COURSE SYLLABUS

If you need this document in another format, please email Tae Choo at tae.choo@ung.edu or call 678-717-3490.

College of Arts and Letters
Department: Criminal Justice

COURSE NUMBER AND TITLE: CRJU 2003- G1 (CRN 7985) Technical Writing in Criminal Justice

SEMESTER AND YEAR: Fall 2015
CLASSROOM: Strickland 113
CLASS SCHEDULE: TR 9:30 – 10:45

GENERAL INFORMATION
  Instructor's Name: Tae Choo, Ph.D.
  Office Room Number: Nesbitt Building 2110
  Office Phone: 678-717-3490
  E-mail address: tae.choo@ung.edu
  Office Hours: advisement during office hours or by appointment
    MWF 12:00 – 13:00
    TR 12:20 – 13:50

TEXT AND OTHER MATERIALS

COURSE DESCRIPTION
  This course allows students to write documents for professional and general audiences, research reports, and other reports and documents used in the field of criminal justice. Students will also focus on APA referencing and formatting and research in academic writing. Must pass with a grade of C or higher.
  Pre- or Co-requisite: CRJU 1100
  Hours: 3 hours

COURSE OBJECTIVES (EXPECTED OUTCOMES)
  • Demonstrate a clear, concise, and effective writing style in a variety of written documents used in the field of criminal justice.
  • Evaluate and write written reports commonly used in criminal justice.
  • Analyze scholarly literature within the field of criminal justice.
  • Apply the American Psychological Association (APA) style of citation in writing.

METHODS OF INSTRUCTION
  The methods of instruction for this course are a combination of in-class lecture, guest lecture, and field trip. The lecture incorporates presentation slides and PowerPoint slides are available on e-Learning website after a lecture on each chapter completes.

COURSE GRADING
  Attendance 10%
Three Writing Assignments 30% (10% each)
Mid-Term Exam 25%
Final Exam 35%

The scale to be used in calculating a final grade is:

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Numeric Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90 - 100</td>
</tr>
<tr>
<td>B</td>
<td>80 - 89</td>
</tr>
<tr>
<td>C</td>
<td>70 - 79</td>
</tr>
<tr>
<td>D</td>
<td>60 - 69</td>
</tr>
<tr>
<td>F</td>
<td>00 - 59</td>
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</tbody>
</table>

COURSE CALENDAR

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>08/17</td>
<td>Classes Begin</td>
</tr>
<tr>
<td>08/17 - 21</td>
<td>Drop/Add Ends</td>
</tr>
<tr>
<td>09/07</td>
<td>Labor Day Holiday – No class</td>
</tr>
<tr>
<td>10/01</td>
<td>Mid Exam</td>
</tr>
<tr>
<td>10/06</td>
<td>Paper 1 Due</td>
</tr>
<tr>
<td>10/12</td>
<td>Withdrawal deadline</td>
</tr>
<tr>
<td>11/03</td>
<td>Paper 2 Due</td>
</tr>
<tr>
<td>11/23 - 28</td>
<td>Fall Break (No Classes)</td>
</tr>
<tr>
<td>12/03</td>
<td>Paper 3 Due</td>
</tr>
<tr>
<td>12/04</td>
<td>Classes End</td>
</tr>
<tr>
<td>12/10</td>
<td>Final Exam 10:20 – 12:20</td>
</tr>
</tbody>
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EXAMINATION AND ASSIGNMENTS

Examination
Students are expected to take the examination at its scheduled time. The examination will encompass textbooks and lectures during the class.

Writing Assignments
- There will be three writing assignments throughout the semester: one article critique writing and two report writings.
- Each assignment is 100 points.
- Article critique writing: each student will write a literature review on an article the instructor chooses. Further instruction will be given during the class.
- Article critique should follow the format of APA/ASA style.
- Report writings: each student will write two reports based on various police scenarios this course covers. Further instruction will be given during the class.

COURSE POLICIES
Course Requirements
- Thoroughly read the course syllabus.
- Read the textbook according to the course schedule.
- Actively participate in class discussion and intellectual engagement at all times.
- Assignments are due in class on the day stated.
- Plagiarism will NOT be tolerated. If a student is found plagiarizing, she (he) will receive “F” for the particular assignment.
- Use school email as a main communication tool. Check your school email at least once a day for efficient communication with your instructor.

Attendance policy and effect on final grade
- Students are responsible for signing the attendance sheet for every class.
- Students must attend all classes except where noted.
- Students are expected to arrive on time to class. Tardiness of 15 minutes or longer will be considered as an absence unless there was an emergency.
- Don’t leave the class early. Please get permission from the instructor if you have to leave early due to an emergency. The violation will be regarded as an absence for the day.
- Students will be held accountable for all requirements and information covered in all classes, whether or not they attend.
- Attending class on a regular basis is the most effective aspect of test preparation.

Disruptive Behaviors in Class
- Students who exhibit any disruptive behavior (determined by the instructor) may be temporarily dismissed from the class by the instructor and regarded as an absence for the day.
- Examples of behaviors which are considered to be inappropriate in this classroom (but not limited to these): not paying attention to lecture, sleeping, eating, using cell phone or pager, not putting away cell phone or pager in your purse or backpack, using computer other than taking notes, interrupting others, leaving newspapers or other non-related materials on the desk, talking out of turn, inappropriate behavior during group work, making noise, packing backpack before the class ends, or verbal behavior that is disrespectful of other students or the faculty member.

Make-up information
- No make-up examinations or papers will be allowed for unexcused absences.

Use of Technology
- This course utilizes modern technology to improve quality of lecture and teaching methods.
- Utilize school email for fast and efficient communication with the instructor.
- Include your name as well as course name and CRN number in all email messages.
- Have an access to internet to retrieve more information on topics this course covers.
**COURSE SCHEDULE**

<table>
<thead>
<tr>
<th>Date</th>
<th>Topic</th>
</tr>
</thead>
<tbody>
<tr>
<td>8/18</td>
<td>Introduction</td>
</tr>
<tr>
<td>8/20 – 25</td>
<td>General Writing</td>
</tr>
<tr>
<td>8/27 – 9/01</td>
<td>Student Paper Format</td>
</tr>
<tr>
<td>9/03 – 10</td>
<td>APA Formatting</td>
</tr>
<tr>
<td>9/15 – 17</td>
<td>Article Critique</td>
</tr>
<tr>
<td>9/22 – 24</td>
<td>Chapter 1 (textbook)</td>
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<tr>
<td>9/29</td>
<td>Chapter 2 &amp; 3 (textbook) &amp; Report Formats</td>
</tr>
<tr>
<td>10/01</td>
<td>Mid-Term Exam</td>
</tr>
<tr>
<td>10/06</td>
<td>Paper 1 Due</td>
</tr>
<tr>
<td>10/6 – 8</td>
<td>Chapter 2 &amp; 3 (textbook) &amp; Report Formats</td>
</tr>
<tr>
<td>10/13 – 15</td>
<td>Chapter 4 (textbook) &amp; Composition for Report Writing</td>
</tr>
<tr>
<td>10/20 – 22</td>
<td>Computers and Report Writing</td>
</tr>
<tr>
<td>10/27 – 29</td>
<td>Chapter 5 (textbook)</td>
</tr>
<tr>
<td>11/03</td>
<td>Paper 2 Due</td>
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<tr>
<td>11/03 – 05</td>
<td>Interview and Interrogation</td>
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<tr>
<td>11/10</td>
<td>Report as an Investigative Tool</td>
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<tr>
<td>11/12</td>
<td>Chapter 8-13 (textbook)</td>
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<tr>
<td>11/17 – 19</td>
<td>No class - conference</td>
</tr>
<tr>
<td>11/24 – 26</td>
<td>Fall break (no class)</td>
</tr>
<tr>
<td>12/01</td>
<td>Chapter 8-13 (textbook)</td>
</tr>
<tr>
<td>12/03</td>
<td>Paper 3 Due</td>
</tr>
<tr>
<td>12/03</td>
<td>Exam Review</td>
</tr>
<tr>
<td>12/10</td>
<td>Final Exam 10:20 – 12:20</td>
</tr>
</tbody>
</table>

*The course schedule is subject to change.*
SUPPLEMENTAL SYLLABUS

1. Academic Exchange
   Universities welcome diversity, free speech, and the free exchange of ideas. Discussion should be held in an environment characterized by openness, tolerance of differences, and civility. The values of an intellectual community are trust, honesty, free inquiry, open debate, respect for diversity, and respect for others’ convictions. Further, the intellectual community always seeks to foster the virtues and characteristics of intelligence, curiosity, discipline, creativity, integrity, clear expression, and the desire to learn from others. It is these that must guide our work and exchanges in this class. These principles are delineated further in the ACE Statement on Academic Rights and Responsibilities. If these values and principles are breached, students have the right and responsibility to discuss their concerns with the course instructor and, as needed, the department head. Usually, the concerns are addressed at this level, but sometimes the department head may refer students to another resource. In the event that either the student or the instructor is not satisfied after discussion with each other, he/she may take his/her concerns in writing to the Associate Provost for Academic Administration.

2. Academic Integrity Policy
   Student Code of Conduct: Please review the Student Code of Conduct located on the Dean of Students website.
   Plagiarism and Turnitin.com: Students agree that by taking this course all required papers may be subject to submission for textual similarity review to Turnitin.com for the detection of plagiarism. All submitted papers will be included as source documents in the Turnitin.com reference database solely for the purpose of detecting plagiarism of such papers. Use of the Turnitin.com service is subject to the Terms and Conditions of Use posted on the Turnitin.com site.
   Copyright: Both Federal and State laws forbid the unlawful duplication of copyrighted computer software or other reproductions of copyrighted material. In accordance with these policies, University of North Georgia expressly forbids the copying of such materials supplied by or used in the College. Unlawful duplication of copyrighted materials by a user may result in disciplinary action by the College under the Student Code of Conduct (Non-Academic Infractions--Prohibitions, Theft), and/or possible criminal action by the owner of the copyright.

3. Academic Success Plan Program
   UNG has implemented an Academic Success Plan Program to identify and provide assistance to at-risk undergraduate students. Refer you to your campus Academic Advising Center for the development of strategies that will enhance your academic success. You will be expected to take advantage of advising and other campus resources to achieve your academic goals.

4. Class Evaluations
   Class evaluations at UNG are conducted online. Evaluation of the class is considered a component of the course and students will not be permitted to access their course grade until the evaluation has been completed. The evaluations will be accessible beginning one week prior to Final Exam week.

5. Course Grades and Withdrawal Process
   Grades: A, B, C, D, F, W, WF, MW
   Incomplete grades (I) - This grade indicates that a student was doing satisfactory work but, for non-academic reasons beyond her/his control, was unable to meet the full requirements of the course. For undergraduate programs, if an I is not satisfactorily removed after one semester (excluding summer), the symbol of I will be changed to the grade of F by the appropriate official. For graduate programs, if an I is not satisfactorily removed after two semesters (excluding summer), the symbol of I will be
changed to the grade of F by the appropriate official. Under special circumstances, this period of time can be increased with the approval of the department head and the dean.

IP (In Progress) - This grade is appropriate for thesis hours, project courses, Learning Support (LS) and English as a Second Language (ESL) courses. It is not appropriate for traditional credit courses. If an IP grade isn't satisfactorily removed after 3 semesters, the symbol of IP will be changed to the grade of F by the appropriate official. Under special circumstances, this period of time can be increased with the approval of the dean. However, students who receive a grade of IP in a LS course or an ESL will retain this grade due to the nature of the course.

K - This symbol indicates that a student was given credit for the course via a credit by examination program.

MW – Withdrawal for military exigencies

CR – Credit (for Military experience)

NR - This symbol indicates that the grade was not reported by the instructor.

S- This symbol indicates that a student completed the course with satisfactory work.

U- This symbol indicates that a student did not complete the course with satisfactory work.

V - This symbol indicates that a student was given permission to audit the course. Students may not transfer from audit to credit status or vice versa. If an audit student withdraws from a course prior to the end of the term, a grade of W will be assigned as the course grade rather than a grade of V. Any audit student who is dropped by the instructor for excessive absences will be assigned a grade of W. W or WF – A W grade indicates that a student was permitted to withdraw from the course without academic penalty. Students may withdraw from courses prior to the midterm and receive a grade of W. Withdrawals without penalty will not be permitted after the midpoint of the total grading period except, in cases of hardship as determined by the appropriate official. If a student withdraws before the deadline, the grade of W will be given. The grade of WF is for students who withdraw after the deadline for the term or commit academic integrity violations.

6. Disruptive Behavior Policy

Students who exhibit behaviors that are considered to obstruct or disrupt the class or its learning activities are subject to sanctions under the Board of Regents Policy on Disruptive Behavior. Behaviors which may be considered inappropriate in the classroom includes, but is not limited to, sleeping, coming in late, talking out of turn, inappropriate use of laptops or mobile devices, verbal behavior that is disrespectful of other students or the faculty member, or other behaviors that may be disruptive. Students who exhibit such behavior may be temporarily dismissed from the class by the instructor and will be subject to disciplinary procedures outlined in the Student Handbook.

7. Inclement Weather

TV and radio stations will announce if the college is closed. Information on closing will also be available on our website http://www.ung.edu. Students, faculty and staff who have registered under Blackboard Connect Emergency Notification System will receive information not only about college and individual campus closures but also about the status of college and campus hours, including late openings.

Blackboard Connect Emergency Notification System

Emergency situations - from natural disasters to health scares to the threats of violence - require that our campus community be fully prepared and informed. Accordingly, University of North Georgia has implemented the Blackboard Connect service to enhance university communication and emergency preparedness. The Blackboard Connect system is a communication service that enables key administrators and Public Safety personnel to quickly provide all students, faculty, and staff with personalized voice and text messages. All UNG emails are added into the system automatically. In addition, you may enter a phone number so that emergency announcements can be sent to you via voice and text message. To do this, go to our Banner self-service environment; click on the tab labeled "Personal Information"; then, click on the
tab named "Enter Emergency Contacts for Blackboard Connect." Here you can update your information for the Blackboard system. If you have questions, please contact Public Safety at 706-864-1500 or send an e-mail to emeralert@ung.edu.

8. Smoking Policy
The University of North Georgia does not allow the use of any tobacco products in the buildings or on the grounds of the institution. This policy applies to the Gainesville and Oconee campuses.

9. Students with Disabilities
University of North Georgia is committed to equal access to its programs, services, and activities, and welcomes otherwise qualified students with disabilities. Students who require accommodations and services must register with Disability Services and submit supporting documentation. Disability Services provides accommodation memos for eligible students to give to their instructors. Students are responsible for making arrangements with instructors, and must give reasonable prior notice of the need for accommodation.

**Contact Information for Disability Services:**
- Gainesville Campus: Carolyn Swindle, Assistant Director, carolyn.swindle@ung.edu, Dunlap-Mathis Building, Room 107, 678-717-3855
- Dahlonega Campus: Thomas McCoy, Assistant Director, thomas.mccoy@ung.edu, Stewart Student Success Center, Room 313, 706-867-2782
- Oconee Campus: Erin Williams, Assistant Director, erin.williams@ung.edu, Administration Building, Room 112, 706-310-6202
- Cumming Instructional Site: Nicola Dovey, Director nicola.dover@ung.edu or Beth Bellamy, Test Facilitator, beth.bellamy@ung.edu 678-717-3855. (For on-site assistance, contact Rebecca Rose, Head Librarian, rebecca.rose@ung.edu, Library University Center 400, 470239-3119.

**Class Attendance Policies**
1. Student Attendance Policy
University of North Georgia expects students to attend all regularly-scheduled classes for instruction and examination. When a student is compelled for any reason to be absent from class, the student should immediately convey the reason for the absence directly to the instructor. The student is responsible for all material presented in class and for all announcements and assignments. The decision to permit students to make up work that is required in any missed class resides with the instructor. Students who stop attending class may be administratively withdrawn (with or without academic penalty); a grade of W may be assigned when students fail to attend 10% of any class meetings prior to the midpoint of the term; a grade of WF will be assigned when students stop attending after the midpoint. Individual instructors or departments may have attendance policies stricter than that of the university, as long as the policies are stated in the class syllabus.
Students who are absent because of university-sponsored activities that are approved by the Provost or Vice President for Student Affairs will be permitted to make up any work missed during the absence. “University-sponsored activities” include activities related to performance groups, university athletic teams, the Corps of Cadets, the Student Government Association, field trips related to academic courses, as well as any other university-sponsored activities approved by the Provost or Vice President for Student Affairs. Approval of such absences will be granted only if the instructor
receives advance notice in writing from the faculty member or university official sponsoring the activity.

Extenuating circumstances for which an absence may be excused include participation in university-sponsored activities, hazardous weather conditions, personal hardship, extended illness or hospitalization, family emergencies, or death in the immediate family. Instructors may request documentation to verify the extenuating circumstances.

Any absence problems which cannot be resolved between the instructor and the student are referred immediately to the appropriate department head and, if necessary, to the Dean of the appropriate school. The Dean of the appropriate school is the final arbiter in all absence disputes.

2. Withdrawal from a Class

There is a short period at the beginning of each new semester during which students are permitted to drop and/or add classes with no penalties and are not required to obtain permission from the instructor.

After the drop/add period, students will be able to withdraw from courses only via their Banner account. Students with a HOLD on their registration process may withdraw from a course or courses by completing the Course Withdrawal Request form and submitting it to the Registrar’s Office in person, via FAX, or via U.S. Mail.

Limitations with regard to the official Last Day to Drop a Course with a grade of W apply in the online withdrawal process.

- If the student processes the online withdrawal form before 12:00 Midnight on the last day to withdraw with a W, the student will receive a grade of W for the course.
- If the student processes the online withdrawal form after 12:00 Midnight on the last day to withdraw with a W, the student will receive a grade of WF for the course.
- If the student processes a paper withdrawal request in person, via FAX or U.S. Mail before 5:00 PM on the last day to withdraw with a W, the student will receive a grade of W for the course.
- If the student processes a paper withdrawal request in person, via FAX, or U.S. Mail after 5:00 PM on the last day to withdraw with a W, the student will receive a grade of WF for the course.
- It is possible for students who demonstrate a hardship or qualifying medical condition(s) to receive a grade of W should their withdrawal occur after the last day to withdraw with a W.

Instructors retain the ability to assign a grade of W or WF for excessive absences per the University’s Attendance policy, assuming the student is withdrawn for excessive absences prior to the student processing the online withdrawal form.

Students may be reinstated into a class from which they have withdrawn by completing the Course Reinstatement Request form. The Course Reinstatement Request requires the signature of the instructor of record for the course, department head and dean, or their designees. The Course Reinstatement Request must be submitted to the Registrar’s Office no later than 5:00 PM on the last day of classes for the term in which the course is being offered.

For the purpose of university records (Registrar’s Office, Financial Aid Office, Business Office, etc.), the date the completed online or paper request is received in the Registrar’s Office will be considered to be the last day of attendance in the class.

3. Children on Campus

Children are welcome on campus when accompanied by a parent/guardian or supervising adult. If children are disruptive or left unattended, both the adult and child may be asked to leave the campus. Children are not permitted in classrooms, studios, or science labs unless part of a university sanctioned and supervised activity or upon approval of the instructor of record for a course.
4. Animal on Campus
   Animals may be permitted on campus in accordance with local city and/or county ordinances. If animals are disruptive, left unattended, or are not under the control of the owner, both the owner and animal may be asked to leave the campus. Animals are not permitted in campus buildings or on athletic fields unless approved by the building supervisor or Athletic Director. Service animals accompanying persons with disabilities and properly identified service animals in training are permitted on campus.