CRIJ 4671 Undergraduate Internship in Criminalistics  
Summer, 2022 (Duration of course: June 6-August 10, 2022)

Instructor: M. Cintron, Ph.D.  
Section & CRN #: P01; 30136  
Office Location: Don K. Clark Building, Room 344  
Office Phone: 936-261-5261  
Email Address: mycintron@pvamu.edu  
Office Hours: M-Th: 9-Noon; Virtual: Emails will be answered within 24 hours (except on weekends)  
Virtual Office Hours: Emails will be answered within 24 hours except weekends  
Mode of Instruction: online  
Course Location: Approved Agency  
Class Days & Times: class work/assignments are 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/criminalistics. Requires a minimum of 200 hours.

Prerequisites Internship eligibility: Students must meet the following criteria:  
1. You must be a criminal justice and/or criminalistics concentration;  
2. You must be in good academic standing (minimum 2.0 overall GPA);  
3. You must have completed all core criminal justice/concentration 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:**


Student Learning Outcomes:

<table>
<thead>
<tr>
<th>Program Learning Outcome # Alignment</th>
<th>Core Curriculum Outcome Alignment</th>
</tr>
</thead>
<tbody>
<tr>
<td>1,2,3,4,5</td>
<td>Critical Thinking Communication</td>
</tr>
<tr>
<td>6</td>
<td>Social Responsibility</td>
</tr>
</tbody>
</table>

Course Goals:
The goal of this course is to provide experience working in a criminal justice/criminalistics setting, provide an opportunity to observe the criminal justice system/criminalistics 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).
   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 5 course requirements:

1. Weekly Logs/Essays (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. See Grading Rubric below.

NOTE: Your first weekly log Essay requires you to ONLY include: a. your supervisor’s name, title, phone and email and b. Your contact information: phone number, PV email address.

Starting with week 2 your weekly essays require detailed description of the preceding week (i.e. week 1) learning experience.

Based on the number of weeks in the semester, you are required to turn in a specific number of weekly logs/essays (see grading matrix below and class weekly calendar for information). Each log/essay 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 summit your paper to your agency supervisor as well, but you do not have to (optional). **Due date:** see Calendar section. See Grading Rubric below

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 send to the supervisor about two weeks before the last day of classes. **Due date:** see Calendar section.

5. Completion of required hours: (required: 200 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 completion of the 5 items listed above. 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 Rubric (used for Weekly Log Essay and Term Paper):

- 0 points=Students who fail to respond within the weekly time period allotted for submission. Getting a 0 one week does not affect overall grade; as a result no extensions are giving for missed weekly work.
- Between 1-2 points=Students that submit Weekly Logs but it lacks several of the following: does not meet the required length (1 to 1 ½ page). While the weekly learning experience is mentioned it is not well developed and described—lacks words/vocabulary, lacks depth, specificity for clarity. It is repetitive, redundant and circular. Content lacks consistent integration and critical assessment; has not insight, writing is not clear (syntax & sentence structure is lacking, has several typos). Reads as if the student did not spent time giving thought to the learning experience and writing about that experience. In sum it is too general and vague, no depth and no demonstration of learning experience.
- Between 2-3 points=Students that submit Weekly Log that meet several of the following: log meets the required length (1 to 1 ½ page), is well organized, with specific descriptions of the learning experience, description is specific enough without being redundant. Uses words/vocabulary relevant to the experience, adds depth, writing is clear, and demonstrates understanding of the learning experience. Writing is descriptive, integrates and critically assesses the learning experience; writing is clear (syntax & sentence structure is appropriate, no typos).

Note: receiving one or two low scores on Weekly Logs does not greatly affect overall grade in the course—scores are cumulative—however, overall poor scores does if scores are low for consecutive weeks.

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

If a student has stopped attending the course (i.e. “stopped out”) at any point after the first day of class but did not officially withdraw from the course and has missed assignments and exams, including the final exam, and performed below the grade level of a D, a grade of FN (failed-non attendance) will be assigned for the final course grade to ensure compliance with the federal Title IV financial aid regulations. In contrast, if the student has completed all assignments and exams, including the final exam, but performed below the grade level of a D, a grade of F will be assigned for the final course grade.
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 AT A GLANCE
WEEK 1: 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:
- 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:
- Assignment: weekly log 3 due. See section above for details.
- Watch video uploaded ecourse.

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

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

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

Week 7:
- Assignment: weekly log 7 due. See section above for details.
- Supervisor evaluation form will be emailed to supervisor.
- Watch video uploaded ecourse.
Week 8:
- 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:
- Assignment: weekly log 9 due. See section above for details.
- the following item is due: Term paper (see section above for details)

Week 10: Last day of classes
- Assignment: weekly log 10 due. See section above for details.
- Items due: Supervisor Evaluation form; signed log of hours worked (200 hours); resume, weekly log.

Summer 2022 – Full Term PVAMU Academic Calendar subject to change as state, system, and local guidelines evolve in relation to COVID. Any updates will be posted to https://www.pvamu.edu/coronavirus. Last Updated: 04/01/2022

Jun 06 Monday Financial Aid Satisfactory Academic Progress (SAP) Appeal Deadline
Jun 06 Monday First Class Day
Jun 06 Monday Tuition & Fees Payment Due Date @ 5:00 p.m.
Jun 06 - Jun 13 Monday through Monday Late Registration/ Late Registration Fee Begins ($50.00)
Jun 06 - Jun 15 Monday through Wednesday Attendance Reporting Period. Students who do not attend class during this period will have their courses removed and financial aid reduced or cancelled.
Jun 20 Monday Drop for Non-Payment of Tuition and Fees @ 5:00 p.m.
Jun 20 Monday Financial Aid Refunds Begin
Jun 21 Tuesday 12th Class Day (Census Date)
Jun 21 Tuesday Final Day to Drop/Withdraw from Course(s) without Academic Record (A Financial Record will still exist)
Jun 22 Wednesday Withdrawal from Courses with Academic Record (“W”) Begins
Jun 28 Tuesday Final Date to Apply for Summer 2022 Graduation (ceremony participation)
Jun 29 Wednesday Application for Graduation-Degree Conferral only for Summer 2022 Graduation Begins (no ceremony participation or name listed in the program)
Jul 01 Friday 20th Class Day
Jul 01 Friday Deadline to Submit Financial Aid Verification Documents for Summer 2022
Jul 04 Monday Independence Day Holiday (University Closed)
Jul 25 Monday Final Day to Withdraw from a Course or the University (“W”) for the Summer 2022 10-week session semester
Aug 04 Thursday Last Class Day
Aug 04 Thursday Final Day to Apply for Degree Conferral only for Summer 2022 Graduation (no ceremony participation or listing in the program)
Aug 05 - Aug 10 Friday through Wednesday Final Exams
Aug 11 Thursday Final Grades due for Graduation Candidates (12:00 p.m.)
Aug 13 Saturday Commencement
Aug 16 Tuesday Final Day for Graduating Undergraduates to Submit Application for Tuition Rebate for Summer 2022 Graduation
Aug 16 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 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)

Student Support and Success

John B. Coleman Library

The John B. Coleman Library’s mission is to enhance the scholarly pursuit of knowledge, to foster intellectual curiosity, and to promote life-long learning and research through our innovative services, resources, and cultural
programs, which support the Prairie View A&M University’s global mission of teaching, service, and research. It maintains library collections and access both on campus, online, and through local agreements to further the educational goals of students and faculty. Website: https://www.pvamu.edu/library/; Phone: 936-261-1500

**Academic Advising Services**
Academic Advising Services offers students a variety of services that contributes to student success and leads towards graduation. We assist students with understanding university policies and procedures that affect academic progress. We support the early alert program to help students get connected to success early in the semester. We help refer students to the appropriate academic support services when they are unsure of the best resource for their needs. Faculty advisors support some students in their respective colleges. Your faculty advisor can be identified in PantherTracks. Advisors with Academic Advising Services are available to all students. We are located across campus. Find your advisor’s location by academic major at www.pvamu.edu/advising. Phone: 936-261-5911

**The University Tutoring Center**
The University Tutoring Center (UTC) offers free tutoring and academic support to all registered PVAMU students. The mission of the UTC is to help provide a solid academic foundation that enables students to become confident, capable, independent learners. Competent and caring staff and peer tutors guide students in identifying, acquiring, and enhancing the knowledge, skills, and attitudes needed to reach their desired goals. Tutoring and academic support are offered face-to-face in the UTC, in virtual face-to-face sessions (https://www.pvamu.edu/student-success/sass/university-tutoring-center/), and through online sessions (https://www.pvamu.edu/pvplace/). Other support services available for students include Supplemental Instruction, Study Break, Academic Success Workshops, and Algebra Study Jam. Location: J. B. Coleman Library, Rm. 307; Phone: 936-261-1561; Email: pvtutoring@pvamu.edu; Website: https://www.pvamu.edu/student-success/sass/university-tutoring-center/

**Writing Center**
The Writing Center provides well-trained peer tutors to assist students with writing assignments at any stage of the writing process. Tutors help students with various writing tasks from understanding assignments, brainstorming, drafting, revising, editing, researching, and integrating sources. Students have free access to Grammarly online writing assistance. Grammarly is an automated proofreading and plagiarism detection tool. Students must register for Grammarly by using their student email address. In addition, students have access to face-to-face and virtual tutoring services either asynchronously via email or synchronously via Zoom. Location: J. B. Coleman Library, Rm. 209; Phone: 936-261-3724; Website: https://www.pvamu.edu/student-success/writing-center/; Grammarly Registration: https://www.grammarly.com/enterprise/signup

**Academic Early Alert**
Academic Early Alert is a proactive system of communication and collaboration between faculty, academic advisors, and PVAMU students that is designed to support student success by promptly identifying issues and allowing for intervention. Academic Early Alerts help students by providing a central location to schedule advising appointments, view advisor contact information, and request assistance. Students who recognize that they have a problem that is negatively affecting their academic performance or ability to continue school may self-refer an Academic Early Alert. To do so, students will log in to PV Place and click on Academic Early Alert on the left sidebar. Phone: 936-261-5902; Website: https://www.pvamu.edu/student-success/early-alert/

**Student Counseling Services**
The Student Counseling Services unit offers a range of services and programs to assist students in maximizing their potential for success: short-term individual, couples, and group counseling, as well as crisis intervention, outreach, consultation, and referral services. The staff is licensed by the State of Texas and assists students who are dealing with academic skills concerns, situational crises, adjustment problems, and emotional difficulties. Information shared with the staff is treated confidentially and in accordance with Texas State Law. Location: Hobart Taylor, 2nd floor; Phone: 936-261-3564; Website: https://www.pvamu.edu/healthservices/student-counseling-services/

**Office of Testing Services**
Testing Services serves to create opportunities by offering a suite of exams that aid in the students’ academic and professional success. Currently, we administer entrance (HESI A2), college readiness (TSI assessment), Prior Learning (CLEP, DSST), and proctored exams. Location: Wilhelmina Delco, 3rd Floor, Rm. 305; Phone: 936-261-3627; Email: aetesting@pvamu.edu; Website: www.pvamu.edu/testing

**Office of Diagnostic Testing and Disability Services**
The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with
disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you believe you have a disability requiring an accommodation, contact the Office of Disability Services. As a federally-mandated educational support unit, the Office of Disability Services serves as the repository for confidential disability files for faculty, staff, and students. For persons with a disability, the Office develops individualized ADA letters of request for accommodations. Other services include learning style inventories, awareness workshops, accessibility pathways, webinars, computer laboratory with adapted hard and software, adapted furniture, proctoring non-standardized test administrations, ASL interpreters, ALDs, digital recorders, Livescribe, and a comprehensive referral network across campus and the broader community. Location: Hobart Taylor, Rm. 1D128; Phone: 936-261-3583; Website: https://www.pvamu.edu/disabilityservices/

**Center for Instructional Innovation and Technology Services (CIITS)**
Distance Learning, also referred to as Distance Education, is the employment of alternative instructional delivery methods to extend programs and services to persons unable to attend college in the traditional manner. The Center for Instructional Innovation and Technology Services (CIITS) supports student learning through online, hybrid, web-assist, and 2-way video course delivery. For more details and contact information, visit: https://www.pvamu.edu/dlearning/distance-learning-2-2/students-2/; Phone: 936-261-3283

**Veteran Affairs**
Veteran Services works with student veterans, current military and military dependents to support their transition to the college environment and continued persistence to graduation. The Office coordinates and certifies benefits for both the G.I. Bill and the Texas Hazlewood Act. Location: Evans Hall, Rm. 102; Phone: 936-261-3563; Website: https://www.pvamu.edu/sa/departments/veteranaffairs/

**Office for Student Engagement**
The Office for Student Engagement delivers comprehensive programs and services designed to meet the co-curricular needs of students. The Office implements inclusive and accessible programs and services that enhance student development through exposure to and participation in diverse and relevant social, cultural, intellectual, recreational, community service, leadership development, and campus governance. Location: Memorial Student Center, Rm. 221; Phone: 936-261-1340; Website: https://www.pvamu.edu/studentengagement/

**Career Services**
Career Services supports students through professional development, career readiness, and placement and employment assistance. The Office provides one-on-one career coaching, interview preparation, resume and letter writing, and career exploration workshops and seminars. Services are provided for students at the Northwest Houston Center and College of Nursing in the Medical Center twice a month or on a requested basis. Distance Learning students are encouraged to visit the Career Services website for information regarding services provided. Location: Anderson Hall, 2nd floor; Phone: 936-261-3570; Website: https://www.pvamu.edu/careerservices/

**University Rules and Procedures**

**Academic Misconduct**
Academic dishonesty is defined as any form of cheating or dishonesty that has the effect or intent of interfering with any academic exercise or fair evaluation of a student’s performance. The college faculty can provide additional information, particularly related to a specific course, laboratory, or assignment.

You are expected to practice academic honesty in every aspect of this course and all other courses. Make sure you are familiar with the *University Administrative Guidelines on Academic Integrity*, which can be found on the Academic Integrity webpage. Students who engage in academic misconduct are subject to university disciplinary procedures. As listed in the *University Administrative Guidelines on Academic Integrity*, the University Online Catalog, and the Student Code of Conduct, the following are examples of prohibited conduct. This list is not designed to be all-inclusive or exhaustive. In addition to academic sanctions, any student found to have committed academic misconduct that is also a violation of criminal law may also be subject to disciplinary review and action by the Office of Student Conduct (as outlined in the Student Code of Conduct).

**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 learned, giving or receiving aid unauthorized by the instructor on assignments or examinations. Examples: unauthorized use of notes for a test; using a "cheat sheet" on a quiz or exam; any alteration made on a graded test or exam which is then resubmitted to the teacher;

2. **Plagiarism**: Careless or deliberate use of the work or the ideas of another; representation of another's work, words, ideas, or data as your own without permission or appropriate acknowledgment. Examples: copying another's paper or answers, failure to identify information or essays from the internet and submitting or representing it as your own; submitting an assignment which has been partially or wholly done by another and claiming it as yours; not properly acknowledging a source which has been summarized or paraphrased in your work; failure to acknowledge the use of another's words with quotation marks;

3. **Collusion**: When more than one student or person contributes to a piece of work that is submitted as the work of an individual;

4. **Conspiracy**: Agreeing with one or more persons to commit an act of academic/scholastic dishonesty; and

5. **Multiple Submission**: Submission of work from one course to satisfy a requirement in another course without explicit permission. Example: using a paper prepared and graded for credit in one course to fulfill a requirement and receive credit in a different course.

**Nonacademic Misconduct**

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. The Office of Student Conduct will adjudicate such incidents under nonacademic procedures.

**Sexual Misconduct**

Sexual harassment of students and employees at Prairie View A&M University is unacceptable and will not be tolerated. Any member of the university community violating the university's sexual harassment policy will be subject to disciplinary action. In accordance with the Texas A&M University System guidelines, your instructor is obligated to report to the Office of Title IX Compliance (titleixteam@pvamu.edu) any instance of sexual misconduct involving a student, which includes sexual assault, stalking, dating violence, domestic violence, and sexual harassment, about which the instructor becomes aware during this course through writing, discussion, or personal disclosure. The faculty and staff of PVAMU actively strive to provide a learning, working, and living environment that promotes respect that is free from sexual misconduct, discrimination, and all forms of violence. If students, faculty, or staff would like assistance or have questions, they may contact the Title IX Coordinator at 936-261-2144 or titleixteam@pvamu.edu. More information can be found at www.pvamu.edu/titleix, including confidential resources available on campus.

**Pregnancy, Pregnancy-related, and Parenting Accommodations**

Title IX of the Education Amendments of 1972 prohibits sex discrimination, which includes discrimination based on pregnancy, marital status, or parental status. Students seeking accommodations related to pregnancy, pregnancy-related conditions, or parenting (reasonably immediate postpartum period) are encouraged to contact Student Disability Services or the Dean of Students' Office for additional information and to request accommodations.

**Non-Discrimination Statement**

Prairie View A&M University does not discriminate on the basis of race, color, sex, religion, national origin, age, disability, genetic information, veteran status, sexual orientation, or gender identity in its programs and activities. The University 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 discrimination or harassment, we encourage you to report it. 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 Director of Equal Opportunity & Diversity has been designated to handle inquiries regarding the non-discrimination policies and can be reached at Harrington Science Building, Suite 109 or by phone at 936-261-1744 or 1792.

**Class Attendance Policy (See the University Online Catalog for Full Attendance Policy)**
Prairie View A&M University requires regular class attendance. Attending all classes supports the full academic development of each learner, whether classes are taught with the instructor physically present or via distance learning technologies such as interactive video and/or the internet. Excessive absenteeism, whether excused or unexcused, may result in a student's course grade being reduced or in the assignment of a grade of "F." Absences are accumulated beginning with the first day of class during regular semesters and summer terms. Each faculty member will include the University's attendance policy in each course syllabus.

**Student Academic Appeals Process**

Authority and responsibility for assigning grades to students rest 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 University Online Catalog and by doing so within thirty days of receiving the grade or experiencing any other problematic academic event that prompted the complaint.

**Technical Considerations**

**Minimum Recommended Hardware and Software:**
- Intel PC or Laptop with Windows 10 or later version; Mac with OS High Sierra*
- 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, or Firefox

**Note:** Be sure to enable Java & pop-ups in the Web browser preferences

* Smartphones, Google Chrome books, and Android tablets may not be supported. iPads are the only tablets supported.

**Participants should have a basic proficiency of the following computer skills:**
- Sending and receiving email
- A working knowledge of the Internet
- Microsoft Word (or a program convertible to Word)
- Acrobat PDF Reader
- Windows or Mac OS
- Video conferencing software

**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 discussion boards. Foul or abusive language will not be tolerated. Do not use ALL CAPS for communicating to others AS IT CAN BE INTERPRETED AS YELLING. Avoid slang terms such as "wassup?" and texting abbreviations such as "u" instead of "you." Limit and possibly avoid the use of emoticons. Be cautious when using humor or sarcasm as tone is sometimes lost in an email or discussion post, and the message might be taken seriously or sound offensive.

**Video Conferencing Etiquette**

When using Zoom, WebEx, or other video conferencing tools, confirm the visible area is tidy, clear of background clutter, inappropriate or offensive posters, and other distractions. Ensure you dress appropriately and avoid using high traffic or noisy areas. Stay muted when you are not speaking and avoid eating/drinking during the session. Before the class session begins, test audio, video, and lighting to alleviate technology issues.

**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 Center for Instructional Innovation and Technology Services at 936-261-3283 or email ciits@pvamu.edu.

**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 occur in a seminar fashion. The use of the discussion board will accomplish this. The instructor will determine the exact use of discussion boards.

**It is strongly suggested** that students type their discussion postings in a word processing application such as Word 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, copy and paste to the discussion board.

**Professional Organizations**

- Southwestern Association of Criminal Justice [http://www.cj.txstate.edu/SWACJ/intro.htm](http://www.cj.txstate.edu/SWACJ/intro.htm)
- Criminal Justice Journals [https://www.msu.edu/~dejongc/cj907/journals.html](https://www.msu.edu/~dejongc/cj907/journals.html)

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

- Attorney General of Texas [https://www.oag.state.tx.us/](https://www.oag.state.tx.us/)
- Bureau of Justice Assistance [https://www.bja.gov/](https://www.bja.gov/)
- Censsu Bureau [http://www.census.gov](http://www.census.gov/
- 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/harriss23/crimjust/comp.htm](http://staff.lib.msu.edu/harriss23/crimjust/comp.htm)
- Criminal Justice Statistics UH Downtown [http://www.uhd.edu/library/data/cj.html](http://www.uhd.edu/library/data/cj.html)
- Easy access to juvenile populations [http://ojjdp.gov/ojstatbb/ezapop/](http://ojjdp.gov/ojstatbb/ezapop/)
- Easy access to state and county juvenile court case counts [http://www.ojjdp.gov/ojstatbb/ezaco/](http://www.ojjdp.gov/ojstatbb/ezaco/)
- Evaluation tool kit [http://friendsnrc.org/evaluation-toolkit](http://friendsnrc.org/evaluation-toolkit)
- Female Gangs in America [http://www.uic.edu/orgs/kbc/Female.html](http://www.uic.edu/orgs/kbc/Female.html)
- Harris County Sheriff [http://www.hcsotx.net/](http://www.hcsotx.net/)
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/
Los Angeles Police Department Gangs http://www.lapdonline.org/la_gangs/ and 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/
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/
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/
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 States Department of Health and Human Services http://www.hhs.gov/
U.S. Department of Justice http://www.justice.gov/
World Criminal Justice Library Network http://andromeda.rutgers.edu/~wcjlen/WCJ/mainpages/perpage.htm