



# FLORIDA GATEWAY COLLEGE

## CCJ 1020 Introduction to Criminal Justice Fall 2020 (August 17 – November 24, 2020)

### **Instructor Information**

Christal Clark, MJA

Email: [christal.clark@fgc.edu](mailto:christal.clark@fgc.edu)

Office Hours: Mon/Wed 3:00pm-4:00pm Tue 9:00am-11:00am

Office: 386.754.4243 Location: Bldg 21 #130

Virtual Hours: By appointment (call or email to schedule)

Each of us leads very busy lives. I am a planner, which requires me to be very intentional with my schedule. Please don't wait until the last minute to read over assignments in the event you have questions. I will likely miss attempts to reach me outside posted office hours or the window of time for email replies. I will respond to emails, according to the schedule posted below:

Emails received Mon-Thurs by 6:00 pm will receive a same day response. Emails received after 6:00 pm Mon-Wed will receive a next day response. Emails received Thursday after 6:00 pm will be answered on Monday.

***PLEASE do not use Canvas inbox to communicate with me as I do not receive those messages unless I log in to Canvas. The best way to communicate and ensure I receive your message promptly is via email.***

- For simple questions: Email if you have short questions that can be answered in one or two sentences.
- For more complex questions: Call during office hours or schedule a virtual (online) session.

***The SYLLABUS is our guidebook for the course. I strictly adhere to its contents, as a means of treating all students equally. Please do not ask for exceptions to be made, as doing so would be unethical and unfair to other students.***

### **Course Description**

Introduction to philosophical and historical backgrounds of agencies within the criminal justice system. The organization, purpose, and function of the agencies within the criminal justice system (in the United States) are also presented in this career orientation course.

### **Course Objectives (Learning Outcomes)**

1. The student will be exposed to the tension between individual rights and social responsibility and how tension forms the basis for most policy making activities within the criminal justice system.
2. The student will be provided with the basic steps involved in processing a criminal case from time of arrest, adjudication, and release back into society.
3. The student will receive an understanding of the particular role law enforcement plays in the criminal justice system and the legal issues affecting a law enforcement officer's work.
4. The student will evaluate the duties of law enforcement officers, prosecutors, defense attorneys, judges, other courtroom personnel, and correctional employees.
5. The student will recognize the impact of individual discretion on the criminal justice system.

### **Required Textbook**

CJ 2017 (Justice Series), Fagin, Prentice-Hall Publishing/Pearson, 2018. ISBN# 978-013-454863-0 (In the FGC bookstore or online)

## **Attendance Policy**

The course is not self-paced or self-guided. Each week, the course assignments will open on Sunday (8:00 am) and close on Saturday (11:59 pm). Even though the course is online, the student is expected to log in multiple times (weekly) to stay informed about announcements and to complete course assignments. Students may access them by going to the HOME page in Canvas. At the bottom under COURSE MODULES, select “Click Here”. If you have any questions concerning how to access assignments in Canvas, please feel free to contact me for assistance.

## **Assignments**

Course assignments will consist of reading, videos, discussion board forums, quizzes, and a final exam.

 The student is responsible to log in to Canvas the first week of class and complete the required assignments **by Thursday, August 20** in order to remain in the course. Any student who does not do so will be dropped from the course roster.

**Quizzes/Final Exam** There are (7) seven bi-weekly quizzes during the term, administered via Canvas. These will consist of multiple choice and True/False questions and are open book, meaning the student may open and close the quiz multiple times during the assigned week. Once the student “submits quiz”, the quiz is closed (student’s score is immediately recorded). Students are given from Sunday (8:00 am) to Friday (3:00 pm) to complete quizzes. There will be a timed final exam, administered during the last week of the semester.

## **Course Grading**

Introduction 20 points

Discussion Boards (8 @ 50 points each) 400 points

Quizzes (7 @ 40 pts each) 280 points

Final Exam 200 points

TOTAL POINTS AVAILABLE IN THE COURSE: 900 points

## **Grading Scale**

**A** 90% – 100%

**B+** 85% – 89%

**B** 80% – 84%

**C+** 75% – 79%

**C** 70% – 74%

**D+** 65% – 69%

**D** 60% – 64%

**F** Below 59%

## **Gradebook**

Grades for assignments will be entered into Canvas, typically, no more than one week after the due date to allow the student to track his/her own progress in the course. Some assignments may take longer to grade due to the length and detail required to adequately assess the work.

## **Late Work**

The only late submission I accept is the initial discussion post. If a student misses the Tuesday (11:59 pm) deadline, he or she should go ahead and complete the post. There is a deduction for being late, but it will prevent the student from losing points for the full discussion.

OTHER THAN THE INITIAL DISCUSSION POST, I do not accept late submissions due to the amount of time afforded to complete assigned coursework each week. It is the student’s responsibility to plan accordingly so he or she is able to meet assignment deadlines. Because this is a college course, I respect the student’s choice to participate or not. I do not expect college students to explain why he/ she missed an assignment or quiz. Please do not wait until the last minute to

complete coursework as missing the deadline will result in a zero. Excellent planning and time management is critical to academic success in college.

If an emergency situation arises that prevents the student from completing assignments for two weeks or more, the student should contact his or her advisor to make arrangements to withdraw from the course.

### **Expected Course Behaviors - Netiquette**

Students are expected to be respectful of peers' opinions expressed in the discussion postings. Written text can easily be misinterpreted, so if you feel particularly strong about a point, it may be best to write it out first as a draft and then review it before posting it. Also remember to read your messages aloud for clarity before hitting the send/submit button and to avoid the excessive use of exclamation points.

For more information, please read the seven guidelines to netiquette found in Canvas Network's [Netiquette: The Golden Rules for Online Courses](#).

### **The Student Success Center (SSC)**

The Student Success Center is located in Building 059. SSC offers a variety of resources for students and faculty. The Success Center has over 60 computers with internet and limited free printing for students (50 pages per day, campus-wide). Copies of reference books, textbooks, access to course specific software, and access to tutors for all levels of math and writing are available in the Success Center. Students may submit academic papers to be reviewed by an in-house tutor by emailing to [college.success@fgc.edu](mailto:college.success@fgc.edu). Tutoring for other subjects such as Chemistry, Accounting, Anatomy and Physiology, Physics, Spanish, and Public Speaking is available.

Please stop by Building 059 for the current tutor schedule. The center also provides space for students to study in subject specific Learning Groups, which provide opportunities for students to work with a Tutor on particular competencies and to focus on strengthening their foundational skills. SSC offers a PERT preparation Boot Camp for students to strengthen their skills with a personalized study plan. If you have any questions please call (386)754-4479 or 754-4382, or email [robert.dawsonjr@fgc.edu](mailto:robert.dawsonjr@fgc.edu).

SSC also provides 24 hour online tutor services through Tutor.com. This service is accessed directly through students' Canvas courses. Online tutoring is limited to five hours per student per semester. If additional online tutoring time is needed, you must contact Robert Dawson in the Student Success Center by email: [robert.dawsonjr@fgc.edu](mailto:robert.dawsonjr@fgc.edu). Extensions will be granted on a case-by-case review of online tutoring sessions.

The TRiO program is also housed in the Student Success Center offering coaching to enhance, navigate, and simplify the college experience. Qualified students may participate in workshops, travel, individualized tutoring sessions and other educational experiences.

The SSC is open during the following hours:

- Monday – Thursday    8 am to 6 pm (All year)
- Friday                    9 am to 4:30 pm (Fall/Spring)
- Saturday                10 am to 2 pm (Fall/Spring)

If you have any questions, you may contact the center by phone at (386)754-4437, 754-4305, or 754-4307, or by email at [robert.dawsonjr@fgc.edu](mailto:robert.dawsonjr@fgc.edu)

### **GradesFirst**

The Student Success Center, located in Bldg. 59, offers early alert to the entire campus through GradesFirst/EAB. Twice during the semester we provide instructors with the opportunity to ALERT students of their course progress. This is done through the FGC Wolves email account. Students may receive an email stating their success may be at risk in a specific course. If you receive this email, DO NOT PANIC. Please contact your instructor directly, your Academic Advisor, and the Student Success Center. Your instructor's information is provided in the email.

Please do not allow yourself to struggle. We are here to help you achieve success. The mission of the Student Success Center is to help encourage and promote your educational journey here at FGC and beyond.

### **Resource Information**

If you think you might benefit from the guidance of a professional counselor for any school, work, or life issue, take advantage of the **free, confidential resources of BayCare Behavioral Health**. If you would like to speak to a Counselor over the phone, please call **(800) 878-5470**. It is a safe and secure way to get short-term counseling (up to 3 sessions) on issues including: managing stress/ school, work or life issues/ relationship issues/ family concerns/ anxiety, depression/ grief, trauma, loss/ self-esteem/ substance abuse. **Counseling sessions are completely confidential**. If you are in the need of additional resources please contact the Director of Student Life, Building 7.

### **Academic Appeal; Grievances; General Complaint**

If a student wishes to file an academic appeal, grievance, or general complaint, please visit the college's website ([www.fgc.edu](http://www.fgc.edu)) for more information. Under Student Resources and Student Complaints/Appeals, information regarding policy, procedure, and forms related to these topics is provided.

### **College Course Withdrawal and Drop Process**

Students who register for classes are responsible for all fees associated with those classes. Students who decide not to attend or wish to withdraw from a class are responsible for dropping or withdrawing from class by the appropriate published date (see [Academic Calendar](#)). Students, who have not been identified by their instructor as never attending, will not be automatically dropped or withdrawn. Any student not dropped or withdrawn by the published dates will remain officially registered, liable for all fees, and assigned an earned grade at the end of the semester.

A course may be dropped only during the published add/drop period. The student may drop the course online through MyFGC or by submitting a form through the office of Enrollment Services. Dual Enrollment students should follow the established dual enrollment drop process.

To withdraw from a course, the student must complete the following before the published withdrawal deadline:

1. Complete the Withdrawal form and submit it to your instructor. The instructor should sign the form and fill in the last date of attendance.
2. The student must then meet with an academic advisor, who will sign the form. (Advising Services, Building 014).
3. Submit the form to the Director of Financial Aid or one of the Director's designees for signature.
4. Take the signed Withdrawal form to the Office of Enrollment Services for processing before the deadline for withdrawal.

A student will be permitted a maximum of two (2) withdrawals per course. Upon the third attempt, the student will not be permitted to withdraw and will receive a grade for the course. Students, who take courses off campus or have extenuating circumstances that prevent submission of Withdrawal form in person, must:

1. Obtain the instructor's authorization and last date of attendance via email
2. Email the advisor a statement requesting a withdrawal from the course and include the instructor's email with the last date of attendance.
3. The advisor will complete a withdrawal form, attach the emails from the student and instructor in lieu of signatures and forward the form to Financial Aid.
4. A Financial Aid representative will complete and sign the form and forward the form to Enrollment Services to be processed.

It is the student's responsibility to ensure that the required documents are submitted to the advisor in sufficient time to be completed by all offices and processed by Enrollment Services prior to the designated withdrawal deadline and to understand all financial and academic implications of the withdrawal. Absence from class or merely notifying the professor does not constitute withdrawal. A student who stops attending class without withdrawing will receive a grade from his/her instructor.

### **Academic Honesty**

Cheating, plagiarism, bribery, misrepresentation, and fabrication are not permitted and will be dealt with severely. Students should make themselves aware of the student code of conduct found in the Student Handbook.

### **Equity and Diversity**

Florida Gateway College does not discriminate in education or employment related decisions on the basis of race, color, ethnicity, national origin, gender, religion, disability, age, marital status, genetic information, sexual orientation, pregnancy, or any other legally protected status in accordance with the law. The equity officer is Sharon Best, Executive Director of Human

Resources, Building 001, Room 116, 149 SE College Place, Lake City, FL 32025, and may be reached at [sharon.best@fgc.edu](mailto:sharon.best@fgc.edu) or (386) 754-4313.

### **Disability Statement**

The Office of Accessibility Services (OAS) is a resource for both students with disabilities as well as faculty. Students with disabilities in need of academic accommodations must first be registered with the Accessibility Services Office to verify the disability, establish eligibility, and determine reasonable academic accommodations.

After registering with the OAS, students must request their academic accommodation letters be sent each semester to their instructors. Upon receipt of the letter, the instructor will be available during office hours or via email to discuss the accommodations a student will need during the course.

Students with disabilities who are not registered with the OAS or faculty who may have questions or concerns regarding an accommodation, please contact the office at the following:

In person: Building 14, Room 102  
Phone: (386) 754-4393  
Email: [Accessibility.Services@fgc.edu](mailto:Accessibility.Services@fgc.edu)

### **FERPA Statement**

The Family Educational Rights and Privacy Act (FERPA) provides certain privacy rights to students related to educational records. This information can be found in the College Catalog, at the Office of Enrollment Services in Building 015 or on the College Web site.

### **SACSCOC Statement**

Florida Gateway College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award the baccalaureate and associate degrees. Contact the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097, or call 404-679-4500 for questions about the accreditation of Florida Gateway College.

### **Honorlock Statement**

The college has partnered with Honorlock, an online testing proctoring service. If off-campus remote proctoring is required during any course, Honorlock will be the online proctoring service that allows you to take your exam. You **DO NOT** need to create an account, download software or schedule an appointment in advance. Honorlock is available 24/7 and all that is needed is a computer, a working webcam, and a stable Internet connection.

To get started, you will need to download the Honorlock Chrome Extension using Google Chrome. You can download the extension at [www.honorlock.com/extension/install](http://www.honorlock.com/extension/install). When you are ready to test, log into the LMS, go to your course, and click on your exam. Clicking **Launch Proctoring** will begin the Honorlock authentication process, where you will take a picture of yourself, show your ID, and complete a scan of your room. Honorlock will be recording your exam session by webcam as well as recording your screen. Honorlock also has an integrity algorithm that can detect search-engine use, so please do not attempt to search for answers, even if it's on a secondary device.

Honorlock support is available 24/7/365. If you encounter any issues, you may contact Honorlock by live chat, phone (**844-243-2500**), and/or email ([support@honorlock.com](mailto:support@honorlock.com)).

If you encounter a Canvas issue, please contact Canvas via the Canvas Help menu.

### **COVID-19 Preventative Statement**

The Three W's- For Everyone on Campus

Wash your hands

Watch your distance

Wear your mask

Masks must be worn in classrooms, in hallways and public spaces of the college. As you enter most of the busiest buildings on campus, there will be student greeters who will have hand sanitizer for everyone entering the building. Student greeters will also be reminding everyone of the campus requirements of wearing masks, and also about hygiene and wellness. All frequently used buildings will have one entry point. If you have had close contact (less than 6 feet apart for 15 minutes or more) with someone who has COVID-19, please report this to your instructor or Ms. Rebecca Golden 386-754-4271 **before** attending an on-campus class. As always, follow CDC guidelines recommended [here](#).