



CCJS340: Policing

Fall 2026

Section: 0101

Location: TYD 2106

Meeting Days: Mondays & Wednesdays in person; Fridays via Zoom

Meeting Time: 9:00 a.m. – 9:50 a.m.

Professor	Selena R. Price
Office Hours	<i>In person & Zoom:</i> M & W: 11 a.m. – 12 p.m. & 1 – 2 p.m. *Walk-ins welcome* **Zoom available with appointment** ***Appointments preferred to ensure adequate time and attention***
Office Location	2213 LeFrak Hall
Office Phone	301-405-0169
Email	sprice11@umd.edu (best way to reach me for out of classroom inquiries)

Undergraduate Teaching Assistant (UTA Office in 0102 Morrill Hall)

- Reagan Wagner, rwagner9@terpmail.umd.edu, Office Hours: Tuesdays 2:00 – 4:00 p.m.

Course Description:

The American system of policing is nearly unique in the world. No other country has a policing system that looks quite like ours. This course will explore this unique system and closely examine the following: the foundations of American policing, a career in policing, on the job functions, legal issues, and the challenges the police face every day. This course will also explore police misconduct, use of force, and ethical dilemmas the police may face while on the job and inside the police subculture. One dilemma of the police subculture is never crossing the thin blue line, which will also be explored.

Course Prerequisites:

CCJS100

Course Goals/Objectives:

Students will:

- Learn the vocabulary associated with the development, organization, and implementation of policing;
- Learn the philosophical, theoretical, and empirical concepts important to policing policy and practice;
- Critically consider the content and source of our knowledge about policing;
- Apply course material to practical settings and examples;
- Draw from multiple course and outside materials to develop analytic written work;
- Use empirical evidence to evaluate innovations in policing;
- Develop informed opinions about criminal justice policy; and
- Continue to develop critical thinking skills.

Required Readings and Materials:

- Worrall, J. L. & Schmallegger, F. (2023). *Policing* (4th ed.). Pearson.
 - A note on editions: I will be using the 4th edition of the textbook. If you choose to use an earlier edition, you risk having out-of-date information. I suggest you use the 4th edition.
- News Articles and Podcasts
 - Occasionally you may also be required to access and read related newspaper articles or websites and listen to online podcasts or watch relevant media, so that we can apply concepts learned in class to current issues. These readings, websites, and audio and video materials will be announced in class and/or posted on Canvas and are considered additional material.

Course Requirements:

Assessment of student work will be based on two in-person exams, four closed book/note online quizzes in ELMS-Canvas, the APA tutorial and quiz, a group interview/research paper & presentation, and class participation. There is no final exam for this course. **If it appears students are not reading the required material, in class pop quizzes and written assignments will be utilized.**

ELMS – Canvas: Essential Course Resource

This course utilizes ELMS – Canvas as the primary platform for distributing important course information. I will use Canvas to make class announcements, send emails, provide additional reading materials or breaking news, and update your grades. You can access the platform by visiting <http://elms.umd.edu> and logging in with your Directory ID and password.

To stay informed, I strongly encourage you to adjust your individual Canvas settings to receive email notifications whenever new content, such as announcements or updates, is posted. This ensures that you remain up-to-date with critical course information. It is your responsibility to regularly check Canvas, as you are accountable for any material shared there.

If you encounter any difficulties accessing Canvas, please contact the University of Maryland's support desk at **301-405-1500** for assistance.

Exams/Quizzes: (100 points: Exam 1 & Exam 2 /25 points for each quiz)

There will be two in-class exams and four online closed book/note quizzes to be taken in Canvas. The format of the exams and quizzes will be discussed in class, but the exams and quizzes may include multiple choice, true/false, fill in the blank, short answer, or essay questions. A brief exam review session will be held before each exam and a study guide will also be provided in advance. Any questions about the exam material need to be emailed to me by 5:00 p.m. (Eastern Time) the day before the exam. Exam 1 and 2 will not be cumulative. There is **no** final exam for this class. Further details will be discussed before each exam.

All quizzes are timed, administered through Canvas, and will be available 24 hours prior to the due date. If applicable, please note that some quiz due dates will fall on a Monday, which means the quiz will open on a Sunday. Please avoid waiting until the last minute to complete the quizzes and note that the timer will continue running once you start. You will only get one attempt to complete the exams and quizzes. It is highly recommended you complete the quizzes with minimal distractions and a reliable internet connection as exceptions cannot be made for technological issues. Exams and quizzes not completed by the deadline will receive a zero.

APA-7th edition Tutorial/Quiz: (10 points)

Students are required to take the on-line UMD APA Style tutorial found in Module Week 3 in Canvas. Please take the tutorial and complete the quiz. This tutorial is to help you refresh on APA for your writing assignments and/or for future classes. You may take the quiz as many times as you want, up until the due date, in order to achieve the full 10 points. **The APA tutorial must be taken by September 18, 2026 at 9:00 a.m. No make-up will be permitted.**

Group Interview & Research Paper: (100 points)

Each student will be assigned (if not formed by the students) into a small group consisting of two to four students (depending on class size) to complete the group project. The project will consist of:

1. Interviewing (either in person (follow UMD/CDC Covid-19 guidelines, if applicable), virtually (Zoom, Teams), or telephonically) a member of the law enforcement (local, state, or federal) community about their job, duties, challenges, specific questions pertaining to your group's research topic, etc. Your group **must** upload the **contact information and a signature** from the interviewee as verification that an interview was conducted along with your group's paper. Please use the confirmation form I created for you that is posted under module Week 12. Please note, an email interview is **not** acceptable and you should refrain from interviewing UMD's campus police. I encourage you to branch out and start networking.
2. Writing (a full 7–10 (body pages) paper using the provided template in Canvas as a guide. This class project interview will be included and combined with a brief research paper on a specific policing topic of your choice. You may write your interview information in narrative or Q&A format, but all other areas should be written as a *research paper* and in APA. Remember, your paper should provide adequate

research/data, be written as academic works with clear organization, and should be free of grammatical and mechanical errors. Your group's research on your overall paper theme should complement the questions you ask your interviewee.

- For example, if you ask the police officer, “what is the solution to building trust between departments and the communities they serve?” and they answer, “community policing”...your research should support this answer or you may simply add research that shows otherwise. Not all of the interviewee's answers may coincide with current research.

Overall, your paper should provide a thorough summary of your interview, while researching and explaining the significance of your chosen topic. Please remember, this is a collaborative effort, and all group members are expected to contribute equally, as the group will receive a shared grade. However, I reserve the right to adjust individual grades if a student does not actively participate in the assignment as required. If you encounter any issues working with your group, you must notify me **in advance**, and **only** as a last resort. As adults, I encourage you to resolve conflicts within your group whenever possible.

To help guide you in selecting a topic, here are some examples of police-related subjects to consider. These include, but are not limited to, the following:

- **The Role of Police Discretion in Community Policing**
 - Explore how officers use their discretion in various situations, such as deciding when to issue warnings, make arrests, or take alternative actions.
- **Challenges of Mental Health Crisis Intervention**
 - Investigate how police departments handle calls involving individuals experiencing mental health crises and the resources available for officers in these situations.
- **Community-Police Relations**
 - Investigate strategies used to build trust between police departments and the communities they serve, including outreach programs and community forums.
- **Use of Force and De-escalation Strategies**
 - Study the policies, training, and challenges surrounding the use of force and how de-escalation techniques are implemented in real-world scenarios.

Your topic should be discussed amongst your group as soon as they are formed and must be approved by me by **9:00 a.m. on October 30, 2026**. Each group member should submit the following information in the **Group Interview & Research Paper topic** drop box located under the **week 9 module** on Canvas to ensure your group is aligned and on the same page. The group project is due by **9:00 a.m. on November 18, 2026**. For more details, please refer to the Group Project Requirements form available on Canvas.

***Please Note:** Late papers will only be accepted under exceptional circumstances with documentation and may receive reduced credit at my discretion. Canvas will lock submission access after the deadline.

Group Interview/Research Paper & Current Event Presentation: (40 points)

This presentation, completed with the same group as your paper, will focus on presenting the highlights of your interview and research. In addition, your group will research on a current event that has occurred in the United States in the last 12 months (from the assignment's due date). This can include, but is not limited to, a newspaper article, news/video clip, podcast, or an interview with a criminal justice

professional (different from your interviewee) about a recent policing event. The topic **must** be relevant to the assigned subject and to the course material. Chapters will be assigned by the third week of class.

- For example, the group assigned to research a current event pertaining to Chapter 6 (Police Discretion & Behavior), will present on this topic in a relevant and meaningful way, such as:
 - Your group could present on a current event where a police officer exercised discretion by choosing to buy a meal for an intoxicated unhoused (homeless) individual rather than making an arrest, demonstrating an alternative approach.
 - Other chapter examples could be:
 - highlighting a news article about how a police department implemented a new de-escalation training program and the measurable impact it has had on reducing use-of-force incidents. (Chapter 13)
 - presenting on a case where officers collaborated with social workers to connect individuals experiencing a mental health crisis with appropriate services, instead of initiating criminal charges. (Chapter 6)
 - presenting on an article about a department using data-driven approaches to target high-crime areas while ensuring transparency and community involvement in the process. (Multiple chapters)
 - discuss a current event involving the use of body-worn cameras and how their footage influenced the outcome of a public complaint or court case. (Chapter 9)
 - presenting on an article discussing innovative recruitment strategies, such as outreach to diverse communities, to address staffing challenges in policing. (Chapter 4)
 - presenting on an article about the challenges and benefits of implementing a community policing model in a small town or urban environment. (Chapter 8)

Each group will be assigned a date for their presentation, which will take place on either **December 7 or 9, 2026**. Each group is allotted **7 to 10 minutes** to present their group interview/research paper and current event to the class. Presentations will begin **promptly at 9:00 a.m.** and all group members are expected to be prepared to present at that time. Regardless of your assigned presentation date, **all students** must submit their materials (e.g., articles, PowerPoint, Google slides, etc.) to the **Current Event Presentation** drop box in Canvas by **9:00 a.m. on December 7, 2026**. For more details, please refer to the **Current Event Presentation Tips and Rubric** available in Canvas. Late submissions or late arrivals may result in reduced credit unless there is a dire documented emergency.

***Please note:** Your group must have your slides ready to go after each group presents. The best way to do this is to save it on a flash drive or email your presentation to the first presenter. There is no time for delays in between presenters.

Class Participation: (50 points)

Class participation is an especially important aspect of this course. This not only consists of attendance (as they go hand in hand), but also your actions while in class. Strong class participation includes engaging actively in class discussions and group work, commenting on the reading materials, drawing connections between course material, completing worksheets, class and group discussions, current events, and expanding discussions by posing questions to the class. You are encouraged to bring your unique perspectives, information, and experiences to classroom discussions in order to deepen the understanding

of the material for everyone. The participation grade is a combination of subjective evaluation of student participation/attendance and objective assessment of classroom activities.

Students are expected to come to class prepared. This means that you are expected to have completed the readings and be ready to engage the material. Over the semester there **will** be worksheets, thought exercises, or other participation assignments designed to help students understand and engage the assigned readings. Some of these are graded and some are not graded, *per se*; they do not contribute points toward your overall class grade. However, demonstrating a pattern of failure to complete these assignments or underperformance on these assignments may, at the discretion of the professor, result in a deduction of points for your overall grade. Please see the rubric at the end of the syllabus to use as a guide.

Attendance:

Participation is central to this course. If you are not present, you cannot participate in participation activities. Furthermore, a fair percentage of the material presented in class is not directly covered in the readings. Students should do their best to attend class in order to earn your participation points. However, if you are absent from class, you remain responsible for the course material and announcements for that day. Your classmates are your best resource for gathering missed course material as I do not post my lectures or lecture notes. Once you have obtained the lecture notes, I am happy to go over any questions you have during my office hours. Poor participation may result in losing the opportunity to earn points while engaging in randomly conducted class activities. Keep in mind, any student absent more than three (3) hours of total class time this semester could be considered excessively absent. Please see the UMD Attendance Policy for further information, <https://policies.umd.edu/student-affairs/university-of-maryland-policy-on-excused-absence>. At the end of the semester, **participation** shall be factored into the final grade.

If frequent absenteeism (3 full classes or more) results because of work, personal issues, or an illness, you should consider not taking this course until a time when it will be more convenient for you to attend classes on a regular basis. This policy is necessary, given the emphasis on participation.

Notes on Course Requirements:

Late Assignments, Missed Exams, Quizzes, and Participation opportunities: Assignments, exams, quizzes, and participation opportunities must be turned in the day they are due. Only in circumstances of **absolute necessity** (funeral, hospitalization, illness of the student or an immediate family member, car accident, medical condition, subpoenaed for court, military duty, religious observances, college athletic game, etc.) will late assignments be accepted. Changes in employment schedules, personal travel, traffic/transit problems, miscalculating due dates, or simply “I forgot” or “I overslept”, etc. **do not** qualify as excused absences. The late assignments *may* receive reduced credit at my discretion, depending on the situation. When this occurs, you **must** notify the professor **before** you miss the assignment/exam for a makeup to be scheduled to the best of your ability. Once you contact me via email, you can then begin gathering your documentation while I work on rescheduling options. If you know in advance that you will be absent for an exam or class, with an approved absence (you must notify me at least **one week** prior to the due date), you may be expected to take the exam or turn in the assignment prior to the due date.

- Students may, one time per course per semester, provide a self-signed excuse, which can be found in Canvas under the miscellaneous module, as documentation of a *medically necessitated* absence from a single class that does **not** coincide with a major graded assessment or assignment due date. Again, for all other medically necessitated absences, students must provide verifiable documentation from a physician, upon request of the course instructor. If a student is found providing false information, a referral will be made to the Office of Student Conduct and may result in disciplinary action.
- If you miss a class, it is your responsibility to keep up with the required readings. Although lecture notes will **not** be shared or posted online, feel free to obtain lecture notes from a classmate upon your return and refer to the tentative course schedule for a reference. Any reasons for missing class that are not outlined above will not excuse you from missing a deadline.
- Please note: missed exams and quizzes may be in a different format, to include, but not limited to, fill-in-the blank, short-answer or essay format. Also, I reserve the right to ask for documentation in order to approve the make-up assignments and/or exams and quizzes.
- All assignments are graded based on the initial submission, and no resubmissions will be accepted to improve grades or earn partial credit. It is essential to ensure that the work you submit represents your best and final effort. Similarly, retakes of exams are not permitted under any circumstances. Please take the time to carefully review and prepare your work and study thoroughly for exams, as all assessments provide a single opportunity to demonstrate your understanding and mastery of the material.
- Please see the examination policy for further details.
- Religious Observances and Athletes→ if you are unable to attend class or take an exam due to a known religious observance or athletic obligation, you will need to discuss this with me and submit the necessary documentation (signed religious letter, university athletic travel schedule, etc.) **no later than September 18, 2026** to excuse your absence. Failure to notify me by this date will result in receiving a zero for the missed exam/assignment if you miss class. It is your responsibility to arrange an alternative date to complete exams/assignments **prior** to the missed class *regardless* if you handed in your religious observance letter or athletic travel schedule!

Tentative Course Schedule:

Week:	#	Date:	Topic & Reading Assignments:
Week 1	1	Mon, Aug 31	Intro to the class
	2	Wed, Sep 2	Ch. 1: Origins and Evolution of American Policing
	3	Fri, Sep 4	Finish Ch. 1 <i>via Zoom</i>
Week 2	4	Mon, Sep 7	***** LABOR DAY – NO CLASS *****
	5	Wed, Sep 9	Ch. 2: Policing in the American Context
	6	Fri, Sep 11	Finish Ch. 2 <i>via Zoom</i>
Week 3	7	Mon, Sep 14	Ch. 3: Law Enforcement Agencies and Their Organization

	8	Wed, Sep 16	Ch. 3 continued
	9	Fri, Sep 18	*APA tutorial/quiz due on Canvas* Finish Ch. 3/Review for Quiz 1 <i>via Zoom</i>
Week 4	10	Mon, Sep 21	**Quiz 1 (Chapters 1-3) on Canvas *Group Interview and Research Paper in class assessment and preparation
	11	Wed, Sep 23	Ch. 4: Becoming a Cop
	12	Fri, Sep 25	Finish Ch. 4 <i>via Zoom</i>
Week 5	13	Mon, Sep 28	<i>Guest Speaker in person</i> → A Career in Law Enforcement
	14	Wed, Sep 30	Ch. 5: Police Subculture
	15	Fri, Oct 2	Ch. 5 continued <i>via Zoom</i>
Week 6	16	Mon, Oct 5	Finish Ch. 5
	17	Wed, Oct 7	Ch. 6: Police Discretion and Behavior
	18	Fri, Oct 9	Finish Ch. 6 /Review for Quiz 2 <i>via Zoom</i>
Week 7	19	Mon, Oct 12	*****FALL BREAK – NO CLASS*****
	20	Wed, Oct 14	**Quiz 2 (Chapters 4-6) on Canvas → due at 11:59 p.m. for this quiz only <i>Guest Speaker in person</i> → MSP
	21	Fri, Oct 16	Review for Exam 1 (Ch. 1-6) <i>via Zoom</i>
Week 8	22	Mon, Oct 19	In class Exam 1 (Ch. 1-6)
	23	Wed, Oct 21	*Group Interview & Research Paper in class assessment and preparation Ch. 7: Core Police Functions
	24	Fri, Oct 23	Finish Ch. 7 <i>via Zoom</i>
Week 9	25	Mon, Oct 26	Ch. 8: Community Policing/Involvement
	26	Wed, Oct 28	Ch. 8 continued
	27	Fri, Oct 30	*Group Interview & Research Paper Topic due on Canvas* Finish Ch. 8 <i>via Zoom</i>
Week 10	28	Mon, Nov 2	Fighting Crime: Community Policing and Laws Documentary
	29	Wed, Nov 4	Ch. 9: Policing in the Modern Era
	30	Fri, Nov 6	Finish Ch. 9 <i>via Zoom</i>
Week 11	31	Mon, Nov 9	**Quiz 3 (Chapters 7-9) on Canvas Ch. 10: Policing and the Law
	32	Wed, Nov 11	Ch. 10 continued

	33	Fri, Nov 13	<i>Guest Speaker via Zoom</i> → A legalistic perspective
Week 12	34	Mon, Nov 16	Ch. 11: Civil Liability and Accountability
	35	Wed, Nov 18	***Group Interview & Research Paper due*** Policing the Police Documentary
	36	Fri, Nov 20	Ch. 12: Deviance, Ethics, and Professionalism/Review for Quiz 4 <i>via Zoom</i>
Week 13	37	Mon, Nov 23	**Quiz 4 (Chapters 10-12) on Canvas Ch. 13: The Use of Force
	38	Wed, Nov 25	*****THANKSGIVING BREAK – NO CLASS*****
	39	Fri, Nov 27	*****THANKSGIVING BREAK – NO CLASS*****
Week 14	40	Mon, Nov 30	Finish Ch. 13/Review for Exam 2 (Chapters 7-13)
	41	Wed, Dec 2	***Exam 2 (Chapters 7-13) in class***
	42	Fri, Dec 4	Group presentation preparation <i>via Zoom</i>
Week 15	43	Mon, Dec 7	Class Presentations
	44	Wed, Dec 9	Class Presentations
	45	Fri, Dec 11	Catch-up day <i>via Zoom</i>
Finals Week			*****There is no Final Exam for this class*****

****Note:** This is a tentative schedule, and subject to change as necessary – monitor the course ELMS page for current deadlines. In the unlikely event of a prolonged university closing, or an extended absence from the university, adjustments to the course schedule, deadlines, and assignments will be made based on the duration of the closing and the specific dates missed.

Grading System:

		Points	≈Weighted %
APA tutorial/quiz		10	2%
Exams/Quizzes/Projects			
Four Quizzes		100	20%
Exam 1		100	20%
Exam 2		100	20%
Group Interview & Research Paper		100	20%
Group Interview & Current Event Presentation		40	8%
Classwork			
Participation		50	10%
TOTAL POINTS		500	

As noted above, students may earn up to **500** points for this course, distributed in the above chart. The four quizzes (4x25 points) and the two exams (Exam 1 & 2 = 100 points) may consist of multiple choice, fill-in-the-blank, true or false, or short answer. **Please note that students may earn up to 10 points of**

extra credit throughout the semester. Students must be present in class to earn these points, no exceptions.

Course Grading Scale:

A+	97 - 100%
A	93 - 96%
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%
D-	60 - 62%
F	Below 60%

****Please note:** Grades in this course are determined based on the work you submit and the standards outlined in the syllabus. As such, I do not round up or curve grades. To ensure fairness and equity for all students, I adhere strictly to these policies. This approach is also why I provide opportunities for extra credit during the course, which is worth more than a .5% threshold bump for final grades. Requests to adjust final grades that are not reflective of your earned performance will not be considered. I appreciate your understanding and your commitment to doing your best in this course.

Classroom Etiquette:

Remember, every professor has their own unique teaching style, policies, and approach to content delivery. Please plan to arrive a few minutes early and to remain until class is dismissed to avoid disrupting class discussions or your classmates' concentration.

- All electronic devices must be turned to **silent** when in class.
- No cell phones may be used in class, unless authorized.
- Texting in class is not allowed. If you need to communicate with someone during class due to an emergency, simply excuse yourself to do so outside the room.
- I will allow laptops in the classroom, but **ONLY** to assist you in notetaking or to access the text. If I find that the student is using their laptop for other means, I reserve the right to restrict you from using it in my classroom.
- I **do not** allow recording devices in my classroom unless you have proper authorization to do so.
- I also **do not** allow the student to take pictures of my PowerPoint slides because the slides are designed to complement the lecture, not serve as standalone materials. This policy encourages students to engage actively during class, take detailed notes, and participate in discussions. Additionally, some content may be proprietary or intended for educational purposes only, and distributing it without proper context could lead to misunderstandings. Therefore, the student is expected to take notes by hand or use their laptop. If you are having trouble taking notes, it is best to ask one of your peers for assistance prior to the class. There are also services through the disability office that can offer note-taking assistance if needed. I will be asking for a volunteer to take class notes, though this is not guaranteed. If available, these notes are for occasional,

unavoidable absences only and should not replace regular attendance.

- I should not have to say this, but do not vape/smoke in class!

You are expected to read the assigned readings as a preparation for each class. Please keep in mind that class is conducted at university level meaning students should not expect the professor to cover **ALL** of the material contained in the text nor all of the assigned readings. The purpose of those assigned readings is to provide the foundation necessary for the student to understand the material and participate in classroom discussions in a knowledgeable and productive manner. *Accordingly, examinations may include material drawn from the assigned readings that is not explicitly covered during class meetings.*

Friendly Reminders:

- **CRIMINAL JUSTICE IS A SUBJECT THAT DISCUSSES A LOT OF SENSITIVE INFORMATION**
- Sexual assault and rape, race, religion, stereotyping, racial profiling, death penalty, victims/survivors, corruption, politics, etc.

This course explores crime and the individuals involved in it. By its very nature, this subject often entails discussions of trauma and traumatic events. While it is impossible to predict how certain topics may affect individuals, I recognize that many students may have personal experiences with trauma related to crime or the criminal justice system. As such, some of the material covered in this course may be challenging or distressing.

If you find yourself struggling with any of the course materials, please prioritize your self-care. You are encouraged to pause your engagement with the material, whether it's a book, article, or discussion, until you feel ready to continue. If you would like to discuss your concerns, I am available during office hours and can help connect you with a specialist or appropriate resources for additional support. However, please note that University policy requires me to report certain information if specific crimes have occurred on campus.

For additional confidential support, the following resources are available:

- **UMD CARE Office:** 301.314.2222
- **UMD Counseling Center:** 301.314.7651
- **UMD Mental Health Service:** 301.314.8106

If you are in crisis, feeling at risk of harming yourself or others, or experiencing a mental health emergency, please call 911 or visit the nearest emergency room.

In addition, please keep an open mind, but be respectful when listening and discussing a topic. **Any** misconduct will **not** be tolerated. However, please respectfully speak up and voice your opinion. We may be able to learn from you!

- Don't talk over each other
- Open Discussion class → more discussion the better and I will appreciate this!
 - If you don't like talking now you will by the end of this class
- As university learners, I expect you to share your experiences and knowledge with your peers in course discussions respectfully.

- As university learners, I expect active participation and commitment to your learning experience.
- As university learners, I expect you to communicate professionally with me about your progress in this course.
- As university learners, I know you expect prompt and qualitative feedback that will foster learning. I will make every effort to provide timely feedback on course assignments. I define “timely” as within two weeks of the assignment deadline.
- As university learners, I know you expect to apply what you are learning in your personal and professional lives.

As university learners you should be fully aware of how to write using APA, when applicable. The APA tutorial and quiz will also help you become more familiar with this writing style for this and future classes. I have provided a few helpful tips below for you to attempt to achieve the maximum points on any writing assignment:

- Use Times New Roman 12-point font
- Use a title page for papers
- Have a sufficient introduction, body, and conclusion
- When using quotes, please include the page number(s), Ex. (Price, 2018, p. 1 or pp. 1-5)
- When using 40 or more words you need to use block formatting
- Make sure your references are in alphabetical order
- DO NOT use Wiki, it is NOT a scholarly source
- Avoid writing in first person for papers. First person is acceptable if you are writing a research paper based on your personal research you conducted.
- Avoid back-to-back quotes. I want to hear your voice. Please keep in mind that in a paragraph (5-10 sentences) there should only be 1-2 quotations. Your paper should be a balance of your *informed* opinion supported with factual information.
- DO NOT plagiarize! Using a former paper from another class (dovetailing) is considered plagiarism. DO NOT TRY IT!
- Another helpful website for APA tips would be: <https://owl.purdue.edu/>

Email:

Please check the course website and email via Canvas regularly for announcements and emails regarding this class. Your UMD email account (through Canvas) will be used for course communication. If you do not use this email account regularly, be sure to set it up such that you will receive these messages one way or another. If you don’t anticipate checking your Canvas course mail regularly, you can set it up so that course emails also appear in your UMD email account. You are responsible for any information (changes to the course schedule, clarifications of assignments, etc.) that is distributed through this venue. If I have an emergency, I will notify you as soon as possible through this system. Please check it on a regular basis.

The best way to get a hold of me would be by **Canvas email**. However, if you prefer to see me in person, please stop by my office hours or make an appointment via email. Keep in mind if you do not make an appointment, you may have a longer wait time than you expect. A good rule of thumb is: if the question or comment you have is more than 4 sentences, it probably should be asked in person. **When you are emailing me, please be sure to email through Canvas for any class questions.** I get a lot of emails and I want to make sure I am responding to the correct student for the correct class.

Please be professional in all communication and provide detailed content. Specifically, please avoid writing in the form of texting or instant messaging and in all class related emails please address the person to whom it is sent and sign your name. I strive to respond to emails received during regular business hours (Monday–Friday, 9:00 a.m.–5:00 p.m.) on the same day whenever possible. Please note that I do not respond to emails over weekends or on holidays; in such cases, you can expect a response by 5:00 p.m. on the next business day. If you do not receive a reply within 48 hours of the anticipated response time, kindly resend your email.

Before reaching out, I encourage you to review the syllabus and Canvas announcements/emails to see if your question has already been addressed (e.g., "What chapter are we assigned to read for a specific date?"). This will ensure efficient communication and timely responses to your inquiries. Know that the usual maintenance period for Canvas may be between 5:00 – 7:00 A.M. During that time, Canvas may not be available.

Examination Policy:

Examinations are an essential component of this course and are designed to assess your understanding of the material covered. To maintain fairness and uphold the integrity of the examination process, the following policies will apply:

No make-up tests or quizzes will be given unless I have been notified **prior** (to the best of their ability depending on the circumstances) to the exam/quiz being administered and only in circumstances of **absolute necessity** (funeral, hospitalization, illness of the student or immediate family member, car accident, medical condition, subpoenaed for court, military duty, religious observances, college athletic game, etc.) will a make-up exam/quiz be given. I reserve the right to ask for documentation in order to approve the make-up exam or quiz. Changes in employment schedules, personal travel, traffic/transit problems, miscalculating due dates, or simply "I forgot" or "I overslept", etc. **do not** qualify as excused absences.

If you miss an exam and notify me after the start of the exam, you will **NOT** be able to reschedule the exam, depending on the circumstances. Any questions about the exam material need to be emailed to me by 5:00 p.m. (ET) the day before the exam.

Students are expected to arrive on time for all scheduled examinations. Arriving late not only disrupts the testing environment, but also affects your ability to complete the exam within the allotted time.

- If you arrive after the examination has started and a student has already submitted their exam, you will **not** be permitted to take the exam. It is crucial to arrive early to ensure you can participate.
- If you arrive within 20 minutes of the start time and no one submitted their completed exam, yet, you may still take the exam; however, no additional time will be granted. For example, in a 50-minute class, arriving 20 minutes late will leave you with only 30 minutes to complete the exam.
- Students should account for potential delays, such as traffic or parking, and plan to arrive early. Being prepared and punctual reflects a professional attitude that will benefit you in both academic and professional settings.

Make-up quizzes/exams will be in a different format, and may also include fill-in-the blank, short-answer, and essay format, and may be given at the *end* of the semester. Also, I reserve the right to ask for documentation in order to approve the make-up assignments and/or exams and quizzes. Some things to keep in mind:

- Do not leave the room when an exam is being administered.
- Please go to the bathroom *before* the exam.
- Turn your phones on silent and store them away.
- Everything should be off your desk, except your writing utensil and the exam material.
- Bags, purses, bookbags, laptops, etc. should be closed and placed on the floor.
- Hats must be removed or turned around, and hoods must be taken off during the examination.
- The use of headphones or earbuds is strictly prohibited during the exam. Do not search on your smartwatch or watches with internet capabilities during the exam.
- I will be monitoring the exam. Cheating will not be tolerated! Any misconduct will result in a zero and you will be referred to the Office of Student Conduct. Do yourself a favor, DO NOT TRY IT!

Policies and Resources for Undergraduate Courses:

It is our shared responsibility to know and abide by the University of Maryland's policies <https://www.ugst.umd.edu/courserelatedpolicies.html> that relate to all courses, which include topics like:

- Academic integrity
- Grade disputes
- Accessibility, accommodations, and resources
- Notice of Mandatory reporting
- University-Wide Emergency
- Copyright and intellectual property

Please visit www.ugst.umd.edu/courserelatedpolicies.html for the Office of Undergraduate Studies' full list of campus-wide policies and follow up with me if you have questions.

Academic Integrity Policy:

Academic integrity is the pursuit of scholarly activity in an open, honest, and responsible manner. An environment of academic integrity is necessary in order to respect oneself and others and to maintain a civil community. Academic integrity is a basic guiding principle for all academic activity at the University of Maryland, and all members of the University community are expected to not engage in or tolerate acts of falsification, misrepresentation, or deception. Such acts of dishonesty violate the fundamental ethical principles of the University community and compromise the worth of work completed by others.

Such acts of dishonesty include cheating or copying, plagiarizing, self-plagiarizing (for example: handing in a previously submitted paper), submitting another persons' work as one's own, using Internet sources without citation, fabricating field data or citations, "ghosting" (taking or having another student take an exam), stealing examinations, tampering with the academic work of another student, facilitating other students' acts of academic dishonesty, etc. Students charged with a breach of academic integrity will receive due process and, if the charge is found valid, academic sanctions may range, depending on the severity of the offense, from a grade of "F" for the assignment to a grade of "F" for the course.

The University's Code of Academic Integrity is designed to ensure that the principles of academic honesty and integrity are upheld. In accordance with this code, the University of Maryland does not tolerate academic dishonesty. Please ensure that you fully understand this code and its implications

because all acts of academic dishonesty will be dealt with in accordance with the provisions of this code. All students are expected to adhere to this Code. It is your responsibility to read it and know what it says, so you can start your professional life on the right path. **As future professionals, your commitment to high ethical standards and honesty begins with your time at the University of Maryland.**

The use of AI tools and course assistance sites is not permitted in this course. This includes ChatGPT, Gemini, Course Hero, and similar tools and sites. AI generated content is not an acceptable source for any assignment unless the instructor explicitly grants permission. Material taken or copied from these sites can be deemed unauthorized material and a violation of academic integrity. These sites offer information that might be inaccurate or biased and most importantly, relying on restricted sources will hamper your learning process, particularly the critical thinking steps necessary for college-level assignments.

Additionally, students may naturally choose to use online forums for course-wide discussions (e.g., Group lists or chats) to discuss concepts in the course. However, collaboration on graded assignments is strictly prohibited unless otherwise stated. Examples of prohibited collaboration include: asking classmates for answers on quizzes or exams, asking for access codes to clicker polls, etc. Please visit the [Office of Undergraduate Studies' full list of campus-wide policies](#) and reach out if you have questions.

Plagiarism:

Derived from the Latin word Plagiarius, plagiarism is defined by Alexander Lindly as "The false assumption of authorship: the wrongful act of taking the product of another person's mind and presenting it as one's own." (Plagiarism and Originality. New York: Harper, 1952, p. 2). Plagiarism may take the form of repeating another's sentences as your own, adopting a particularly apt phrase as your own, paraphrasing someone else's argument as your own, or even presenting someone else's line of thinking in the development of a thesis as though it were your own. In short, to plagiarize is to give the impression that you have written or thought something that you have in fact borrowed from another. Although a writer may use another person's words and thoughts, they must be acknowledged as such. Plagiarism is cheating. Any student caught plagiarizing the work of another will, at the very least, receive an "F" for the course, and could lead to expulsion from the University. Your attention is again directed to the "Academic Integrity" policy with regards to this important topic.

Plagiarism is considered to be any one or more of the following:

1. Extracting any sentence from another text without quotation marks and a supporting citation.
2. Extracting a portion of any sentence from another text without enclosing it in quotation marks and a supporting citation.
3. "Cut-&-Paste" or "Mosaic" plagiarism occurs when a student eliminates or adds one or two words to an existing sentence or abbreviates a compound sentence. (For example, the first of the three following sentences is the original in a text, and it appears as a properly cited quotation. Those that follow the first sentence would be considered "cut-and-paste" plagiarism. "The German sociologist Max Weber, although best known to students of public administration for his analysis of rational bureaucracy, has had a broad impact on the social sciences" (Denhardt, 1993, p. 30). "It has been said that Max Weber, although best known to students of public administration for his analysis of rational bureaucracy, has had a broad

impact on the social sciences." "The German sociologist Max Weber has had a broad impact on the social sciences."

4. Also considered under this title is any paper submitted in which the cited material is not designated by quotation marks in the text of the paper. It has been my experience that authors of such papers are attempting to shield themselves under a mantle that has come to be known in political circles as "Plausible Deniability." In short, "I didn't know what I was doing was wrong." Now you know!
5. **The rule of thumb for this course is, if you use four or more of the original words of an author, then they must be enclosed by quotation marks and a proper citation with page number must accompany their use.**

Note: For this course, some of your assignments will be collected via Turnitin on our course ELMS page. I have chosen to use this tool because it can help you improve your scholarly writing and help me verify the integrity of student work. For information about Turnitin, how it works, and the feedback reports you may have access to, visit [Turnitin Originality Checker for Students](#). Turnitin performs originality or similarity index checks on submitted papers, checking the submissions against four possible plagiarism sources. These include the Internet; ProQuest, a database that contains full-text articles of many newspapers and magazines; Turnitin's own database of thousands of student papers turned into the site from other universities; and a database of papers submitted from UMD to Turnitin. Once the paper is checked, a similarity index report is sent to the submitter. The report highlights possible instances of plagiarism and the source of the questionable text. **Each student (or one student in a group) is required to submit their paper through Turnitin, which is embedded into Canvas and will automatically produce a similarity index report. Failure to do so will result in a deduction of points at my discretion.**

Keep in mind: one of the most common forms of academic dishonesty occurs when authors type in lines of text from a source without putting them inside quotations or without providing the original author's name and date of publication. Even changing only a few words means this is still plagiarism. It is best to read a passage, remove it from sight, and then paraphrase what you read (put it in your own words).

Grade Disputes:

If you have questions or concerns about your grade(s) and believe I should review them, you must submit a written request over email that describes your concern in detail within **one week** after grades for the relevant assignment have been posted.

Where to Get Extra Help:

If you miss a lecture, it is your responsibility to keep up with the required readings as lecture notes will not be shared after class or posted online. Other students in the class are a great resource. Exchange phone numbers/email addresses the first week of classes, form study groups, share class notes since you may have missed parts others did not, and ask each other questions. Also, do not hesitate to contact me through Canvas. I will be asking for a volunteer to take class notes, though this is not guaranteed. If available, these notes are for occasional, unavoidable absences only and should not replace regular attendance. For further assistance, please refer to the mental health and disability services section.

Mental Health:

“At the University of Maryland, we are a community dedicated to supporting our own mental health and each other. Prioritizing your mental health is essential for your academic success and personal well-being. Use [this website \(https://mentalhealth.umd.edu/\)](https://mentalhealth.umd.edu/) to find mental health and wellness resources available to our Terp community on a variety of topics, including crisis support, counseling, academics, wellness, and connection. We encourage you to bookmark the website for yourself and to share it with others in need. Remember, seeking help is a sign of strength, and there are many resources available to support you during challenging times.” The Counseling Center is available 24/7, including holidays at 301-314-7651. In addition to taking care of your mental health, I encourage you to stay on top of your attendance. Regular participation for class is crucial for your success in this course. If you must miss class, please remember to follow my attendance policy by emailing me, through ELMS-Canvas, **before** the start of class. In your email, provide a brief explanation for your absence, and be sure to attach any necessary documentation as soon as possible **after** contacting me. Communication and accountability are key to staying on track and making the most of your learning experience.

Disability Services:

Welcome to disability services at UMD!

UMD welcomes students with disabilities into the University’s educational programs. The University of Maryland is committed to creating and maintaining a welcoming and inclusive educational, working, and living environment for people of all abilities. The University of Maryland is also committed to the principle that no qualified individual with a disability shall, on the basis of disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of the University, or be subjected to discrimination. The [**Accessibility & Disability Service \(ADS\)**](#) provides reasonable accommodations to qualified individuals to provide equal access to services, programs and activities. ADS cannot assist retroactively, so it is generally best to request accommodations several weeks before the semester begins or as soon as a disability becomes known. Any student who needs accommodations should contact me as soon as possible, so that I have sufficient time to make arrangements.

For assistance in obtaining an accommodation, contact Accessibility and Disability Service at 301-314-7682, or email them at [**adsfrontdesk@umd.edu**](mailto:adsfrontdesk@umd.edu). Information about [**sharing your accommodations with instructors, note taking assistance**](#) and more is available from the [**Counseling Center**](#).

Student Resources and Services

Taking personal responsibility for your own learning means acknowledging when your performance does not match your goals and doing something about it. I hope you will come talk to me so that I can help you find the right approach to success in this course, and I encourage you to visit [**UMD’s Student Academic Support Services website**](#) to learn more about the wide range of campus resources available to you. In particular, everyone can use some help sharpening their communication skills (and improving their grade) by visiting [**UMD’s Writing Center**](#) and schedule an appointment with the campus Writing Center. You should also know there are a wide range of resources to support you with whatever you might need ([**UMD’s Student Resources and Services website**](#) may help). If you feel it would be helpful to have someone to talk to, visit [**UMD’s Counseling Center**](#) or [**one of the many other mental health resources on campus**](#).

Once you have been approved for accommodations, you will be provided with an accommodation letter to share with your instructors as early in the semester as possible. An updated letter should be obtained each semester.

***Please note: It is your responsibility to discuss with me your accommodations **as soon as possible, but no later than September 18 (first quiz is due September 21st)**. This can be achieved during office hours in person or via Zoom. Do not assume I received your accommodation letter and I do not have questions. I am not able to accommodate students who are not registered with ADS or who do not provide me with documentation that has been reviewed by ADS. ADS students who are requesting to take their exams at the ADS testing office in Shoemaker Hall need to make arrangements to do so through the ADS website at least **one week** prior to the exam; failure to do so will mean that the student must take the exam with the rest of the class. Any student taking an exam at the ADS office is expected to take the exam on the same day and at the same time starting time as the rest of the class. If you feel that you are unable to take the exam at the same day due to a scheduling conflict (another class), you must discuss this with me prior to submitting your request to the ADS testing office and submit documentation of your conflict. Also, I welcome friendly Canvas email reminders on needing time adjustments on your online quizzes, for example. Open communication is key, so be sure to schedule a time to meet with me via Canvas email as soon as you receive your accommodation letter.

Notice of Mandatory Reporting:

As a faculty member, I am designated as a “Responsible University Employee,” and I must report all disclosures of sexual assault, sexual harassment, interpersonal violence, and stalking to UMD’s Title IX Coordinator per University Policy on Sexual Harassment and Other Sexual Misconduct. If you wish to speak with someone confidentially, please contact one of UMD’s confidential resources, such as CARE to Stop Violence (located on the Ground Floor of the Health Center) at 301-741-3442 or the Counseling Center (located at the Shoemaker Building) at 301-314-7651. You may also seek assistance or supportive measures from UMD’s Title IX Coordinator by calling 301-405-1142, or emailing titleIXcoordinator@umd.edu. To view further information on the above, please visit the [Office of Civil Rights and Sexual Misconduct's](https://ocrsm.umd.edu) website at ocrsm.umd.edu.

In the Event of a University-Wide Emergency:

On occasion, the university may have a delayed opening or be closed due to inclement weather. Please make sure you check our ELMS page and Canvas email for any updates on assignment changes on these dates.

Emergency Procedures Statement:

Faculty, staff, and students may need to evacuate campus buildings for several reasons (fire or alarm activation, discovery of a suspicious object, etc.). The following points provide *guidance* on emergency evacuations:

- Be familiar with evacuation maps posted within the building. Know the location of at least two exits and the corresponding evacuation routes from the classroom.
- Exit the building as quickly and calmly as possible using the nearest safe exit if prompted to do so. Do not use any elevators.
- Move to the building’s “Designated Meeting Site”, or another safe location outside the building.

- Do not re-enter the building until you have been instructed to do so by public safety officials. The silencing of alarms does not necessarily mean that the emergency is over.

Any student who may require assistance when evacuating the building should notify the instructor, so that arrangements can be made to ensure their safety during an emergency.

Copyright and Intellectual Property:

Class lectures and other course materials are copyrighted and may not be reproduced for anything other than your personal use in this course without the permission of the course instructor. Course materials are the property of the course instructor and you should NOT sell them, do not post them on a website, do not take pictures or screenshots of them, and do not record them without documented permission from the course instructor. Be aware that copyright infringements may be referred to the Office of Student Conduct and considered a violation under Part 9(k).

Participation Rubric:

Level 1 Participation (Beginner)	• Little or no advance preparation • Allow others set and pursue the agenda • Observes passively and says little or nothing • Responds to questions • Attendance record is haphazard and inconsistent; may be absent or late without notice
Level 2 Participation (Novice)	• Moderately prepared in advance • Takes some part in setting group goals and agendas • Participates in discussions, letting others provide the direction • Occasionally introduces information or asks questions • If likely to be absent or late, informs others ahead of time and arranges to cover own responsibilities
Level 3 Participation (Proficient)	• Well prepared in advance • Takes a large part in setting group goals and agendas • Actively participates in discussion and asks questions • Listens actively and shows understanding by paraphrasing or by acknowledging and building on others' ideas • Volunteers willingly and carries own share of the group's responsibilities
Level 4 Participation (Advanced)	• All of the markers of proficient participation, plus: • Draws out ideas or concerns of others, especially those who have said little • Re-visits issues or ideas that need more attention • Helps the group stay on track • Summarizes group decisions and action assignments
Accessed online December 30, 2009 at http://manoa.hawaii.edu/assessment/resources/rubricbank.htm and adapted. Original adapted from Bowling Green University http://www.bgsu.edu/offices/provost/Assessment/Particip.htm	

*In combination of completing in class activities

Covid-19 Policy and Guidelines:

- Students are expected to always comply with current university masking policies in the classroom as they may change.
- I may ask people to wear masks in my private office spaces or I may wear a mask in the classroom for safety precautions.
- Remember, if you have Covid or another illness, please adhere to your doctor's and the university's recommendation to alleviate the spread of this illness.