Instructor
Chae Jaynes
mamayekc@umd.edu

Communication
Clear and timely communication is a high priority. As you are working through the course, please feel free to email me with any questions or concerns. I will typically respond to your emails within 24 hours. If you do not get a response within 24 hours, please resend the email. All email communication should be through your university “.edu” email address. This will decrease the changes of emails being accidently filtered to junk mail.

Office Hours
Office hours are by appointment- email me and we can set up a time to talk. Any discussion that cannot be feasibly conducted over email can be conducted through Skype instant messaging or voice calling (username: chaejaynes, you can also search for me using my email).

Course Description
This course will provide an introduction to the study of crime and will focus on theories of crime and criminal behavior. Topics that will be discussed include: crime measurement, patterns and trends in crime, crime types, criminological theory.

ELMS
ELMS will be used to post the syllabus, lecture materials, grades, and any relevant communication. Go to http://elms.umd.edu and log in with your Directory ID (logon ID) and password to use this feature. In order to access the website you must be registered for the class.

In the event you have difficulty with ELMS:
• 1. Contact the ELMS support desk at 301-405-1400
• 2. Send me an email letting me know what has occurred (mamayekc@umd.edu)

The nature of an online course is that sometimes technology does not work properly. In this event- do not panic! If there is something wrong we will work with IT to solve this problem and ensure you are given a fair opportunity to access material, take an exam or turn in your assignment. With that being said- please plan ahead and complete your assignments and exams early. Do not wait until the last minute.

Course Readings
  o I encourage you to order your textbook as soon as possible as this is a condensed summer course and reading assignments begin the first week of class.
• Other articles will be posted on ELMS throughout the semester, as “additional readings.”
Course Requirements:

Weekly Announcements:

Each week there will be a document titled, “Week (1,2,3...) Announcements.” This document should be the first thing you open each week. This document will provide additional clarity regarding weekly logistics. This document also serves as a reminder and check-list for your weekly course requirements.

Exams:

There will be three exams over the course of the semester. The exams will not be cumulative and will each be worth 20% of your final grade. The exams will cover materials from both the lectures and readings. Lecture material includes both text from the PowerPoint as well as the attached audio. Readings material includes assigned text from the Adler et al. textbook as well as any additional readings that are assigned throughout the course. Each exam will be timed, giving 70 minutes for completion. Once you begin an exam you must finish it in the same sitting. If an exam is due at 11:59pm Sunday, you must begin the exam at 10:49pm Sunday at the latest to receive the full 70 minutes of time. If you do not start taking the exam until 11:30pm- you will only get 29 minutes to take the exam. Please plan ahead to ensure that you have ample time to complete the exam, that distractions are minimized, and that you have a strong internet connection. As noted above- if any issues arise during your exam please call the ELMS support desk and send me an email detailing the situation.

Respondus Lockdown Browser is required for all exams. Respondus LockDown Browser prevents you from printing, copying, going to another URL, or accessing other applications during a quiz.

- **Installation:** Respondus LockDown Browser provides a custom interface for the Mozilla Firefox, Google Chrome, Internet Explorer (Windows) or Safari (Macintosh) software that is already installed on the computer. It does not modify an existing copy of Internet Explorer or Safari, but rather, installs a separate program that displays a custom browser when it is started. Respondus LockDown Browser uses the same security features and service packs that are currently installed for Mozilla Firefox, Google Chrome, Internet Explorer or Safari. Installing Respondus LockDown Browser won’t modify your current version of Internet Explorer or Safari in any way.
  - Select this link and follow the on-screen instructions to download and install the correct version of Respondus LockDown Browser for your computer.
    - Make sure you download the version compatible with your computer (PC, Mac) on the left side of the screen!

- **Startup**
  - Here is a quick link for a startup guide:
• Once installed, follow these steps to start Respondus LockDown Browser and to take your exam.
• 1) Close all programs, unless one is used to connect you to the Internet.
• 2) Start Respondus LockDown Browser.
  o (For Windows users, locate the “LockDown Browser” shortcut on the desktop and double-click it. Alternatively, click “Start” in Windows, select “Programs,” select “Respondus,” and then click “Respondus LockDown Browser.”)
  o (For Macintosh users, launch “LockDown Browser” from the Applications folder.)
• 3) Upon starting, the browser will go to the login page for Canvas.
  o (A warning message may appear indicating that one or more applications must first be exited, such as an instant messaging application. The browser will offer to close the applications for the user. Alternatively, the browser can be exited and the blocked application can be closed manually before restarting the browser.)
• 4) Log into Canvas by entering your username and password. Select the appropriate course and then select the quiz.
• 5) Click the “Start Quiz!” link to continue. (Note: the “Start Quiz!” link will not appear if any browser other than Respondus LockDown Browser is being used. In addition, the following message will be displayed: “Note: To take this quiz you must use the Respondus LockDown Browser.”)
  o Once the quiz has been started, you will be unable to exit the exam until the “Finish” button is clicked.

Assignments:

There will be three assignments in this course, an intro assignment (10%), a midterm assignment (10%), and a final assignment (20%). More detail regarding each assignment will be provided on ELMS on Monday the week the assignment due. All assignments are due on Sunday at 11:59pm. The specific due dates can be found on the course schedule at the end of this syllabus.

All assignments for this course should be turned in using the following formatting guidelines:

• 1. Line Spacing: single spaced
• 2. Font: Times new roman 12
• 3. Margins: 1 inch
• 4. Header at top of page
  o ALL CAPS
  o LAST NAME, FIRST NAME: ASSIGNMENT PAGE #
    • Note ASSIGNMENT above should actually be:
      • INTRO ASSIGNMENT
      • MIDTERM ASSIGNMENT
      • FINAL ASSIGNMENT
  o Depending on which assignment you are turning in

When turning in the assignment, please label the file:
• LASTNAME_Assignment
  o Note _Assignment should actually be:
    ▪ _IntroAssignment
    ▪ _MidtermAssignment
    ▪ _FinalAssignment
  • Depending on which assignment you are turning in
• For example: JAYNES_IntroAssignment

### Grading Breakdown

<table>
<thead>
<tr>
<th></th>
<th>Grade Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exam 1</td>
<td>20</td>
</tr>
<tr>
<td>Exam 2</td>
<td>20</td>
</tr>
<tr>
<td>Exam 3</td>
<td>20</td>
</tr>
<tr>
<td>Intro Assignment</td>
<td>10</td>
</tr>
<tr>
<td>Midterm Assignment</td>
<td>10</td>
</tr>
<tr>
<td>Final Assignment</td>
<td>20</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>100</strong></td>
</tr>
</tbody>
</table>

### Grading Rubric

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>(97-100%)</td>
</tr>
<tr>
<td>A</td>
<td>(93-96.99%)</td>
</tr>
<tr>
<td>A-</td>
<td>(90-92.99%)</td>
</tr>
<tr>
<td>B+</td>
<td>(87-89.99%)</td>
</tr>
<tr>
<td>B</td>
<td>(83-86.99%)</td>
</tr>
<tr>
<td>B-</td>
<td>(80-82.99%)</td>
</tr>
<tr>
<td>C+</td>
<td>(77-79.99%)</td>
</tr>
<tr>
<td>C</td>
<td>(73-76.99%)</td>
</tr>
<tr>
<td>C-</td>
<td>(70-72.99%)</td>
</tr>
<tr>
<td>D+</td>
<td>(67-69.99%)</td>
</tr>
<tr>
<td>D</td>
<td>(63-66.99%)</td>
</tr>
<tr>
<td>D-</td>
<td>(60-62.99%)</td>
</tr>
<tr>
<td>F</td>
<td>(&lt;60%)</td>
</tr>
</tbody>
</table>
Makeup Exams & Late Assignments

Missed Exams

You are always allotted more than one day to take an exam. For Exam 1 and 2 you can take the exam anytime from Monday morning-Sunday evening. Exam 3 you can take the exam anytime from Monday morning to Friday evening. Because you have many days to choose from, there are no make-up exams except in cases of extreme circumstances which may include, but are not limited to serious injury and a death in the family. In the event that you will miss an exam, the instructor needs to be notified before the exam is due and documentation is required if you miss an exam. Makeup exams will be given at the instructor’s discretion and will only be given in extreme circumstances. Please inform the instructor as soon as possible in the event of an emergency.

Late Assignments

Similar to an exam, you also have more than one day to complete and turn in an assignment. In the event you will not be able to turn in an assignment on the due date- you must email the instructor before the due date and time. All late assignments will lose 20% for each day they are late. If an assignment is due on Sunday at 11:59pm, and you turn in an assignment at 12:01am Monday, your assignment is “a day late.” The ELMS drop box for assignment turn in will close at the exact syllabus specified due date and time. All late assignments must be turned in via email to the instructor. The email time stamp will be used to determine late penalty.

Disability Support

I will make every effort to accommodate students who are registered with the Disability Support Services (DSS) Office and who provide me with a University of Maryland DSS Accommodation form. Please provide me with your form as soon as possible so that I can ensure the course online requirements are set-up to be consistent with your accommodations (e.g.- if you need more time for an exam, I need to make sure this is set up properly on ELMS to allocate more time). I am not able to accommodate students who are not registered with DSS or who do not provide documentation that has been reviewed by DSS. DSS students who are requesting to take their exams at the DSS Center need to provide me with a testing form for each exam that must be turned in to me no later than 1 week prior to each exam. The student is expected to take the exam at the same time (within the designated week) as the rest of the class.

Academic Dishonesty

Academic dishonesty of any form will absolutely NOT be tolerated. Academic dishonesty encompasses the traditional behavior such as cheating on exams and assignments (this includes receiving support from anyone else in completion of the exam or assignment), giving false statements, etc., but also includes activities such as possessing and/or reviewing previous semester's exams. Additionally, students will be asked to write the University approved Honor Pledge on each exam and assignment. The University of Maryland, College Park has a nationally Recognized Code of Academic Integrity, administered by the Student Honor Council. This Code sets standards for academic integrity at Maryland for all undergraduate and graduate students. As
a student you are responsible for upholding these standards for this course. **It is very important for you to be aware of the consequences of cheating, fabrication, facilitation, and plagiarism.** For more information on the Code of Academic Integrity or the Student Honor Council, please visit [http://www.studenthonorcouncil.umd.edu/whatis.html](http://www.studenthonorcouncil.umd.edu/whatis.html).

**Copyright**

The lectures I deliver in this class and the course materials I create and distribute are protected by federal copyright law as original works. My lectures are recorded or delivered from written lectures in order to ensure copyright protection. You are permitted to take notes of my lectures and to use course materials for your use in this course. You may not record, reproduce, or distribute my lectures/notes for any commercial purpose without my written consent. Persons who sell or distribute copies or modified copies of my course materials, possess commercial copies of my notes (i.e. Terpnotes), or assist another person or entity in selling or distributing those materials may be considered in violation of the University Code of Student Conduct, Part 9(k).

**Course Evaluation**

As the instructor of this course I want to ensure your expectations are being met. Your feedback on the course will be very important to me and therefore I encourage you to email me with any questions or concerns you may have throughout the course. If I can do anything to improve the class and your learning experience, please feel free to send me a suggestion. Your feedback is always valued.

A university review will be available at the end of the semester at CourseEvalUM. Students can go directly to the website (www.courseevalum.umd.edu) to complete their evaluations. The university will also send out an email with the link for the course evaluation.
**Course Schedule** **Schedule may very slightly as we go through the course, all changes to the schedule will be announced via ELMS.**

Note:
- Each weekly folder will be available starting at 12:01am Monday morning.
- Note- you have something due at the end of every week! Be aware of due dates and plan ahead.
- Each week the folder will close at **11:59pm Sunday evening.** This means whatever is due that week- is due by 11:59pm Sunday!
  - One exception to this is Week 6. Week 6 is the last week of the course and the folder will close on FRIDAY at 11:59pm, instead of Sunday. I will remind you of this as week 6 approaches.

<table>
<thead>
<tr>
<th>Date</th>
<th>Topic</th>
<th>Reading (Adler book)</th>
<th>What’s due this week?</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Week 1</strong>&lt;br&gt;5/29-6/4</td>
<td>Understanding Criminology (part 1)</td>
<td>Chapter 1&lt;br&gt;Chapter 2</td>
<td><strong>Intro Assignment</strong>&lt;br&gt;(11:59pm 6/4)</td>
</tr>
<tr>
<td><strong>Week 2</strong>&lt;br&gt;6/5-6/11</td>
<td>Understanding Criminology (part 2) &amp; Psych/Bio Perspectives</td>
<td>Chapter 3&lt;br&gt;Chapter 4</td>
<td><strong>Exam 1</strong>&lt;br&gt;(11:59pm 6/11)</td>
</tr>
<tr>
<td><strong>Week 3</strong>&lt;br&gt;6/12-6/18</td>
<td>Explanations of Crime and Criminal Behavior (part 1)</td>
<td>Chapter 5&lt;br&gt;Chapter 6</td>
<td><strong>Midterm Assignment</strong>&lt;br&gt;(11:59pm 6/18)</td>
</tr>
<tr>
<td><strong>Week 4</strong>&lt;br&gt;6/19-6/25</td>
<td>Explanations of Crime and Criminal Behavior (part 2)</td>
<td>Chapter 7&lt;br&gt;Chapter 8&lt;br&gt;Chapter 9</td>
<td><strong>Exam 2</strong>&lt;br&gt;(11:59pm 6/25)</td>
</tr>
<tr>
<td><strong>Week 5</strong>&lt;br&gt;6/26-7/2</td>
<td>Types of Crimes (part 1)</td>
<td>Chapter 10&lt;br&gt;Chapter 11&lt;br&gt;Chapter 12</td>
<td><strong>Final Assignment</strong>&lt;br&gt;(11:59pm 7/2)</td>
</tr>
<tr>
<td><strong>Week 6</strong>&lt;br&gt;7/3- 7/7</td>
<td>Types of Crimes (part 2)</td>
<td>Chapter 13&lt;br&gt;Chapter 14</td>
<td><strong>Exam 3</strong>&lt;br&gt;(11:59pm FRIDAY 7/7)</td>
</tr>
</tbody>
</table>

*NOTE- this week ends on FRIDAY!*