



Title: Seminar (CJUS) **Catalog #:** (CJUS 220 T1)

Credit hours: 3

Instructor: Steve Reece: Work # 874-8590

E-mail: 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 Corequisite(s): none"

Course Schedules

Dates: 01/13/2020 - 05/09/2020

Days and Time: Tuesday

Location: Howe Hall Room # 105

4:00 PM-6:45 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 Textbook:

Textbooks

Book Title	ISBN-10	Pricing
Book Title	ISBN-10	New
Your Leadership Edge	9780988977754	26.75

Author(s): O'Malley

Copyright: 2015

Publisher: Kansas Leadership Center

Grading Assessment and Description of work

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

3 Exams (30%)

2 Writing Assignments (30%)

2- Presentation (30%)

Attendance and Class Participation (10%)

Exams:

There will be 3 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 30% 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 sources properly cited. 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 two presentation the first must be at least 15 minutes and the second at least 30 minutes. To avoid duplication in the presentations, your presentation topics 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

Grades at Southern Maine Community College are assigned by letters representing levels of achievement. The basis for determining a grade is the relative extent to which the student has met objectives of the course. Letter grades signify the following:

A: 93-100	A-: 90-92	B+: 87-89	B: 83-86	B-:80-82	C+:77-79
C:73-76	C-: 70-72	D+:67-69	D:63-66	F:0-62	

P None Equivalent to a “C” (2.0) or better

AF 0.00 Administrative failure assigned at the discretion of the instructor designating unofficial withdrawal (failure to continue attending class)

I None Incomplete

W None Official withdrawal from a course prior to the 13th week of classes; no credit earned.

NS None Failure to appear for any session of a class for which you have registered.

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 participating or finishing assignments, I will be attempting to speak to you or 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

Learn More About ADA Policies and Procedures: To view the complete text of SMCC’s Policies and Procedures for ADA compliance, visit our website at www.smccME.edu/disabilityservices. The information there includes SMCC’s grievance procedure for disability discrimination claims. Complaints regarding claims of disability and requests for accommodation must be directed to the ADA Compliance Officer, who can be reached at 207-741-5610.

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 may alter their schedules by adding or dropping courses during the add/drop period at the beginning of the fall and spring semesters and the summer term (please refer to the student calendar for dates). Students who officially drop during this time frame receive a refund of the tuition and technology fees for that course (please see the Student Billing section for refund policy details). Please note that any course that meets for less than the traditional semester length, i.e. 15 weeks, has a pro-rated drop/add period. There is no refund of tuition or fees for non-attendance.

Withdrawal Policy

A student withdrawing from the College prior to the twelfth week of classes (pro-rated for shorter courses) will be assigned grades of W in all courses. If a student withdraws from school after the twelfth week, the student's instructors will assign letter grades.

A student who has discontinued his/her enrollment at the college for a total of one full calendar year will be officially withdrawn from the College. If the student wishes to return to the College after being withdrawn, the student will be expected to follow the program curriculum for the academic year in which the readmission becomes effective.

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 he/ she is enrolled has knowingly committed such a violation, the faculty member should refer to the Maine Community College System Policy on Student Grade Appeals and Academic Misconduct. The instructor has the authority to review the alleged misconduct and determine the grade that the student should receive for the assignment and the course.

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 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

Internet: www.smccME.edu

For further information and inquiries please refer to page 3 of the SMCC Compass.

SPRING SEMESTER 2020

DATE

January 13, Mon.	Spring classes begin
January 13, Mon., 5 p.m.	Add/drop and 100% refund period begins*
January 20, Mon.	Martin Luther King Day - SMCC closed
January 21, Tue., 5 p.m.	Add/drop and 100% refund period ends*
January 22, Wed., 5 p.m.	50% refund period for tuition & fees begins
January 28, Tue., 5 p.m.	50% refund period for tuition & fees ends
February 10, Mon.,	Pick up your financial aid refund check for Spring (if applicable)
February 17, Mon.	Presidents' Day - SMCC closed
March 2, Mon., 8 a.m.	Current student registration for Summer classes begins
March 2, Mon., 8 a.m.	Current student registration for Fall classes begins
March 9 - 14, Mon. - Sat.	Spring Break – no classes
March 16, Mon.	New Student Orientation sessions for Fall begin
March 16, Mon., 8 a.m.	Non-degree seeking registration opens for Summer classes
March 27, Fri., 10 p.m.	Midterm grades available for Spring
March 30, Mon., 8 a.m.	Non-degree seeking registration opens for Fall classes
April 13, Mon., 5 p.m.	Last day to withdraw from Spring classes*
April 20, Mon.	Patriots' Day - SMCC closed
May 9, Sat.	Spring classes end
May 17, Sun., 2 p.m.	Commencement