)
<b>Week Fourteen: CH 14—</b> Technology and Criminal Justice		
11/25/13	Chapter 14	
11/27/13	Chapter 14	
<b>11/29/13</b>	Thanksgiving Holiday (No Class)	
<b>Week Fifteen: CH 15—</b> Juvenile Justice		
12/02/13	EXAM REVIEW SESSION	<b>CH 13-15 and Notes</b>
<b>Week Sixteen</b>		
<b>TBD</b>	<b>FINAL EXAMINATION (EXAM IV)</b>	<b>CH 13-15 and Notes</b>

### ACADEMIC CALENDAR – FALL 2013

#### August 26, Monday

- Late Registration and Drop/Add **Begins**
- Instruction **Begins**

#### August 30, Friday

- Late Registration, Add Courses, Change Major/Certification or any Matriculation Change **Ends** for Undergraduate Students – **Student Web Registration Access Closes**

#### August 31, Saturday

- Late Registration, Add Courses, Change Major/Certification or any Matriculation Change **Ends** for Graduate Students – **Student Web Registration Access Closes**

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#### September 2, Monday

- Labor Day Holiday (**University Closed**)

#### September 4, Wednesday

- General Student Assembly **All Students to Attend**

#### September 11, Wednesday

- 12th Class Day (Census Date)
- **LAST DAY** to Drop Course(s) without Academic Record
- **Late Deadline to apply for Fall 2013 graduation**

#### September 12, Thursday

- Withdrawal from courses with academic record ("W") **Begins**

#### September 23, Monday

- 20th Class Day

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#### October 17 - 19, Thursday-Saturday

- Mid-Semester Examination Period

#### October 22, Tuesday

- Mid-Semester Grades Due

#### October 31, Thursday

- Title IV 60% of semester

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#### **November 4, Monday**

- Withdrawal from Course(s) with Academic record ("W") **Ends**

#### **November 12, Tuesday**

- Priority Registration **Begins** for Spring 2014 Semester

#### **November 15, Friday**

- **Deadline to Apply for Spring 2014 Graduation**

#### **November 28-29, Thursday-Saturday**

- Thanksgiving Holiday (**University Closed**)

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#### **December 2, Monday**

- Instruction Resumes

#### **December 2 - 3, Monday-Tuesday**

- Course Review Day [Classes **must** convene and instructors will prepare students for Final Exams]

#### **December 3, Tuesday**

- Last Class Day for Fall 2013 Semester
- **Last Day to Withdraw from the University (From All Courses)**

#### **December 4 - 10, Wednesday-Tuesday**

- Final Examination Period

#### **December 10, Tuesday**

- Final Grades Due for Graduation Candidates

#### **December 14, Saturday**

- Commencement

#### **December 17, Tuesday**

- Final Grades Due for All Other Students

### **University Rules and Procedures**

#### **Disability statement (See Student Handbook):**

Students with disabilities, including learning disabilities, who wish to request accommodations in class, should register with the Services for Students with Disabilities (SSD) early in the semester so that appropriate arrangements may be made. In accordance with federal laws, a student requesting special accommodations must provide documentation of their disability to the SSD coordinator.

#### **Academic misconduct (See Student Handbook):**

You are expected to practice academic honesty in every aspect of this course and all other courses. Make sure you are familiar with your Student Handbook, especially the section on academic misconduct. Students who engage in academic misconduct are subject to university disciplinary procedures.

#### **Forms of academic dishonesty:**

1. Cheating: deception in which a student misrepresents that he/she has mastered information on an academic exercise that he/she has not mastered; giving or receiving aid unauthorized by the instructor on assignments or examinations.
2. Academic misconduct: tampering with grades or taking part in obtaining or distributing any part of a scheduled test.
3. Fabrication: use of invented information or falsified research.
4. Plagiarism: unacknowledged quotation and/or paraphrase of someone else's words, ideas, or data as one's own in work submitted for credit. Failure to identify information or essays from the Internet and submitting them as one's own work also constitutes plagiarism.

**Nonacademic misconduct (See Student Handbook)**

The university respects the rights of instructors to teach and students to learn. Maintenance of these rights requires campus conditions that do not impede their exercise. Campus behavior that interferes with either (1) the instructor's ability to conduct the class, (2) the inability of other students to profit from the instructional program, or (3) campus behavior that interferes with the rights of others will not be tolerated. An individual engaging in such disruptive behavior may be subject to disciplinary action. Such incidents will be adjudicated by the Dean of Students under nonacademic procedures.

**Sexual misconduct (See Student Handbook):**

Sexual harassment of students and employers at Prairie View A&M University is unacceptable and will not be tolerated. Any member of the university community violating this policy will be subject to disciplinary action.

**Attendance Policy:**

Prairie View A&M University requires regular class attendance. Excessive absences will result in lowered grades. Excessive absenteeism, whether excused or unexcused, may result in a student's course grade being reduced or in assignment of a grade of "F". Absences are accumulated beginning with the first day of class.

**Student Academic Appeals Process:**

Authority and responsibility for assigning grades to students rests with the faculty. However, in those instances where students believe that miscommunication, errors, or unfairness of any kind may have adversely affected the instructor's assessment of their academic performance, the student has a right to appeal by the procedure listed in the Undergraduate Catalog and by doing so within thirty days of receiving the grade or experiencing any other problematic academic event that prompted the complaint.

**Communication:**

From time to time, the instructor will communicate with the class through their official PVAMU e-mail. Every student is responsible, therefore, for making sure they can access this e-mail. I will not send e-mails to personal e-mail addresses. I will attempt to respond to all e-mails within a 48-hour time frame, excluding weekends. If at any point a challenge arises please contact me as soon as possible either via phone or during office hours. If you are not able to meet during the posted office hours please feel free to make an appointment.

**Exam Policy:**

Make-ups will be given ONLY in instances of a documented emergency (e.g. death of someone close, hospitalization of oneself or one's child, or a spouse (near death), surprise work audit, etc.). Expect such tests to be more challenging than regularly scheduled exams.

**Classroom Conduct:**

Be respectful of other students and the instructor at all times. Sophomoric or disruptive behavior will result in students being asked to leave the classroom. All students are expected to abide by the University's Conduct Code.

**Attendance and Promptness:**

Part of being a college student is learning how to behave professionally. Thus, your decision to take this class is the decision to attend class each time it meets and make a commitment to arrive on time, and leave on time. Leaving class early can result in loss of credit for attendance that day. Please show up on time and be prepared.

**Laptops:**

The use of laptops for the purpose of taking notes is acceptable. However, the use of laptops for checking email, messaging, shopping, playing on Facebook or other social networking sites, etc., is prohibited.

**Cell Phone and iPods (and other electronic devices):**

The use of cell phones and iPods (or other electronic devices) is prohibited. As soon as you arrive to class please turn these devices off. If it is necessary to be able to receive calls (i.e. emergency), please notify the instructor and leave the classroom before answering any calls.

**Food and Drinks:**

No food or drinks are allowed in class per building policy.

## Civility in the Classroom

[Source: PVAMU Planner 2012 – 2013]

### STUDENT COMMITMENT

To refrain from exhibiting disruptive, inappropriate, unhealthy behavior in the classroom.

#### Student WILL:

- Report to class 5 minutes before class begins
- Turn off cell phone
- Engage in constructive dialogue
- Follow the course syllabus
- Respond positively to immediate notification that your behavior is unacceptable
- Take corrective action to change unacceptable behavior
- Complete assignments
- Be honest and thoughtful
- Maintain a positive attitude
- Act, think and dress like they are bound for success
- **STUDENT WILL NOT:**
- Report to class late
- Hold a conversation with a classmate while class is in session
- Disrespect or initiate arguments with faculty and fellow classmates
- Speak out inappropriately
- Use profanity
- Threaten anyone
- Talk on the cell phone while class is in session
- Play electronic or other games in class
- Wear or listen to headphones
- Sleep in class
- Eat, smoke, chew gum, drink
- Have poor hygiene
- Carry weapons [guns, knives, explosives]

### FACULTY COMMITMENT

To ensure that students learn in an environment that is free from disruptive, inappropriate, unhealthy behavior.

#### Faculty WILL:

- Provide a syllabus to each student
- Respect each student
- Encourage healthy dialogue
- Maintain control of the classroom
- Speak privately to students about inappropriate behavior
- Recognize the rights of students
- Inform students of planned absences
- Create an environment whereby students will be motivated to learn
- **IF THE STUDENT DISRUPTS THE CLASS**
- Talk to the student about his / her behavior in private
- Ask the student how he / she plans to correct the behavior
- Observe the student after addressing his / her behavior
- Compliment the student in private about any improvements
- Be consistent
- Be proactive
- Ask for assistance as needed
- Refrain from taking an aggressive stand that may cause the problem to escalate
- **FIRST OFFENSE:** Talk to the student and let him / her know that any further disruption will require a referral to the Office of Student Conduct.
- **SECOND OFFENSE:** Refer the student to the Office of Student Conduct. The student must present a statement from the Office of Student Conduct stating that the student has committed to correcting the behavior.
- **THIRD OFFENSE:** Removal from the class. A statement from a professional such as a psychiatrist or medical doctor, submitted through the Office of Student Conduct, is required for re-entry into the class.

**Assent to Civility in the Classroom:**

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Student signature and date

**CRJS 1133 P04**

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Course prefix, number and section

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Instructor signature and date