

# Syllabus for CCJS 498C Spring 2019

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**CCJS 498C:** Selected Topics in Criminology and Criminal Justice; Police and Campus Interaction

**Instructors:** Julia Garman (JGarman@UMPD.UMD.EDU) and Lexus Thorn (LThorn@UMPD.UMD.EDU)

**Time and Location:** Monday and Wednesday 1530-1645 hours, Jimenez 0125

**Office Hours:** (Pocomoke Bldg.) Thursday and Friday 0800-1630.

## Grade Calculation

Student will be graded in 7 categories. The distribution being as such:

1. Participation – 20 points – 20%
2. Semester Goals – 20 points – 20%
3. Contract Tests – 10 points – 10%
4. Reaction Papers – 10 points – 10%
5. Ride-Along Paper – 10 points – 10%
6. Contract Papers – 10 points – 10%
7. Final Exam – 20 points – 20%

The final grade will be out of 100 points. Students will be able to keep track of their grades through a Google Doc, which will be updated after each major assignment is due. Students are identified on the Google Doc via their UIDs, rather than their names, to uphold anonymity. At the end of the semester, the final grades will be submitted to the ASC, in addition to the CCJS Department and the HLTH Department, to record on your personnel folder for future promotion into SPA III.

**Please note that continued employment through the Spring 2019 semester is required in order to pass this course.**

## Course Requirement Information and Procedures

### 1. Participation

Attendance contributes to 15 of the total 20 points for this category. The other 5 points can only be gained by active participation in class. Ways to show active participation include, but are not limited to: asking engaging questions of guest speakers, being active in class discussions, performing one's best in physical testing and defense tactic days, arriving to class on time and properly dressed.

**Attendance is required and will be taken during each class.** This class will follow the University's attendance policy outlined online at <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.

*For our PT day(s), students MUST attend class per our regular attendance policy. Students may opt out of participating in the physical activities, and will be able earn participation points by assisting the instructors and assisting fellow students participating in the physical tests.*

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.

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 8<sup>th</sup>, 2019** of any absences, and arrangements will be made for make-up work or Examinations.

**Unexcused Absence Policy** – Each student will be allowed one unexcused absence with a self-signed note as proof of illness. After that, each absence that does not meet the qualifications of an excused absence (accompanied by proper documentation, i.e. court document or doctor's note) will cause the student to lose 1 point per unexcused absence. This is the equivalent of 1% of the student's final grade.

## **2. 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. Your semester goals are to be completed prior to **May 13<sup>th</sup>, 2019**. Unless otherwise specified due to a recent hiring date, goals for this semester include:

- 3 Basketball Games
- 4 Special Events
- 14 Weekly Sign-ins
- 192 Hours

If you feel you will be unable to meet these requirements, be sure to arrange a deal with the supervisor in charge of Goals and Evaluations as soon as possible.

**NOTE:** The due date for semester goals is the last day of class. This is before finals week and the end of the semester. It is important that you plan accordingly in order to ensure you complete goals before this time.

### 3. 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. Students will take multiple contract tests every Wednesday for the first 6 weeks of classes. You will receive contract manuals via email to review for homework a week prior to every test (with the exception of Week 1). **There will be 14 contract exams, however, the lowest 4 test grades will be dropped as long as all 14 are completed.** The grade from your first attempt is what will be factored into your final grade. **Remedials will be required for each student (only if the student has not completed the test prior to enrolling in SPA Academy), but will not affect the student's grade.**

### 4. Reaction Papers

Throughout the semester, students will receive two handouts of current event articles and look for two on their own relating to policing. **A fifth reaction paper will be written as a reflection on College Park Day.** Students are required to read these articles and produce a reaction paper of 250 words or more in response. A rubric outlining the expectations and requirements for these papers will be distributing in the beginning of the semester.

The day these assignments are due, there will be in-class discussions based on the articles. These activities provide students with an opportunity to enhance one's participation grade. The point of these assignments is to engage in real-world implications of campus (or public) and police interactions.

All students must participate in a service event on Good Neighbor Day, **Saturday April 13<sup>th</sup>, 2019.** After the event, you will have to write a reaction paper to the service(s) you performed. If you are unable to attend that event, contact SPAS Garman or SPAS Thorn **before March 9th.**

### 5. 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 between 750 and 1000 words. 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. When you begin the ride-along, ask the officer if he or she feels comfortable with you taking notes about your experience, that way you have accurate and detailed information to include in your paper. Please note, however, that this information **does not** include personal information or other sensitive information that you may witness during your ride along, please leave this information out. If your ride-along was ended early for any reason, please send an email to either SPAS Garman or SPAS Thorn explaining why it ended early.

Many of you are criminal justice students who will have ride-alongs requirements for other classes. We do not require you to complete two ride-alongs. You may use the same ride-along, even most of the same paper, for another class. However, be vigilant to make sure your paper meets all the requirements for this class as will be outlined in a rubric and distributed in the beginning of the semester. **You will be required to include the case number and officer's name in your paper, as well as the date, start time, and end time of your ride-along.**

Scheduling the UMDPS ride-along should be done through the UMDPS Webpage, **please make sure to try and schedule your ride-along dates two weeks in advance**: [http://www.umpd.umd.edu/services/ride\\_along.cfm](http://www.umpd.umd.edu/services/ride_along.cfm)

(This will be reviewed with you in class early in the semester.) Confirmation of your ride-along request must be sent to SPAS Garman or SPAS Thorn via email by **March 6<sup>th</sup>, 2019** with a time stamp **prior to 1700** on that day.

The ride-along paper is due by **April 10<sup>th</sup>, 2019** 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)**

## **6. Contract Papers**

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 2019). **Construction shifts do not count towards these contract papers.** 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. For SPAs who have worked every shift or only have one shift left available, please speak with either SPAS Garman or SPAS Thorn to come up with an alternative plan of action.

Each student will submit two papers consisting of recommendations and ideas for ways that each of the contracts can be improved. These suggestions should be reasonable and be at least 250 words for each contract. Each student will receive a rubric detailing the expectations and requirements for these papers close to the start of the semester. Both contract papers will be due by **April 24<sup>th</sup>, 2019** but can be turned in earlier if complete.

## **7. Final Exam**

The final exam will be given on **Wednesday, May 13th, 2019** in the regular classroom. It will consist of multiple choice, true/false and short answer questions. The questions will be based on the lecture and contract portion of the class and may include information from handouts received during these classes. There will be a review in class for the test on Monday, May 7th, 2018.

## **Policies, Procedures and other Information**

### **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.

## **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 (usually 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 CPR & First Aid 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.

## **Paper Formatting**

Each Student will write several 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 (name, date, class title only). Do not use contractions in your paper and do your best to proofread your papers. Papers must be turned in via **hard copy** by the due date. Failure to comply with these regulations will result in a markdown of grade.

## **Late Paper Policy**

Late reaction papers will each lose .3 points per class day that they are late. Late contract papers will lose .5 points per class day that they are late. Ride-Along papers will lose 2 points per class day. Electronic submissions will not be allowed, so please make arrangements to have a hard copy turned in during a class time, or make arrangements to meet with a supervisor in the office to have the paper time stamped. Any paper not turned in within 3 classes of the original due date will result in a grade of 0.

## **Dress Attire Policy**

For days in the semester where we have a guest speaker, SPAs will be required to wear business casual attire to class. Classes requiring business casual will be announced in class in advance. At all other times, SPAs will be able to wear daily clothing. On PT and drill days, SPAs will be required to wear appropriate clothing to move around in.

## **Transportation Policy**

For certain days in the semester, depending on the topic and needs of the guest speaker, SPAs will be required to attend classes in different locations. Examples of differing locations include, but are not limited to, EOC,

Litton, and Ludwig Field. Classes requiring SPAs to meet in a different location will be announced in class in advance. **Transportation is the responsibility of the SPA to arrange.** Carpooling with fellow SPAs is recommended and encouraged.

## Grade Distribution

Letter grades will be awarded based on the following percentage distribution:

A+/A = >93%	A- = 90-93%	
B+ = 87-90%	B = 83-87%	B- = 80-83%
C+ = 77-80%	C = 73-77%	C- = 70-73%
D+ = 67-70%	D = 63-67%	D- = 60-63%

F may represent anything from 0 to 59%, depending on the quality of the work.

## Electronics Policy

Laptops will not be permitted in class. Hard copies of handouts and contract manuals will be distributed to SPAs and it is the SPAs responsibility to bring all necessary materials to class. Students are required to take notes during guest speaker presentations and any lecture delivered by SPAS Garman or SPAS Thorn. All cell phones must be on silent. Electronics should not be a distraction and if they become a nuisance for whatever reason, that SPA will be asked to leave the class and will be marked absent for that day.

## Hard Due Dates for Major Assignments

**Reaction Paper 1:** Wednesday February 13, 2019

**Reaction Paper 2:** Wednesday March 06, 2019

**Reaction Paper 3:** Wednesday March 27, 2019

**Reaction Paper 4:** Monday April 22, 2019

**Ride Along Paper:** Wednesday April 10, 2019

**Two New Contracts and Papers:** Wednesday April 24, 2019

**Service Event Reaction Paper:** Wednesday May 01, 2019

**Semester Goals:** Monday May 08, 2019

**Final Exam:** Wednesday May 13, 2019

**Disclaimer:** Assignment Due Dates and Requirements are subject to change based on the discretion of the instructors. Changes to the Syllabus will be announced in class in advance.