



**Title:** Seminar (CJUS)    **Catalog #:** (CJUS 220 01)

**Credit hours:** 3

**Instructor:** Steve Reece:

**E-mail:** [SReece@smccme.edu](mailto:SReece@smccme.edu)

## Course Description

"This course is designed to acquaint the student with a variety of issues, some controversial, that confront the criminal justice community. The emphasis will be on reading about these issues and then in-depth discussion in a seminar setting. In addition, classroom time will be spent on preparing the student for employment. In furtherance of this goal, there will be discussion of the employment procedure, with emphasis on the application process and oral interviews. Prospective employers will be invited to participate in discussions with students. Prerequisite(s): CJUS-105 Co-requisite(s): none"

## Course Schedules

Dates: 01/16/2018 - 05/12/2018

Days and Time: Tuesday and Thursday

Location: Howe Hall Room # 4

3:30 PM-4:45 PM

## Course Objectives

Upon the successful completion of this course the student will be able to:

1. Describe the contemporary issues facing the criminal justice field.
2. Apply solutions to those problems through scenario based exercises.
3. Analyze a problem area for a criminal justice agency and present a solution to the problem. Individual presentations will be used for this project.
4. Obtain employment information from a criminal justice agency of their choosing.
5. Prepare a resume and cover letter in preparation for a job search.
6. Communicate effectively in an interview situation
7. Demonstrate a comprehensive understanding of contemporary issues in the criminal justice field.

## Required Readings:

Since we are covering a wide range of topics the readings in the course will be sent to you in an electronic .pdf file. We have no textbook!

## **Grading Assessment and Description of work**

### **Your final grade for this course will be based on the following:**

5 Exams (25%)	2 Writing Assignments (20%)
Employment Project (20%)	Presentation (20%)
Homework (10%)	Attendance and Class Participation (5%)

### **Exams:**

There will be 5 exams given during our semester. Each exam will be multiple choice or true/false questions. The exams are of equal weight and are a total of 25% of your final grade.

### **Employment Project**

The employment project will include the preparation of a resume and cover letter suitable for a job search. Students will research a prospective employer for themselves. In class exercises will include a mock interview scenario. Students will also be required to meet individually with the instructor, outside of the class period, to discuss and plan for future employment opportunities.

### **Writing Assignments**

Two research papers will be submitted throughout the semester. Due dates are listed below. All research papers are to be typed with proper APA or MLA format references and citations. Writing assignments will be submitted electronically as well as on paper.

The topic you select for each paper must be pre-approved. You seek approval via a written notice to me. Your research papers must explore your selected topic in detail with current references. Your work should provide anybody reading it with an understanding of the topic, why it is relevant to the criminal justice field and the implications of the topic to criminal justice.

Keeping those points in mind, you are to write *in-depth, comprehensive* research papers indicative of a thorough understanding of the topic and related material. Using APA or MLA format you must properly cite information from textbooks/other sources, classroom lectures, discussions, and your own experiences when appropriate to support your research. The length of the research papers for each assignment will be between 1,000 and 1,500 words, double-spaced with one-inch margins and 12-point font. All papers must include at least three cited references in a bibliography.

### **Presentation**

Prepare and present a 15 to 20-minute presentation on one of your research papers. To avoid duplication in the presentations, your presentation topic must be pre-approved. This presentation should demonstrate an in-depth understanding of the topic and extensive research about the topic. Be prepared to answer questions about your research topic. Presentation methods are at the discretion of the student. Arrangements for any electronic requirements necessary for the presentation must be made in advance with the instructor.

## Course Grades

<b>A: 93%+</b>	<b>A-: 90%+</b>	<b>B+: 87%+</b>	<b>B:83%+</b>	<b>C+:77%+</b>	<b>C:73%+</b>
<b>C-:70%+</b>	<b>D+: 67%+</b>	<b>D:63%+</b>	<b>D-:60%+</b>	<b>F:0-59.9%</b>	

“I” Grade: A temporary grade of “I” may be given when a student has, due to extraordinary circumstances, failed to complete all required course work by the end of the semester. A student has to have made an effort and be up to date in their coursework at the point the circumstances occurred. The remaining work must be completed within a month after the end of the semester following receipt of the “I” grade. An “I” grade that is not changed during this period automatically becomes an “F”.

## Student-Faculty Communication

Please contact me with any issues you may have with our class so we can work together to attempt to find a solution. I have attempted to space the assignments. Discussions are a large portion of being able to demonstrate that you are reading the material and understanding it. If I do not see that you are posting in the discussion boards or finishing assignments I will be attempting to contact you via e-mail. If I do not hear from you for a significant period of time or you have missed assignments I must report to Enrollment Services and the student will be assigned a grade of “AF” (Administrative Failure).

## End of Course Evaluation

Students complete evaluations for each course attended at SMCC. Evaluations are submitted online and can be accessed through the student portal site. Students can access the course evaluation report beginning one week before the end of classes. The deadline for submission of evaluations occurs 24 hours after the last day of classes each semester. Instructors will announce when the online course evaluation is available.

## Americans with Disabilities Act (ADA) Syllabus Statement

Southern Maine Community College is an equal opportunity/affirmative action institution and employer. For more information, please call [207-741-5798](tel:207-741-5798). If you have a disabling condition and wish to request accommodations in order to have reasonable access to the programs and services offered by SMCC, you must register with the Disability Services Coordinator, Sandra Lynham, who can be reached at 741-5923. Further information about services for students with disabilities and the accommodation process is available upon request at this number. Course policies about online testing are modified to suit each individual’s accommodations.

## SMCC Pay-for Print Policy

In an effort to control the escalating cost of supplies and to encourage students to conserve resources, SMCC charges for printing. Students receive a \$20 credit every semester. This credit resets for each semester and extra credit is not rolled over to the next semester. Page per costs are as follows:

- 8.5” x 11” black & white: \$0.10 per page
  - 8.5” x 11” color: \$0.50 per page
  - 8.5” x 14” and 11” x 17” black & white: \$0.20 per page
  - 8.5” x 14” and 11” x 17” color: \$1.00 per page
- Duplex (two-sided pages are discounted 50% from the listed page costs)

Students can monitor their remaining credit and number of pages printed by visiting the IT Help tab on MySMCC or by checking the Printing Information icon in the lower right hand corner of the screen while logged in to an SMCC computer. More information about the Pay-for-Print Policy is available on the IT Help tab on MySMCC

### **Add-Drop Policy**

Students who drop a course during the one-week “add/drop” period in the fall and spring semesters and the first three days of summer sessions receive a 100% refund of the tuition and associated fees for that course. Please note any course that meets for less than the traditional semester length, i.e., 15 weeks, has a pro-rated add/drop period. There is no refund for non-attendance.

### **Withdrawal Policy**

A student may withdraw from a course only during the semester in which s/he is registered for that course. The withdrawal period is the second through twelfth week of the fall and spring semesters and the second through ninth week of twelve-week summer courses. This period is pro-rated for shorter-length courses. To withdraw from a course, a student must complete and submit the appropriate course withdrawal form, available at the Enrollment Service Center (no phone calls, please). The designation “W” will appear on the transcript after a student has officially withdrawn. A course withdrawal is an uncompleted course and may adversely affect financial aid eligibility. Failure to attend or ceasing to attend class does not constitute withdrawal from the course. There is no refund associated with a withdrawal.

### **Plagiarism Statement**

Adherence to ethical academic standards is obligatory. Cheating is a serious offense, whether it consists of taking credit for work done by another person or doing work for which another person will receive credit. Taking and using the ideas or writings of another person without clearly and fully crediting the source is plagiarism and violates the academic code as well as the Student Code of Conduct. If it is suspected that a student in any course in which s/he is enrolled has knowingly committed such a violation, the faculty member should refer the matter to the College’s Disciplinary Officer and appropriate action will be taken under the Student Code of Conduct. Sanctions may include suspension from the course and a failing grade in the course. Students have the right to appeal these actions to the Disciplinary Committee under the terms outlined in the Student Code of Conduct.

The instructor may also refer the matter to the College’s disciplinary officer for additional sanctions under the Student Code of Conduct. Sanctions from an instructor may include suspension from the course and a failing grade in the course. Sanctions from a disciplinary officer may include all available sanctions noted in the Student Code of Conduct. Students have the right to appeal the decision of an instructor via the grade appeal process and the sanction of a disciplinary officer via the Disciplinary Committee under the terms outlined in the Student Code of Conduct. These processes are parallel and may result in different findings.

### **Email**

ALL e-mail communication is to be done using the student’s SMCC e-mail account. No personal e-mail accounts will receive a response.

### **Nondiscrimination Statement**

Southern Maine Community College (College) does not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, disability, age or marital, parental or veteran’s status in its programs and activities. Inquiries about the College’s compliance with, and policies that

prohibit discrimination on, these bases may be directed to:

Affirmative Action Officer, 2 Fort Rd. South Portland, ME 04106 Tel# 207-741-5610  
Maine Relay Services: 800-457-1220 Fax: 207-741-5965  
E-mail: [deanofstudents@smccME.edu](mailto:deanofstudents@smccME.edu)  
Internet: [www.smccME.edu](http://www.smccME.edu)

For further information and inquiries please refer to page 106 of the SMCC Compass.

## SPRING SEMESTER 2018

## DATE

January 16, Tues.....	Spring Classes Begin
January 16-23, Tues.-Tues., 5:00pm.....	Drop/Add Week**
February 19, Mon. ....	Presidents' Day - No Classes
February 20, Tues., 8:00 am. ....	Registration Begins (Summer 2018)
March 12-17, Mon.-Sat. ....	Spring Break - No Classes
March 19, Mon., 8:00am .....	Open Registration (Summer 2018)
April 1-April 30. ....	Advising Month
April 9, Mon., 8:00am .....	Registration Begins (Fall 2018)
April 16, Mon. ....	Patriots' Day - No Classes
April 17, Tues., 5:00pm .....	Last Day to Withdraw From Classes**
May 12, Sat. ....	Spring Classes End
*May 20, Sun., 2:00 pm .....	Commencement

Not a complete list please go to the SMCC website to see all.

## SPRING SEMESTER 2017

## DATE

Martin Luther King Day – College Closed	Monday, January 16
Spring Classes Begin	Tuesday, January 17
Drop/Add Period** (16 week classes)	January 17-24 at 5 p.m.
Early Alert Reporting Due	Tuesday, February 14 at 5 p.m.
President's Day – College Closed	Monday, February 20
Registration Begins – Summer 2017	Tuesday, February 21 at 8 a.m.
Spring Break - No Classes	Monday– Saturday, March 13 – 18
Open Registration – Summer 2017	Monday, March 20 at 8 a.m.
Academic Alert Reporting Due	Tuesday, March 28 at 5 p.m.
Advising Month	April 1 – April 30
Fall 2017 Schedule Preview	Monday – Friday, April 3 – 7
Registration Begins – Fall 2017	Monday, April 10 at 8 a.m.
Patriot's Day – No Classes	Monday, April 17
Last Day to Withdraw** (16 week classes)	Tuesday, April 18 at 5 p.m.
Spring Classes End	Saturday, May 13
Commencement	Sunday, May 21 at 2 p.m.