

CRIJ 1301 Course Syllabus & Policies

INSTRUCTOR: Katie Ferris

PREFERRED CONTACT: CANVAS MESSAGING

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OFFICE HOURS: By appointment only

COURSE NUMBER: CRIJ1301.401

CLASS MEETING TIME: ONLINE – 7-14 HOURS OF STUDY RECOMMENDED PER WEEK (1-2 HOURS PER DAY)

COURSE NAME: Introduction to Criminal Justice

CATALOG DESCRIPTION: This course provides a historical and philosophical overview of the American criminal justice system, including the nature, extent, and impact of crime; criminal law; and justice agencies and processes.

LEARNING OUTCOMES: Upon successful completion of this course, students will:

1. Describe the history and philosophy of the American criminal justice system.
2. Explain the nature and extent of crime in America.
3. Analyze the impact and consequences of crime.
4. Evaluate the development, concepts, and functions of law in the criminal justice system.
5. Describe the structure of contemporary federal, state, and local justice agencies and processes.

OER Textbook: Criminal Justice: An Overview of the System, 2ed., by: Adam J. McKee – Link to the textbook is in the Start Here module of the course, and links to each section will be in the weekly modules as assigned.

COURSE CONTENT: A general description of lecture/discussion topics included in this course is listed in the Learning Objectives section of this syllabus.

Students in all sections of this course will learn the following content:

1. The Criminal Justice System
2. The Political and Legal Environment of Criminal Justice
3. Criminal Law
4. Law Enforcement
5. Courts and Sentencing
6. Prisons, Jails, and Community Corrections
7. Criminal Justice Theory
8. Special Issues in Criminal Justice

Greetings and Welcome to CRIJ1301!

My name is Katie Ferris and I will be your instructor for this semester! My passion for Criminal Justice was born when I attended my first CJ classes at the University of Arkansas – Community College at Hope after high school. I hope that taking the CRIJ courses here at Panola College will spark your passion for it as well.

My office is located on the main campus in Carthage, I am on the 2nd floor of the Student Center, I am one of the Academic Advisors. You can reach me via email and/or Canvas message and I will respond to you within 24 hours (*please see “Communicating with Instructor” below*).

I am looking forward to working with you this semester!

MY EXPECTATIONS OF YOU IN THIS COURSE:

- Be respectful of your course mates
- Be professional
- Be responsible
- Submit your work on time
- Follow assignment directions

CLASSROOM ETIQUETTE: Respectful communication is required at all times. When participating in discussions or corresponding via email, students are expected to express their viewpoints in a professional, constructive manner. All language used in this course should reflect the standards of a college learning environment.

Inappropriate, offensive, or disruptive comments may be edited or removed by the instructor. Repeated violations may result in disciplinary action in accordance with Panola College policies.

ONLINE COURSES: Online classes are very different from traditional face-to-face classes in terms of how the material is presented, the nature of the interaction among class members, and the overall learning experience. Canvas is used as the Learning Management System (LMS) for this online course. This course is organized by Modules to assist in facilitating your learning.

SUBMITTING COURSEWORK: Course work will be submitted via the assignments links in your Canvas system, unless otherwise instructed.

CLASS ANNOUNCEMENTS Important announcements will be posted weekly—typically on Mondays by 8:00 AM—and as needed throughout the course. You are expected to check the **Canvas Announcement section and your Canvas Inbox every time you log in**. Failure to do so is not an excuse for missed assignments or instructions.

Additional announcements may be posted when a new module opens, including clarifications or guidance for specific assignments. You are also responsible for checking your **Panola College student email** regularly for important updates from other departments.

NOTE: Students are fully responsible for all information communicated through Canvas Announcements, Messages, and Panola email.

SYLLABUS AND ASSIGNMENTS: You are responsible for reviewing the course syllabus, assignment instructions, and student expectations at the beginning of the semester and as needed throughout the course. All assignments, readings, and deadlines are posted in the **Course Content section (organized by module)**. Be sure to check this area regularly to stay on track and avoid missing important tasks

COURSE WEIGHTS: *This is the breakdown of how your final grade will be calculated for this course.*

Weekly Class Participation/Assignments: 25% Includes weekly quizzes, discussions, lecture-based activities, and other module tasks. Work submitted after the deadline will not be accepted.

Chapter Assignments: 10% Eight-chapter quizzes, all remotely proctored.

Midterm Exam: 25% Covers weeks 1–7. This is a remotely proctored, closed-note exam. No early testing or make-up exams are allowed.

Semester Paper/Project: 15% The semester project involves researching a contemporary criminal justice topic and developing a slide presentation with speaker notes. The final product must be presented through a recorded video or voiceover and submitted as a YouTube link. Presentations should include clear written content, appropriate visuals, logical structure, and proper APA citations. This assignment demonstrates the ability to communicate complex ideas effectively in both written and spoken formats.

Comprehensive Final Exam: 25% Covers the entire semester. This is also remotely proctored and closed-note. If a student displays suspicious activity during the midterm, they will be required to take the final in person at an approved testing center.

ASSIGNMENT INSTRUCTIONS: You will have weekly quizzes/knowledge checks, discussion questions, a semester paper/project, 8 proctored chapter exams, a proctored midterm exam, and a proctored final exam. Thus, it is imperative that you not only look for your assignments within the to-do list but check the assignment thread as well.

WEEKLY SCHEDULE & EXPECTATIONS: Each week, a new module will open on Monday at 12:00 AM and close the following Sunday at 11:59 PM. Weekly tasks typically include:

1. Assigned reading (1–3 sections)
2. Instructor lecture (video or presentation)
3. A discussion post and guided reply
4. A non-proctored quiz or knowledge check (10 questions, 20-minute time limit, open-book/open-note)

Additional assignments may be included as needed.

EXAMS & QUIZZES: You will have weekly timed quizzes covering each module. These quizzes are open-note, using your lecture notes and/or textbook. In addition, there will be eight-chapter exams, a midterm, and a final exam—all of which are remotely proctored and closed-note.

Important:

- You may not take the midterm or final exams early, per Panola College policy.
- All students must complete and pass a practice exam with instructor approval before taking any proctored exams.
- Prior to each proctored exam, you must **view the Preparing for a Proctored Exam page and mark the Required Testing Acknowledgement as complete**. By doing so, you confirm that you have:
 - Reviewed the updated Proctored Exam Policy Enforcement
 - Watched the example videos of proper and improper environment scans
 - Read and understood all expectations for ID verification, room scans, and exam behavior
 - Acknowledged that failure to follow these guidelines will result in a 0% with no retake allowed, and may lead to require in-person testing for all online courses

Remote Testing Expectations:

- You must be dressed appropriately, alone, and seated at a desk or table in a quiet, distraction-free environment.
- A proper room scan is required before each exam. Failure to pass the scan (as determined by the instructor) will result in a zero with no retake. **I will personally review every room scan. If I determine that a student has failed the room scan for any reason, the exam will receive a grade of zero—no exceptions.**
- If you are unable to meet testing conditions at home, contact your instructor before the exam or arrange to test at a Panola College Testing Center.

Academic Integrity:

- Any form of cheating or suspicious behavior during remote testing will result in an immediate zero with no retake, and the loss of online testing privileges in all courses for the rest of the semester.
- The student will be required to test in person at the Carthage Testing Center and will be reported to the Online Learning department and the Dean for academic irregularities.

- Academic integrity is taken seriously. If you do not have access to a suitable space or setup for remote testing, please contact me before your scheduled exam.

Reading exam questions aloud is strictly prohibited unless you have an approved accommodation on file through Panola College's Disability Support Services (DSS). Claiming dyslexia or another condition without documented DSS approval is not acceptable. DSS informs instructors of student accommodations at the beginning of the semester or as students complete the process. **Reading aloud without documentation is considered cheating.**

LATE ASSIGNMENT POLICY: All assignments are expected to be submitted on or before the posted due date. **Late work will not be accepted under normal circumstances.** Extensions will only be considered in truly exceptional situations and must be requested in advance. It is your responsibility to communicate with me as early as possible—preferably before the assignment is due—if an unavoidable conflict arises. Last-minute requests or repeated extension requests will not be granted.

EXTRA CREDIT POLICY: Extra credit opportunities may be offered at the instructor's discretion. Students may complete up to **five** extra credit assignments per semester, including both standard and higher-value options.

How It Works:

- Grades from completed extra credit assignments are added to a pool of points.
- At the end of the semester, these points will only be applied to **daily assignments** where a **0%** was earned due to a missed or incomplete submission.
- **Higher-value extra credit** may be offered to improve an existing grade on a completed assignment, but it **cannot** replace a missed assignment.

Important Guidelines:

- Extra credit **cannot** be applied to exams, quizzes, or any part of the Semester Project.
- All extra credit must be submitted by the posted deadline. **Late submissions will not be accepted.**
- Extra credit is optional and is intended to **supplement**, not replace, regular coursework.

If you have questions about available opportunities or how your extra credit points are being applied, please reach out during the semester.

STUDENT LEARNING OUTCOMES (SLO's): were derived from the descriptions given by THECB. The Core Curriculum Committee developed Panola College SLOs for each Core Objective, adhering as closely as possible to the descriptions given. Each general education course will have course-specific SLOs that correlate with the College SLOs.

Critical Thinking Skills – to include creative thinking, innovation, inquiry and analysis, evaluation and syntheses of information

- CT1: Generate and communicate ideas by combining, changing, or reapplying existing information
- *Assignment(s): Chapter Critical Thinking Questions (Discussions)*

Communication Skills – to include effective development, interpretation, and expression of ideas through written, oral, and visual communication

- CS1: Develop, interpret, and express ideas through written communication
- *Assignment: Semester Project*

Empirical and Quantitative Skills – to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions

- EQS2: Manipulate and analyze observable facts and arrive at an informed conclusion
- *Assignment: Crime Rate Analysis (Discussion)*

Social Responsibility – to include intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities

- SR3: Engage in regional, national, and global communities
- *Assignment: Criminal Justice Across Borders (Discussion)*

ARTIFICIAL INTELLIGENCE (AI) POLICY: The use of artificial intelligence tools, including ChatGPT, is permitted in this course for *discussion assignments only*. No more than **20% of any discussion post may be AI-generated**, and all AI-generated content must be clearly cited within the assignment. Failure to cite AI use appropriately is considered academic dishonesty.

AI use is strictly prohibited on the final semester writing assignment and any related components. Submitting AI-generated work without permission or proper citation will result in a grade of zero and may be reported as a violation of the academic integrity policy.

Use of AI is allowed only under specific classroom circumstances and with explicit permission. **Proper citation is required at all times.**

What I look for when evaluating AI overuse includes: sudden changes in writing style, unrealistic submission speeds, and inconsistencies between how a student writes in Canvas vs. how they email or message me. For example, if a student's emails are unpolished or informal but their Canvas discussions are perfectly academic, this will be a red flag for further review.

Improper or excessive AI use will result in a **zero on the assignment** and may be treated as **academic dishonesty**.

ACADEMIC DISHONESTY: Disciplinary proceedings may be initiated against any student who engages in scholastic dishonesty, including, but not limited to, cheating, plagiarism, collusion, the submission for credit of any work or materials that are attributable in whole or in part to another person, taking an examination for another person, any act designed to give unfair advantage to a student or the attempt to commit such acts.

(i) "Cheating" includes, but is not limited to:

- copying from another student's test paper;
 - using during a test, materials not authorized by the person giving the test;
 - failure to comply with instructions given by the person administering the test;
 - possession during a test of materials which are not authorized by the person giving the test, such as class notes or specifically designed "crib notes". The presence of textbooks constitutes a violation if they have been specifically prohibited by the person administering the test;
 - using, buying, stealing, transporting, or soliciting in whole or part the contents of an un-administered test, test key, homework solution, or computer program;
 - collaborating with or seeking aid from another student during a test or other assignment without authority;
 - discussing the contents of an examination with another student who will take the examination;
 - divulging the contents of an examination, for the purpose of preserving questions for use by another, when the instructor has designated that the examination is not to be removed from the examination room or not to be returned or to be kept by the student;
 - substituting for another person, or permitting another person to substitute for oneself to take a course, a test, or any course related assignment;
 - paying or offering money or other valuable thing to, or coercing another person to obtain an un-administered test, test key, homework solution, or computer program, or information about an un-administered test, test key, homework solution or computer program;
 - taking, keeping, misplacing, or damaging the property of Panola College, or of another, if the student knows or reasonably should know that an unfair academic advantage would be gained by such conduct; and,
 - misrepresenting facts, including providing false grades or resumes, for the purpose of obtaining an academic or financial benefit or injuring another student academically or financially.
- **(ii) "Plagiarism" includes, but is not limited to,** the appropriation, buying, receiving as a gift, or obtaining by any means another's work and the submission of it as one's own academic work offered for credit.

- **(iii) “Collusion” includes, but is not limited to,** the unauthorized collaboration with another person in preparing academic assignments offered for credit or collaboration with another person to commit a violation of any section of the rules on scholastic dishonesty.

TECHNICAL SKILL REQUIREMENTS: *To be successful in this course you will have to:*

- Use a web browser
 - *(FYI: Canvas runs most smoothly with Google Chrome; Edge/Safari is not supported by Canvas)*
- Use MS Word (available in Panola College Computer Labs) or Google Docs
- Access and use the Canvas Learning Management System
- Use messaging within Canvas to communicate with your instructor
- Send an email attachment
- Download appropriate files
- Upload files to Canvas
- Use MS PowerPoint or Google Slides

COMMUNICATING WITH INSTRUCTOR: Students must use Canvas messaging as the primary method of communication with the instructor. Email should only be used if Canvas is unavailable or in case of emergency.

If you must contact me via Panola College email (kferris@panola.edu), the subject line must include **“CRIJ2328”** and your full name. Messages that do not follow this format may not receive a response.

I will respond to messages within **24 hours, Monday through Friday**. Please note that I have set work hours and may not be available outside of those times. Consistent, professional communication is expected and essential in this online course.

ACCOMMODATIONS AND DISABILITY SUPPORT: If you have a disability, including a learning disability, for which you request disability support services/accommodation(s), please contact Stacy Gee with Disability Support Services office in Student Services so that the appropriate arrangements may be made. She can be reached via email at sgee@panola.edu or via phone at 903-693-2046. In accordance with federal law, a student requesting disability support services/accommodation(s) must provide appropriate documentation of his/her disability to the Disability Support Services counselor. In order to assure approved services, the first week of class, diagnostic, prognostic, and prescriptive information should be received 30 days prior to the beginning of the semester that services are requested.

PREGNANT/PARENTING POLICY: Panola College welcomes pregnant and parenting students as a part of the student body. This institution is committed to providing support and adaptations for a successful educational experience for pregnant and parenting students. Students experiencing a need for accommodations related to pregnancy or parenting will find a Pregnancy and Parenting Accommodations Request form in the Student Handbook or may request the form from the course instructor.

STUDENT ABSENCE DUE TO RELIGIOUS OBSERVANCE: Students who anticipate being absent from class due to a religious observance are requested to inform the instructor of such absences by the second-class meeting of the semester.

STUDENT ABSENCE FOR SCHOOL-SPONSORED EVENTS AND ACTIVITIES: If you intend to be absent for a school-sponsored event or activity, you must notify the instructor at least two weeks prior to the date of the planned absence. At that time the instructor will set a date and time when make-up assignments will be completed.