



# SYLLABUS

## CRJS 4416 Undergraduate Internship in Criminal Justice Summer, 2019

<b>Instructor:</b>	M. Cintron, Ph.D.
<b>Section &amp; CRN #:</b>	P01; 26445
<b>Office Location:</b>	Don K. Clark Building, Room 344
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<b>Office Hours:</b>	M-Th: 9-Noon; Virtual: Emails will be answered within 24 hours (except on weekends)
<b>Virtual Office Hours:</b>	Emails will be answered within 24 hours except weekends
<b>Mode of Instruction:</b>	hybrid
<b>Course Location:</b>	Approved Agency
<b>Class Days &amp; Times:</b>	class work is due every Friday (see below)

**Catalog Description:** A student may be required to satisfactorily complete a minimum of three month's internship in an approved criminal justice setting preferably between the junior and senior year. This internship program is specifically designed to acquaint the student with practical aspects of criminal justice. Requires a minimum of 200 hours.

- Prerequisites**     **Internship eligibility: Students must meet the following criteria:**
1. You must be a criminal justice; criminal justice/juvenile justice specialization major;
  2. You must be in good academic standing (minimum 2.0 overall GPA);
  3. You must have completed all core criminal justice courses or have senior standing;
  4. You must meet with your advisor; talk about your internship plans; application process; site options, etc.
  5. Before enrollment is allowed we must receive approval from the agency. Read all details below.
  6. All criminal justice agencies have application and preapproval procedures: Students are responsible for getting this information and following these procedures before the deadlines;
  7. The instructor of record must receive a statement of approval from the agency-supervisor before enrollment in the course is allowed. The statement should include the following items:
    1. the agency's agreement to supervise your work as an intern (200 hours);
    2. description of duties to be performed (work, tasks) while at the site;
    3. agreement to turn-in signed time sheets to verify hours (agency and student arrange how these will be met);
    4. Submit evaluation form by deadline –usually a week before the end of the semester.
    5. Contact information for the intern and the supervisor must be submitted to the instructor of record;
  8. This is a letter grade course. The final grade is determined by the instructor and your agency supervisor;
  9. Most internships are Non-paid;
  10. You cannot do an internship in an agency where you are currently employed;

11. You cannot be supervised by a relative.
12. You cannot count nor include driving to and from the agency site as time towards your required hours. (Some agencies require you to go on ride-along with professionals; while this can count towards the required hours, these must be approved by the agency).

**Internship Application Process is a three part process:**

1. While students are responsible for arranging their own internships & discuss it with advisor; they must be preapproved (by agency) before enrolling in the course. Discuss options with advisor or internship instructor to facilitate this process;
2. After identifying an agency, students are responsible for contacting the agency: criminal justice agencies have different application and preapproval procedures and deadlines (these may include: Proof of age, driving record, criminal background check, number of hours enrolled during the internship, GPA, introductory letter; resume; internship application; a letter from the institution (including: current status; number of SCH to be awarded at the end of internship; internship hours required to earn class credit), etc.
3. Once approved by the agency, the instructor of record must receive a statement of approval from the agency-supervisor before enrollment in the course is allowed. See specific details above. Contact information for the intern and the supervisor must be submitted to the instructor of record.

Note that: students cannot receive academic credit for serving as an intern with the agency where they are currently employed; students cannot be supervised by relatives and driving time to and from the agency site does count towards the 200 required hours.

**We expect the internship site to:**

1. Provide opportunity to understand the day to day operations of a criminal/juvenile justice agency; exposure to a wide variety of tasks, information; incidents, etc. The intent is to expose students to as much as possible, in a realistic environment, the day to day operations of the agency.
2. Enhance student's educational experience, by exposing the student to realistic experiences that allows for personal insight into the student's long-term career goals and educational plans for the future.
3. Student will observe any guidelines, requirements, or restrictions of the agency/department. In addition, students will observe all academic and behavioral expectations of a PVAMU student.
4. **Warning:** Due to the nature and unpredictability of the work of most criminal/juvenile justice agencies/departments, interns may be exposed to:
  - Safety risks: such as, during ride-along (observation in the field); or during an investigation/interview, or while traveling to and from other agencies, hospitals, etc.
  - Exposure to graphic or otherwise disturbing information or incidents: such as reading incident reports or other information (including pictures); incidents during interviews; incidents/information involving people known by the intern; etc.

**Co-requisites:** None

**Required Text:** None

**Recommended Text:** Coy H. Johnston (2015). *Careers in Criminal Justice*. Sage Publications. ISBN-13: 978-1483331461 or ISBN-10: 1483331466

J. Scott Harr and Kären M. Hess (2010). *Careers in Criminal Justice and Related Fields: From Internship to Promotion*. 6th Edition, Wadsworth. ISBN-13:978-0495600329 or ISBN-10:0495600326.

*Publication Manual of the American Psychological Association*, (Latest Edition available)

### Student Learning Outcomes:

	Upon successful completion of this course, students will be able to:	Program Learning Outcome # Alignment	Core Curriculum Outcome Alignment
1	Depending on the Internship placement site: Know & use law and legal principles, and/or Know & use law enforcement system and practices, and/or Know & use court and correction systems and practices.	1,2,3,4,5	Critical Thinking Communication
2	Use classroom knowledge to make career decisions	6	Social Responsibility

### Course Goals:

The goal of this course is to provide experience working in a criminal justice setting, provide an opportunity to observe the criminal justice system in operation and assist students gain experience and learn about the day to day operation of an agency, as well as the social, political and cultural context of crime and delinquency. Students will be able to make decisions about their career path.

### Major Course Requirements

#### Method of Determining Final Course Grade

#### Course Evaluation Methods:

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

1. **Course Requirements: All work is due on Friday of the assigned week; after midnight (12:01) will be late.**
  1. Weekly logs: On week 1 turn in contact information for you and your supervisor. Starting on week 2, submit a one page log for each week of your internship activities. See details in Calendar section below. Make sure you read and understand this requirement. **Due date:** see Calendar section below. Send to instructor via e-course email.
  2. Term paper. Students must submit a 5 to 7 page paper. See details in Calendar section below. Make sure you read and understand this requirement. **Due date:** see Calendar section below.
  3. Resume. Prepare a resume to use when you are seeking employment. It must be submitted to the instructor one week before the last class day of the semester. **Due date:** see Calendar section below. Send to instructor via e-course email.
  4. Supervisor evaluation. Students are responsible for making sure their internship supervisor completes and submits the Supervisor Evaluation of Intern Form by the last day of classes. This form will be send to the supervisor two weeks before the last day of classes. **Due date:** see Calendar section below. Can be emailed ([mycintron@pvamu.edu](mailto:mycintron@pvamu.edu)).
  5. Completion of required hours: 200 hours of work must be logged and approved by the agency-supervisor before the last day of class. Students are expected to work a specific number of hours per week as determined by the internship site/agency supervisor; 200 hours of work must be logged and approved by the agency-supervisor by the last day of class; 100 hours expected by midterm (see note below:” completion of required hours).

6. You cannot count nor include driving to and from the agency site as time towards your required hours. (If the agency requires you to go on ride-along with professionals; this can count towards the required work hours but these must be approved by the agency).
7. An “I” will be assigned for extenuating circumstances only and must be documented and supported by agency supervisor. In this class, an extenuating circumstance will not be missing the resume, or supervisor evaluation. Missing weekly logs and missing the paper will need supporting extenuating circumstances and the support of the agency supervisor. That is, an “I” cannot be assigned when less than the required 200 hours are not completed; supporting documentation and agency supervisor support are required. University guidelines state that “I” must be removed within 2 semesters or it will be changed to “F” by the Registrar’ Office (go to Undergraduate Catalog for description of guideline and requirements for granting this grade).
8. In the eventuality that a student must change sites, or if a student is terminated from a site, the instructor of record must receive written notice from the site supervisor. In addition, the student must receive preapproval before starting at a different/new site. If a new site is approved, be advised that hours completed do not carry over (must start at 0 hours at the new site).
9. Professional Development videos will be posted on ecourse.
10. Academic Calendar. The internship follows the PVAMU Academic Calendar (go to PV’s web site). Students are expected to begin their internship when classes begin and complete their internship no earlier than the last day of the semester. By midterm students should have completed about 100 hours. This will be included in calculating the mid-semester grade.
11. See “a note on midterm and attendance reporting” below.

### **Details of the course requirements:**

**1. Weekly logs** (20% of final grade)\_Weekly logs are due on Friday of the assigned week, see calendar below or will be marked late.

Each one page weekly log should detail what you did during the preceding week, with emphasis on the details of your learning experiences.

This summary should be specific enough to describe the learning process for the week being reported. It should be a minimum of one page, using Times New Roman, 12 font size; 1 inch margins (top, bottom, right, left sides); it should be free of typos and with clear description of the following: activities/tasks assigned; what have learned that is new; activities were and level of difficulty as you learn and accomplish the activity, reason for the activity/task is done by the agency; new skills learned; length/time it took you to achieve/learn the tasks; people you meet or interact with; what you learn about people; what you learn about the job and criminal justice, what you learn about yourself; what you learn that week and what you learn in your courses (relevant to courses taken/degree).

It should also state the number of hours you worked that week and the cumulative hours for the semester. It is your responsibility (and your supervisor’s) to keep track of your hours. These hours should match the hours turned-in by your supervisor at the end of the semester.

**NOTE:** on your first weekly log include: 1. your supervisor’s name, title, phone and email and 2. Your contact information: phone number, PV email address.

**Based on the number of weeks in the semester, you are required to turn in a specific number of weekly logs (see grading matrix below and class weekly calendar for information). Each log will be graded on the quality of the items above.**

You can use the weekly log information in writing your term paper.

**2. Term Paper:** (20% of final grade). Students must submit a 5 to 7 page paper that includes a detailed overview of their experience, a comparison of classroom knowledge with your internship experience, and an explanation of how this experience has helped you clarify your career goals. It should also include a comparison of your earlier assumptions about the job versus what you learned (the myth versus the daily reality of the job). Your weekly logs can be used in writing this paper. The paper should be 5 to 7 typed, double-spaced pages. Submit your paper as an attachment to an email message addressed to your instructor, at least one week before the last class day of the semester. You are welcomed to submit your paper to your agency supervisor as well, but you do not have to (optional). **Due date:** see Calendar section.

**3. Resume:** (20% of final grade). There are many styles; students decide which one to use, at a minimum it should include: name, contact information, career objectives, educational background, experience, honors and awards.

**Due date:** see Calendar section.

**4. Supervisor Evaluation:** (20% of final grade) Students are responsible to make sure that your internship supervisor completes and submits the Supervisor Evaluation of Intern Form by the date on the syllabus. This form will be sent to the supervisor about two weeks before the last day of classes. **Due date:** see Calendar section.

**5. Completion of required hours:** (20% of final grade) at midterm, attendance reporting, and final grade.

Instructors are required to enter class attendance and a letter grade for all students enrolled in courses. While you will not be tested nor meet face to face, you will have weekly assignments in this class. Your grade will be based on the items listed on this syllabus. For midterm grades, I will be looking at two items: weekly logs and number of hours worked. Specifically by midterm you should have 6 or 7 weekly logs and you should be very close to earning half (100) of the cumulative 200 volunteer work hours required in this class. I developed the following grading system for number of hours: 71-100 hours=A; 41-70 hours=B; 40-24 hours=C; 23 hours or less=D (in addition to the weekly logs). The number of hours will be doubled in calculating the final grade.

#### **Grading based on:**

- 1 Weekly logs (20% of final grade)
- 2 Term Paper: (20% of final grade)
- 3 Resume: (20% of final grade)
- 4 Supervisor Evaluation: (20% of final grade)
- 5 Completion of required hours: (20% of final grade)

#### **Grade Determination**

A = 90 – 100; B = 80 – 89; C = 70 – 79; D = 60 – 69; F = 00 – 59

#### **Course Procedures:**

**PLEASE REMEMBER YOU ARE REPRESENTING PVAMU, AS WELL AS THE CRIMINAL JUSTICE PROGRAM AND JUSTICE STUDIES DEPARTMENT. It is important that you conduct yourself with professionalism and integrity.**

**In order to help you succeed in this internship, the following two items should be taken into careful consideration:**

1. **Agencies care very much how you dress. Before you begin your internship, ASK how you should dress. Do not make assumptions about professional dress standards based on your experience at college.**
2. **If you think there might be a problem that you cannot work out with your supervisor related to your attendance, the quality of your work, or any other aspect of your internship, DO NOT LET IT GROW TO BE A BIG PROBLEM. Please contact me so that we can discuss any issues, concerns or items of conflict that might have the potential to create an unpleasant work environment. Call or email me at the first sign of a problem so that together we can work on an intervention strategy.**
3. **Make sure you understand the information on this document, especially internship requirements as described and the due dates. If you have questions contact your instructor via phone or email (I prefer email). It is your responsibility to maintain communication with me by checking your email at least twice weekly and turning your weekly assignments as scheduled. I will respond to emails within 24 hours (except on weekends). Only PVAMU-student assigned email addresses will be used to communicate.**
  - **Submission of Assignments: All course requirements will be submitted via email. It is expected students will submit all documents in a timely manner (as due).**
  - **All class related issues should be discussed with the instructor in a timely manner (not at the end of the semester, especially completion of the 200 hours).**

#### **Calendar**

**WEEK 1: Jun 3** Classes begin.

- By now should have met with your supervisor and arranged internship hours, clarified rules, duties and expectations for the duration of the experience.
- Assignment: weekly log 1 due Your first weekly log assignment is CONTACT INFORMATION: 1. Your supervisor's name, title, phone and email and 2. Your contact information: phone number, PV email address

- Watch video uploaded ecourse.

#### **Week 2: Jun 10**

- Assignment: weekly log 2 due. See section above for details. In addition, if not already done, include your first weekly log must include the following information: 1. Supervisor's name, title, phone number email address and 2. Your contact information, phone number, PV student email address
- Watch video uploaded ecourse.

#### **Week 3: Jun 17**

- Assignment: weekly log 3 due. See section above for details.
- Watch video uploaded ecourse.

#### **Week 4: Jun 24**

- Assignment: weekly log 4 due. See section above for details.
- Watch video uploaded ecourse.

#### **Week 5: Jul 1**

- Assignment: weekly log 5 due. See section above for details.
- Watch video uploaded ecourse.
- MID-SEMESTER: see note “#5 Completion of required hours” above

#### **Week 6: Jul 8**

- Assignment: weekly log 6 due. See section above for details.
- Watch video uploaded ecourse.

#### **Week 7: Jul 15**

- Assignment: weekly log 7 due. See section above for details.
- **Supervisor evaluation form will be emailed to supervisor (due back on August 5<sup>th</sup>).**
- Watch video uploaded ecourse.

#### **Week 8: Jul 22**

- Assignment: weekly log 8 due. See section above for details.
- **the following item is due: resume (see section above for details)**
- Watch video uploaded ecourse.

#### **Week 9: Jul 29**

- Assignment: weekly log 9 due. See section above for details.
- **the following item is due: Term paper (see section above for details)**

#### **Week 10: Aug 5 Last day of classes**

- Assignment: weekly log 10 due. See section above for details.
- **August 5<sup>th</sup>: Items due: Supervisor Evaluation form; signed log of hours worked (200 hours); resume, weekly log.**

**SUMMER 2019 – FULL TERM** The PVAMU Academic Calendar is subject to change. Last Updated: 4/2019

May 20 Monday	Deadline to Submit Financial Aid Verification Documents
May 20 Monday	Financial Aid Satisfactory Academic Progress (SAP) Appeal Deadline
May 27 Monday	Memorial Day Holiday (University Closed)

May 28 - May 31 Tuesday through Friday	Registration for All Students
Jun 03 - Jun 11 Monday through Tuesday	Attendance Reporting Period (NS/SH) Students who do not attend class during this period will have their courses removed and financial aid reduced or cancelled
Jun 03 Monday	Drop for Non-Payment of Tuition and Fees @ 5:00 p.m.
Jun 03 Monday	First Class Day – Summer 2019 10-week session
Jun 03 Monday	Late Registration Fee Begins (\$25.00) – Summer 2019 10-week session
Jun 03 Monday	Tuition & Fees Payment Due Date
Jun 05 Wednesday	Final Day to Apply for Housing
Jun 07 Friday	Final Day to Add a class(s) for credit – Summer 2019 10-week session
Jun 17 Monday	Financial Aid Refunds Begin
Jun 18 Tuesday	12th Class Day (Census Date)
Jun 18 Tuesday	Final Day to Drop/Withdraw from Course(s) without Academic Record (A Financial Record will still exist) – Summer 2019 10-week session
Jun 19 Wednesday	Withdrawal from Courses with Academic Record (“W”) Begins – Summer 2019 10-week session
Jun 26 Wednesday	Final Date to Apply for Summer 2019 Graduation (ceremony participation)
Jun 27 Thursday	Application for Graduation-Degree Conferral only for Summer 2019 Graduation Begins (no ceremony participation or listing in the program)
Jun 28 Friday	20th Class Day
Jul 04 Thursday	Independence Day Holiday (University Closed)
Jul 29 Monday	Final Day to Withdraw from Course(s) with Academic Record (“W”)
Aug 02 Friday	Final Day to Withdraw from the University (from all courses) for the Summer 2019 10-week session
Aug 05 Monday	Final Day for Graduating Undergraduates to Submit Application for Tuition Rebate for Summer 2019
Aug 05 Monday	Final Day to Apply for Degree Conferral only for Summer 2019 Graduation (no ceremony participation or listing in the program)
Aug 05 Monday	Final Examination
Aug 05 Monday	Last Class Day – Summer 2019 10-week session
Aug 07 Wednesday	Final Grades due for Graduation Candidates (12:00 p.m.)
Aug 10 Saturday	Commencement
Aug 13 Tuesday	Final Grades due for all other students (11:59 p.m.)

### **Taskstream**

Taskstream is a tool that Prairie View A&M University uses for assessment purposes. One of your assignments may be considered an "artifact," an item of coursework that serves as evidence that course objectives are met. More information will be provided during the semester, but for general information, you can visit Taskstream via the link in eCourses.

### **Department of Justice Studies Official Statement on Student Plagiarism and Submission of the Work of Others**

It has come to the attention of the faculty of the Justice Studies Department that students are utilizing websites such as [www.essayshark.com](http://www.essayshark.com) to obtain written work to fulfill course requirements; some students in the program also submit plagiarized work. That is, some students use whole passages or ideas from sources without giving proper

credit through citation. Please be advised that such conduct is a gross violation of academic standards and expectations of the faculty in the Department of Justice Studies and in the College of Juvenile Justice & Psychology. It is also a clear breach of university policy as it pertains to academic integrity. If it is discovered that a student has used such a website to submit work as his or her own, we will follow university guidelines and the student might be dismissed from the program. Official documentation will be submitted to initiate university proceedings against the student.

Another serious iteration of plagiarism is when submitted work by students contains little to no original ideas or thoughts of the student, but, instead, the submitted work is nothing more than retyped statements from other academic or Internet sources. Faculty have developed detailed course standards to prevent and detect such conduct. Faculty has been asked to enhance enforcement of plagiarism policies.

A final common issue that faculty noticed concerns the double submission of work. Be advised that academic work that is submitted for a grade in one course may not be submitted for a grade for another course. Each course that a student completes toward fulfillment of the program requirements for the degree should be considered distinct with independent requirements and assignments. The faculty will monitor this and will not accept work for their course that was previously submitted for a different course.

The university subscribes to Turnitin, an internet based academic dishonesty detection service. Student work will be submitted using this tool.

Information on the university policy on academic dishonesty may be found in the catalog:

<http://catalog.pvamu.edu/generalacademicinformation/undergraduate/#academicdishonestytext>

In the event that you have questions or concerns, please feel free to contact our Department Head (936-261-5262 or 936-261-5234).

(Approved by faculty: October 21, 2014)

### **Justice Studies Department Policy on Mobile Devices and Technology (become aware of this):**

It is imperative that instructors be afforded reasonable authority to manage the classroom learning environment. An important component of management of the classroom environment is control of topic and pedagogical method. Empirical data shows that student use of mobile devices and other forms of technology that are not approved by the instructor for the educational endeavor of interest serve as distractors to student attention. When students attempt to divide their time between paying attention to the classroom topic and/or pedagogical method used by the instructor and the use of a mobile device, the student may miss important course content or details. Unsanctioned use of mobile devices or technology by a student may also serve as a substantial distraction to other students enrolled in the course.

It is the policy of the Department of Justice Studies that during examinations no mobile device or other form of technology be placed in the student's work area, visible by the student, or within an arm's length reach of the student. It is also the policy of the department that unsanctioned student use (use that is not approved of by the instructor of record and/or is unrelated to classroom activities) of mobile devices and/or other technological devices during classroom activity (defined here as activity occurring during the time that class is scheduled to meet) is strictly prohibited. It is within the scope of the instructor's authority to, over the course of the semester, demand that mobile devices and/or other technological devices be turned completely off and stored away. This is a broad policy statement. The instructor of record may and is encouraged to further elaborate his or her own course-specific mobile device policies in writing in the course syllabus.

In the event that you have questions or concerns, please feel free to contact our Department Head (936-261-5262 or 936-261-5234).

(Approved by faculty: October 21, 2014)

## **University Rules, Procedures and Other Information**

### **Student Support and Success:**

#### **John B. Coleman Library**

The library and its partners have as their mission "to provide resources and instructional material in support of the evolving curriculum, as a partner in Prairie View A&M University's mission of teaching, research, and service" and to support the University's core values of "access and quality, diversity,



leadership, relevance, and social responsibility" through emphasis on ten key areas of service. It maintains library collections and access both on campus, online, and through local agreements to further the educational goals of students and faculty.

### **Center for Academic Support**

The Center for Academic Support (CAS) offers Tutoring via peer tutoring. The services include workshops (i.e., Save My Semester, Recalculate Your Route), seminars (i.e., Tools You Can Use: TI-84), group review sessions (i.e., College Algebra Topic Reviews, GRE Preparation), group study opportunities (i.e., TSIA, HESI, Study Break, Exam Cram), and test-taking strategies (How to take Notes, Study Buddy, 5 Day Study Guide). The Tutoring Center is a nationally certified tutoring program through the National Tutoring Association. The peer tutors are trained and certified by the coordinator each semester. Location: J.B. Coleman Library

### **COMPASS**

The Center for the Oversight and Management of Personalized Academic Student Success (COMPASS) is designed to help Prairie View students in their second year and beyond navigate towards graduation by providing the following services: Academic Advisement, Targeted Tutorials for Personalized Learning, Campus-Wide Referrals, and Academic & Social Workshops. Location: J.B. Coleman Library

### **Writing Center**

The Writing Center provides student consultants on all aspects of the writing process and a variety of writing assignments. Writing Center consultations assist students in such areas as prewriting, brainstorming, audience awareness, organization, research, and citation. Location: Hilliard Hall 121

### **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.

### **Title IX Statement**

Prairie View A&M University (PVAMU) is committed to supporting students and complying with the Texas A&M University System non-discrimination policy. It seeks to establish an environment that is free of bias, discrimination, and harassment. If you experience an incident of sex- or gender-based discrimination, including sexual harassment, sexual assault or attempted sexual assault, we encourage you to report it. While you may talk to a faculty member about an incident of misconduct, the faculty member must report the basic facts of your experience to Ms. Alexis Boyd, PVAMU's Interim Title IX Coordinator. If you would like to speak with someone who may be able to afford you privacy or confidentiality, there are individuals who can meet with you. The Title IX Coordinator is designated to handle inquiries regarding non-discrimination policies and can assist you with understanding your options and connect you with on- and off-campus resources. The Title IX Coordinator can be reached by phone at 936-261-2166 or in Suite 013 in the A.I. Thomas Administration Building.

### **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.

### **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.

## ***TECHNICAL CONSIDERATIONS***

### **Minimum Recommended Hardware and Software:**

- Intel PC or Laptop with Windows 7; Mac with OS X; Smartphone or iPad/Tablet with Wi-Fi
- High speed Internet access

- 8 GB Memory
- Hard drive with 320 GB storage space
- 15" monitor, 800x600, color or 16 bit
- Sound card w/speakers
- Microphone and recording software
- Keyboard & mouse
- Most current version of Google Chrome, Safari, Internet Explorer or Firefox

**Note:** Be sure to enable Java & pop-ups

**Participants should have a basic proficiency of the following computer skills:**

- Sending and receiving email
- A working knowledge of the Internet
- Proficiency in Microsoft Word (or a program convertible to Word)
- Proficiency in the Acrobat PDF Reader
- Basic knowledge of Windows or Mac O.S.

***Netiquette (online etiquette):***

Students are expected to participate in all discussions and virtual classroom chats as directed. Students are to be respectful and courteous to others on discussions boards. Foul or abusive language will not be tolerated.

***Technical Support:***

Students should go to <https://mypassword.pvamu.edu/> if they have password issues. The page will provide instructions for resetting passwords and contact information if login issues persist. For other technical questions regarding eCourses, call the Office of Distance Learning at 936-261-3283

***Communication Expectations and Standards:***

Emails or discussion postings will receive a response from the instructor, usually in less than 48 hours. Urgent emails should be marked as such. Check regularly for responses.

***Discussion Requirement:***

Online courses often require minimal to no face-to-face meetings. However, conversations about the readings, lectures, materials, and other aspects of the course can take place in a seminar fashion. This will be accomplished by the use of the discussion board. The exact use of discussion will be determined by the instructor.

**It is strongly suggested** that students type their discussion postings in a word processing application and save it to their PC or a removable drive before posting to the discussion board. This is important for two reasons: 1) If for some reason your discussion responses are lost in your online course, you will have another copy; 2) Grammatical errors can be greatly minimized by the use of the spell-and-grammar check functions in word processing applications. Once the post(s) have been typed and corrected in the word processing application, it should be copied and pasted to the discussion board.

Because this is an online course, there will be no required face to face meetings on campus. However, we will participate in conversations about the readings, lectures, materials, and other aspects of the course in a true seminar fashion. We will accomplish this by use of the discussion board.

Students are required to log-on to the course website often to participate in discussion. It is strongly advised that you check the discussion area daily to keep abreast of discussions. When a topic is posted, everyone is required to participate. The exact use of discussion will be determined by the instructor.

It is strongly suggested that students type their discussion postings in a word processing application and save it to their PC or a removable drive before posting to the discussion board. This is important for two reasons:

- 1) If for some reason your discussion responses are lost in your online course, you will have another copy;
- 2) Grammatical errors can be greatly minimized by the use of the spell-and-grammar check functions in word processing applications.

Once the post(s) have been typed and corrected in the word processing application, it should be copied and pasted to the discussion board.

### **Professional Organizations**

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

Southwestern Association of Criminal Justice <http://www.cj.txstate.edu/SWACJ/intro.htm>

Criminal Justice Journals <https://www.msu.edu/~dejongc/cj907/journals.html>

### **The following are sources of data/information commonly used in juvenile/criminal justice research:**

American Psychological Association <http://www.apa.org/>

Annie E. Casey Foundation <http://www.aecf.org/>

Attorney General of Texas <https://www.oag.state.tx.us/>

Bureau of Justice Assistance <https://www.bja.gov/>

Bureau of Justice Statistics <http://www.bjs.gov/>

Census Bureau <http://www.census.gov>

Centers for Disease Control and Prevention <http://www.cdc.gov/>

Child Trends Data Bank <http://www.childtrends.org/databank/>

Children's Defense Fund <http://www.childrensdefense.org/>

College of Juvenile Justice and Psychology <http://www.pvamu.edu/pages/307.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 Statistics UH Downtown <http://www.uhd.edu/library/data/cj.html>

Death Penalty Information Center <http://www.deathpenaltyinfo.org/>

Easy access to juvenile populations <http://ojjdp.gov/ojstatbb/ezapop/>

Easy access to state and county juvenile court case counts <http://www.ojjdp.gov/ojstatbb/ezaco/>

Evaluation tool kit <http://friendsnrc.org/evaluation-toolkit>

Federal Bureau of Investigation <http://www.fbi.gov/>

Female Gangs in America <http://www.uic.edu/orgs/kbc/Female.html>

First Gov <http://www.usa.gov/>

Gang Resistance Education and Training – G.R.E.A.T. <http://www.great-online.org/>

Harris County Sheriff <http://www.hcso.hctx.net/>

Homeland Security <http://www.dhs.gov/>

Houston Police Department <http://www.piersystem.com/go/doc/2133/289249/>

Internet Resources for Criminal Justice

<http://guides.lib.jjay.cuny.edu/content.php?pid=88372&sid=681552>

IPEDS <http://nces.ed.gov/ipeds/>

Justice Research and Statistical Association <http://www.jrsa.org/sac/>

Juvenile Population Characteristics <http://www.ojjdp.gov/ojstatbb/population/faqs.asp>

Kids Count <http://datacenter.kidscount.org/publications/databook/2013>  
Los Angeles Police Department Gangs [http://www.lapdonline.org/la\\_gangs/](http://www.lapdonline.org/la_gangs/) and  
[http://www.lapdonline.org/get\\_informed/content\\_basic\\_view/1396/](http://www.lapdonline.org/get_informed/content_basic_view/1396/)  
National Archive of Criminal Justice Data <http://www.icpsr.umich.edu/icpsrweb/NACJD/>  
National Criminal Justice Reference Service <https://www.ncjrs.gov/>  
National Crime Prevention Council [slides] <http://www.slideshare.net/NCPC>  
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/>  
Office of Juvenile Justice and Delinquency Prevention [Topics] <http://www.ojjdp.gov/search/topiclist.asp>  
Plagiarism, click this Web link  
<http://www.grammarly.com/?q=plagiarism&gclid=CJCI0Jy6pbkCFSZp7Aod4joAsw>  
Poverty Guidelines <http://aspe.hhs.gov/poverty/12poverty.shtml/>  
Purdue APA Formatting Style and Guide <http://owl.english.purdue.edu/owl/resource/560/18/>  
Source Book 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/Missouri.aspx>  
Stop Houston Gangs <http://stophoustongangs.org/default.aspx?AspxAutoDetectCookieSupport=1>  
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/home/thomas.php>  
United Nations Crime and Justice Information Network [http://www.acronymfinder.com/United-Nations-Crime-and-Justice-Information-Network-\(UNCJIN\).html](http://www.acronymfinder.com/United-Nations-Crime-and-Justice-Information-Network-(UNCJIN).html)  
U.S. Department of Education <http://www.ed.gov/>  
United States Department of Health and Human Services <http://www.hhs.gov/>  
U.S. Department of Labor <http://www.dol.gov/100/video/index.htm>  
U.S. Department of Justice <http://www.justice.gov/>  
World Criminal Justice Library Network  
<http://andromeda.rutgers.edu/~wcjlen/WCJ/mainpages/perpage.htm>