Syllabus for CCJS 498C Spring 2015
Instructor- Alexis Wendt
MW 1530-1645 LEF1220**

Textbook

There is no textbook for this course. You will be tested on lectures and handouts you receive during the classes. There will be a fee (in the range of $10 to $20) for the CPR & First Aid Certification Card, please bring a check or cash with you the day of the class.

Academic Integrity

The University of Maryland has a student-administered Code of Academic Integrity. The Code defines academic dishonesty as cheating, fabrication, facilitating academic dishonesty, and plagiarism. Examples of violations include copying material from the internet or other sources without proper citation; submitting the same paper for credit in two courses without authorization; buying papers; helping other students to cheat; using unauthorized study aids on exams. Violations of the Code of Academic Integrity will be reported and students will be subject to university penalties.

Grading Scale

Class attendance 20%
Semester Goals 20%
Contract & CPR tests 20%
Contract Paper 10%
Ride-Along Paper 10%
Final Exam 20%

CCJS 498C Requirement Information

Class Attendance

Attendance is required and will be taken by me during each class. This class will follow the University’s attendance policy outlined online at [http://www.testudo.umd.edu/soc/atedasse.html](http://www.testudo.umd.edu/soc/atedasse.html)

Students are expected to attend all classes. Any material presented in lecture may be on examinations. Any minor adjustments to the course schedule, if made, will be announced in class. In case of an absence, it is the student’s responsibility to contact the instructor or a classmate to find out what was missed.

University policy excuses the absences of students for illness (self or dependent), religious observances, participation in University activities at the request of University authorities, and compelling circumstances beyond the student’s control. Students must submit the request for an excused absence in writing and supply appropriate documentation, e.g. medical documentation.

**Locations of classes may differ based on the nature of the class. For example, when we have guest speakers from other departments, we will most likely hold class in Litton.
University policy on religious observances provides that students should not be penalized because of observances of their religious beliefs; students shall be given an opportunity, whenever feasible, to make up within a reasonable time any academic assignment that is missed due to individual participation in religious observances. It is the student’s responsibility to inform the instructor by **February 9th, 2015** of any absences, and arrangements will be made for make-up work or Examinations.

**Contract Tests**

Each student will be required to complete the contract tests for all current contracts, even if they have already completed the tests prior to enrolling in the SPA Academy. If necessary, due to unforeseen or extenuating circumstances, contract tests may be taken outside of class. However, this will require approval by me. Contract tests must be completed by **April 1st, 2015**.

**Contract Participation**

Each student will be required to work one shift from any two contracts they have never worked before, not including ones you currently are signed up to work (Spring 2015). SPAs will be paid for all shifts worked. SPAs need to be trained for the shift before they work it. A hint to fulfilling this segment: look at the one time sign up list and the sub request board to see who is looking for subs for the shifts you need. Contracts must be completed by **April 27th, 2015**.

**Contract Paper**

Each student will submit a paper consisting of recommendations & ideas for ways that each of the contracts can be improved. These suggestions should be reasonable and be at least ½ of a page for each contract. Each student will write about the two additional shifts they choose to work. If you have recommendations for other contracts, the ones you are scheduled to work in Spring 2015, feel free to submit those comments also. The contract paper is due by **April 27th, 2015** but can be turned in earlier if complete.

**Ride-Along Paper**

Each student will be required to complete one ride-along for a minimum time of four hours with UMDPS during the spring semester. The paper should be at least two pages but no more than four pages (double spaced). The paper should document the types of calls/incidents the officer encountered. The paper should include your feelings, observations, and comments about the ride-along. Scheduling the UMDPS ride-along should be done through e-mail via Mr. Bier's address **JBier@umpd.umd.edu**. Inform Mr. Bier of what dates you are available for a ride-along, and he will get back to you within a week. The ride-along paper is due by **April 13th, 2015** but can be turned in earlier if complete. You should make an effort to do the ride-along early in the semester because other classes have a similar requirement and you could get shut-out.

*If this is your first ride-along, you will be paid for it! (only for the first four hours)*
**Semester Goals**

The point of this class is to reward you all for your hard work and ensure you are well prepared for promotion to SPA III or the next highest rank to your current one. Therefore all SPAs enrolled in this class will meet their semester goals in order to fulfill 20% of their grade in the course and as prescribed by the Police Aide Supervisor in charge of promotions. Because shifts run over exam week, if you are signed up for the necessary shifts by **May 13th, 2015** I will consider this to be acceptable. This accounts for 20 percent of your final grade.

**Papers**

Each Student will write two short papers in this class. Each one is to be typed, double spaced, and have 1 inch margins. They will be written in Times New Roman 12 point font with a proper MLA heading. Failure to comply with these regulations will result in the paper being considered late. Students will have the opportunity to resubmit papers for consideration of a higher grade by the next class period after they are handed back. In order to qualify for this the student must have originally submitted their paper on time. Late papers will lose 5 points per class day that they are late. Electronic submissions will not be allowed, so please make arrangements to get the paper to me before class.

**Final Exam**

The final exam will be given on **Monday, May 11th, 2015 at 3:30pm** in the regular classroom. It will consist of multiple choice, true/false and short answer questions. The questions will be based on the lecture & contract portion of the class and may include information from handouts received during these classes. There will be a review for the test on Wednesday, May 6th, 2015.

Grades must be submitted to UMEG no later than 1 day after the last day of finals of the semester.

**Credit for CPR & First Aid**

Each student will have the opportunity to earn one credit for completing the CPR & First Aid portion of the class. The credit is given through the cooperation of the UMCP Health Department and is earned under HLTH 489 section TBA. There is a mandatory fee which covers the cost of the American Red Cross CPR & First Aid certification Card. Please bring a check made payable to the American Red Cross or bring cash with you on the first day of the CPR Class.

**Due Dates for Assignments:**

All Contract Tests: Wednesday 04/01/15
Ride Along Paper: Monday 04/13/15
Two Contracts (You haven’t worked before) and Paper: Monday 04/27/15
Final Exam and Semester Goals: Monday 05/11/15 (Review on Wednesday 05/06/15)