UNIVERSITY OF NEVADA LAS VEGAS (UNLV)
DEPARTMENT OF CRIMINAL JUSTICE
GRADUATE PRO-SEMINAR IN CRIMINAL JUSTICE (CRJ 700)

Updated on September 6, 2016

COURSE NUMBER & SECTION: CRJ 700, Section 1001 -LEC (84668)
COURSE TITLE: Pro-Seminar in Criminal Justice (3 credits)
SEMESTER: FALL, 2016
CLASS SCHEDULE: Monday 4:00-6:45PM
CLASS LOCATION:

PROFESSOR:
OFFICE LOCATION:
OFFICE HOURS: Monday/Wednesday 1:00PM-3:00PM; Tuesdays 11:00-1:00 and by appointment.
You are encouraged to meet with the Professor to discuss questions and ideas related to the course.
PROFESSOR CONTACT: Email: "Office Phone:

I. Course Description: (Adapted from The Department of Criminal Justice)
Provides an introduction to graduate studies in Criminal Justice. Students are exposed to information regarding the main components of the criminal justices system, including: law enforcement, courts, and the correctional system.

II. Course Overview and Objectives
This course is designed to provide an introduction to graduate students in Criminal Justice. Students will be exposed to the main components of criminal justice, including theory, law enforcement, and the correctional system. In that process, students will be familiarized with the research interests of Criminal Justice faculty. An emphasis will be placed on the need to for empirical research to better understand the nature of crime and to develop public policy solutions to problems faced by criminal justice agencies. By the end of the semester, student will also gain fundamental skills that will benefit them as they continue to take course in the graduate program. These skills include learning how to critically read scholarly works, develop seminar discussion skills, become familiar with components of scholarly and professional writing, and prepare professional presentations. Students will also receive training on ethical issues surrounding social science research and earn related certification.

The course has a number of specific goals aimed at developing the skills and knowledge base necessary for graduate students to succeed at UNLV and in the Criminal Justice program specifically. As part of a broader liberal arts education, this course will develop skills such as critical thinking and effective research and writing.

a. Learning Objectives:
Upon successful completion of this course, students will achieve the following learning objectives:
- Meet the faculty and learn about their research agendas
- Develop and refine writing skills
- Develop and refine presentation skills
- Develop and refine critical thinking skills
- Strengthen information gathering and analytic skills

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Complete a certification on ethical issues in social science research
Become familiar with various tools available through the library
Become familiar with the graduate program, its requirements, and opportunities
Encourage your professional development as you transition from student to graduate student

Please remember that this is a semester course and that there is not enough time in fifteen weeks to fully elaborate responses to a wide-range of important topics related to the study of criminal justice. This course is therefore devised to provide a systemic introduction to the department of criminal justice, the master's program, stimulate productive curiosity for criminal justice issues, and encourage the desire to learn more.

b. Additional Core Learning Objectives:
In addition to the aforementioned class-specific objectives, some learning objectives are taught, practiced, and reinforced throughout much of the current class curriculum. After successful completion of this course, students will also:

• Continue to learn appropriate communication skills, including oral (speaking and listening) and written (writing and reading).
• Learn critical thinking skills in a variety of contexts.
• Learn problem-solving skills in a variety of contexts.
• Learn information competency skills including how to find, evaluate, use, and communicate information in various formats.
• Work together to maintain an open, welcoming, and respectful learning environment.

III. General University Policies and Responsibilities
All of the policies and responsibilities of The University of Nevada, Las Vegas (UNLV) apply in this course. Further explanation of some of these policies is included below. For more information, please also see UNLV's policies and procedures.

a. Policy on Absences and Withdrawals:
Regular class attendance is expected. It is strongly recommended that you attend every class. The University's policy on Withdrawals applies. Please refer to the current UNLV catalog for more information on drop/add/withdrawal policies. Please see: http://registrar.unlv.edu/withdraw/before.html

Please Note: If you do miss a class, it is your responsibility to get the notes from another student. It is not my responsibility to provide notes for missed classes, or to provide a review or summary of the material that you have missed.

b. Religious Holidays Policy:
Any student missing class quizzes, examinations, or any other class or lab work because of observance of religious holidays shall be given an opportunity during that semester to make up missed work. The make-up will apply to the religious holiday absence only. It shall be the responsibility of the student to notify the instructor within the first 14 calendar days of the course for fall and spring courses (excluding modular courses), or within the first 7 calendar days of the course for summer and modular courses, of his or her intention to participate in religious holidays which do not fall on state holidays or periods of class recess. For additional information, please visit: http://catalog.unlv.edu/content.php?catoid=6&navoid=531.
c. Incomplete Grades:
The grade of I -Incomplete -can be granted when a student has satisfactorily completed three-fourths of course work for that semester/session but for reason(s) beyond the student's control, and acceptable to the instructor, cannot complete the last part of the course, and the instructor believes that the student can finish the course without repeating it. The incomplete work must be made up before the end of the following regular semester for undergraduate courses. Graduate students receiving "I" grades in 500-, 600-, or 700-level courses have up to one calendar year to complete the work, at the discretion of the instructor. If course requirements are not completed within the time indicated, a grade of F will be recorded and the GPA will be adjusted accordingly. Students who are fulfilling an Incomplete do not register for the course but make individual arrangements with the instructor who assigned the I grade.

d. Policy on Accommodations:
UNLV complies with the provisions set forth in Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, offering reasonable accommodations to qualified students with documented disabilities. If you have a disability and will require accommodations in this course, I will work with you and The Disability Resource Center (DRC) to meet your needs. The DRC is the official office to review and house disability documentation for students, and to provide them with an official Academic Accommodation Plan to present to the faculty if an accommodation is warranted. I will not be able to provide you with accommodations unless I have a copy of this plan. For additional information, please visit: http://studentlife.unlv.edu/disability/

Please contact the Disability Resource Center (DRC) for the coordination of services.

- The Disability Resource Center (DRC) - The UNLV Disability Resource Center (SSC-A 143, http://drc.unlv.edu/, 702-895-0866) provides resources for students with disabilities. If you feel that you have a disability, please make an appointment with a Disabilities Specialist at the DRC to discuss what options may be available to you. If you are registered with the UNLV Disability Resource Center, bring your Academic Accommodation Plan from the DRC to the instructor during office hours so that you may work together to develop strategies for implementing the accommodations to meet both your needs and the requirements of the course. Any information you provide is private and will be treated as such. To maintain the confidentiality of your request, please do not approach the instructor in front of others to discuss your accommodation needs.

- If you feel that you have a disability, please make an appointment with a Disabilities Specialist at the DRC to discuss what options may be available to you. The DRC is located in the Student Services Complex (SSC-A), Room 143, phone (702) 895-0866, fax (702) 895-0651. For additional information, please visit: http://drc.unlv.edu/

- If you are registered with the UNLV Disability Resource Center, bring your Academic Accommodation Plan from the DRC to me during office hours so that we may work together to develop strategies for implementing the accommodations to meet your needs and the requirements of the course. Any information you provide is private and will be treated as such. To maintain the confidentiality of your request, please do not approach me before or after class to discuss your accommodation needs.

e. Policy on Academic Misconduct:
Academic integrity is a legitimate concern for every member of the campus community; all share in upholding the fundamental values of honesty, trust, respect, fairness, responsibility and professionalism. By choosing to join the UNLV community, students accept the expectations of the Student Academic Misconduct Policy and are encouraged when faced with choices to always take the ethical path. Students
enrolling in UNLV assume the obligation to conduct themselves in a manner compatible with UNLV's function as an educational institution.

An example of academic misconduct is plagiarism. Plagiarism is using the words or ideas of another, from the Internet or any source, without proper citation of the sources. See the Student Academic Misconduct Policy (approved December 9, 2005) located at: https://www.unlv.edu/studentconduct/student-conduct.

f. Policy on Copyright:
The University requires all members of the University Community to familiarize themselves with and to follow copyright and fair use requirements. You are individually and solely responsible for violations of copyright and fair use laws. The university will neither protect nor defend you nor assume any responsibility for employee or student violations of fair use laws. Violations of copyright laws could subject you to federal and state civil penalties and criminal liability, as well as disciplinary action under University policies. Additional information can be found at: http://www.unlv.edu/provost/copyright.

Please Note: Please respect yourself, your peers, and the Professor. Do not cheat or plagiarize in any way. It is extremely important for all of you to understand how to cite appropriately, paraphrase, and use your own words to complete your own work.

There are other helpful services on campus to help you in your studying and writing:

- University Library—The University Libraries offer free, brief clinics and workshops to help you increase your research skills and save time searching. Bring your topic to a Research Clinic for in-depth, one-on-one consultation with a research expert, or attend one of our more structured workshops on topics such as finding books and articles, successful search strategies, or Internet research. Check out the schedule at: http://library.unlv.edu/calendar/index.php?categories=6
  You can also call (702) 895-2123 for more information.

- Students may consult with a librarian on research needs. For this class, the subject librarian is Susie Skarl (https://www.library.unlv.edu/contact/librarians_by_subject). UNLV Libraries provides resources to support students’ access to information. Discovery, access, and use of information are vital skills for academic work and for successful post-college life. Access library resources and ask questions at https://www.library.unlv.edu/.

- Tutoring and Coaching—The Academic Success Center (ASC) provides tutoring, academic success coaching and other academic assistance for all UNLV undergraduate students. For information regarding tutoring subjects, tutoring times, and other ASC programs and services, visit http://www.unlv.edu/asc or call 702-895-3177. The ASC building is located across from the Student Services Complex (SSC). Academic success coaching is located on the second floor of the SSC (ASC Coaching Spot). Drop-in tutoring is located on the second floor of the Lied Library and College of Engineering TEB second floor.

- UNLV Writing Center—One-on-one or small group assistance with writing is available free of charge to UNLV students at the Writing Center, located in CDC-3-301. Although walk-in consultations are sometimes available, students with appointments will receive priority assistance. Appointments may be made in person or by calling 702-895-3908. The student's Rebel ID Card, a copy of the assignment (if possible), and two copies of any writing to be reviewed are requested for the consultation. More information can be found at: http://writingcenter.unlv.edu/.

- A center for everyone, the Jean Nidetch Women's Center at UNLV is committed to education, support, motivation, concentrating specifically on gender issues, and promoting equality and diversity. Staffed
with trained advocates to help victims, survivors, or those affected by sexual assault, domestic violence, and stalking, the Jean Nidetch Women's Center offers confidential and nonjudgmental on-campus advocacy including support, education, resources, and referrals. The Jean Nidetch Women's Center is located in the Student Services Complex (SSC-A 255).

Hours of operation are Monday-Friday, 8:00AM-5:00PM, closed on holidays and weekends. Please call (702) 895-4475 or visit their web site at: http://www.unlv.edu/srwc/womens-center

Please Note: If you or someone you know experience stalking, domestic/dating violence, or sexual assault, please know, you are not alone. There are resources that can help. The UNLV Campus Resource and Advocacy Empowerment (CARE) Line is available to help students find the assistance they need, and also ensure that they continue their studies and thrive at UNLV. The UNLV CARE Line is a 24-hour confidential and anonymous hotline that can guide you to those resources: (702) 895-0602.

Transparency in Learning and Teaching—The University encourages application of the transparency method of constructing assignments for student success. Please see these two links for further information:

https://www.unlv.edu/provost/teachingandlearning

https://www.unlv.edu/provost/transparency

IV. Course Policies and Procedures
This class is demanding: it is reading and writing intensive. It is designed to maximize your ability to think critically while also improving your information gathering and analytical skills as well as written and oral communication skills. Classes will include lectures, discussions of assignments, discussion of readings, discussion of guest lectures, and in-class activities. Lectures will oftentimes include visual learning tools including PowerPoint. Please take detailed notes and ask questions.

a. Class Attendance and Participation:
Prompt attendance and mature attentiveness during class lectures and discussions are mandatory. Your attendance and engaged participation is required in order for you to successfully pass this course. You must come to class having read all of the readings listed on the syllabus for that day. Your success in this course depends on your completing the readings and assignments before each class - so it is to your advantage to be well prepared.

Please Note: You are expected to contribute to class discussions in ways that demonstrate that you have thought critically and intelligently about the readings and lecture materials.

b. Use of Technology:
All electronic devices are to be turned off during class! This includes cell phones, pagers, other electronic devices and any recording devices. The use of laptops in graduate seminars is allowed provided that they are used exclusively for class activity. If any student abuses this privilege, then all laptops will be prohibited from that point on. This course environment is centered on an attentive professional educational atmosphere - not an electronic gaming world, a chat room, a video or music sharing site, Facebook, etc. Students are also not allowed to tape record, photography, video tape, or otherwise electronically record any of the class. This class requires your active and engaged attention during the times that we meet. Therefore, all electronic communication devices and links to the Internet will be turned off. Violating this policy will result in a significant deduction of participant points from your final grade.
Please Note: I, the Professor of this course, prohibit the audio-visual recording, transmission, and/or distribution of classroom lectures and discussions.

c. Appropriate Etiquette:
This is a University of Nevada, Las Vegas (UNLV) class and, as with all classes, students are expected to abide by the student code of conduct as well as the most basic rules of etiquette, including: getting to class on time and coming prepared to learn and work; turning off all electronic devices; not talking during lectures; not eating during lectures or discussions; and always remaining respectful of the diverse views of each other while engaging in classroom conversation.

d. Professional Communication:
Please get into the habit of checking your email on a regular basis. I will be emailing important information, handouts, and examples with relevant links to the class. Any email queries will be responded to within a period of 24 hours during weekdays and 48 hours during weekends.

Please Note: When you email any Professor, you should always include appropriate introductions (Dear Professor), correct grammar and sentence structure, as well as relevant salutations with your full name. In order to respond to you, I need to know who is sending the email. Always include your name on all communication! Being able to communicate professionally and effectively will result in a more productive and timely turnaround.

We have a course website which can be found on MyUNLV via WebCampus. Please check this website on a regular basis. It will have important information for our course and will be updated frequently. On this site you will find additional readings, documents, and examples used in lecture.

- Rebelmail - By policy, faculty and staff should e-mail students' Rebelmail accounts only. Rebelmail is UNLV’s official e-mail system for students. It is one of the primary ways students receive official university communication such as information about deadlines, major campus events, and announcements. All UNLV students receive a Rebelmail account after they have been admitted to the university. Students’ e-mail prefixes are listed on class rosters. The suffix is always @unlv.nevada.edu. Emailing within WebCampus is acceptable.

e. Other Helpful Suggestions:
Although it is not required, you are encouraged to do the following in an effort to enhance your overall experience in this course:

1. Engage in collaborative learning! Studies show that students who engage in collaborative learning tend to have an overall better educational experience! Get acquainted with one another and form study groups and/or research groups.

2. Contact and consult with the Professor as often as is necessary to do well in this course. Do not wait until problems are irreparable or concerns are outdated to seek assistance. If you have a question or need any sort of academic assistance, ask. If you ask, I will do everything I can to answer the question and provide further assistance.

V. Required Assignments and Grading Policies
Except for the in-class activities, all homework assignments are due at the beginning of class on the day they are due. If you are late to class the day an assignment is due, your assignment will also be considered late. If you know in advance that you will miss class when an assignment is due you are responsible for getting the assignment to me before the beginning of that class. Late assignments will not be accepted! In the event that
you miss a class when an assignment is due either due to sickness or emergency, please contact me as soon as possible to discuss the matter. Generally, in these circumstances, late assignments will be accepted without a grade deduction.

Students must complete all assigned work by the respective due dates in order to pass the course. Again, late work is not accepted and incompletes (I) will not be granted except in the most extraordinary of circumstances.

All written work must utilize the APA Style via *Publication Manual of the American Psychological Association*, 6th Edition. Any submitted work that uses other styles or formats will not be accepted; resulting in a zero (0) for that assignment.

**a. Course Assignments:**

1) In-Class Activities and In-Class Participation: There will be several times throughout the course of this class where you will have to complete in-class assignments. Examples include writing a short response to a reading, participating in group work, or completing an in-class quiz or short assignment. These assignments will help you think critically about the class material and will also help you prepare for future graduate classes. You will not be allowed to "make up" a missed in-class assignment.

2) Final Research Paper: You are required to write one research paper that is no longer than ten (10) pages (APA Format, Times New Roman 12 point font, 1-inch margins, Title page, Reference page in addition to 10-pages written). This paper will be on a relevant criminal justice topic of your choosing. You will be required to incorporate information based on your own research (i.e. cite at least 5 research articles from relevant research journals). Writing research papers is not just about acquiring data, memorizing facts, or reiterating what someone else thinks, but it is a learned skill that involves active participation by the students to understand the topic well enough to write a well communicated paper.

As a condition of taking this course, students must agree that all papers will be subject to submission for textual similarity review to www.turnitin.com for the detection of plagiarism. All submitted papers will be included as source documents in the Turnitin.com reference database solely for the purpose of detecting plagiarism of such papers. Use of the Turnitin.com service is subject to the Usage Policy agreement posted on the Turnitin.com site. Consult the Professor if you have any questions about this policy.

**Please Note:** It is your responsibility to keep an extra copy of any written work that is turned in. When assignments are turned back to you, it is also your responsibility to keep those.

Final Examinations—The University requires that final exams given at the end of a course occur at the time and on the day specified in the final exam schedule. See the schedule at: http://www.unlv.edu/registrar/calendars.

**b. Course Grading:**

The grading scale used to determine your final grade will be based on the following:

Your final grade in this course will be determined by your performance on: 1) Writing a research paper (35%) consisting of crafting an outline, reference page, draft and final paper; 2) In-class presentations (25%), consisting of an introduction, mini presentation, and research presentation; 3) Classroom participation (20%), which includes reading and asking questions in class; and 4) Weekly assignments.
(20%) covering writing tips, editing, and reviewing, etc. Details regarding the papers, presentations, and assignments will be given throughout the semester.

Contesting Grades:
If you feel that you received a lower grade than you deserve, please come talk to the Professor about it. I encourage open communication about grades in general and always appreciate your thoughts and feedback about course requirements and grading procedures. As Professor of this course, I have the discretion to decide whether or not any assignment can be resubmitted post due date.

COURSE MATERIALS
A required course pack is available at the bookstore. The course pack contains information you will need for graduate school. You will also need a copy of the Publication Manual of the American Psychological Association, 6th Edition.

In addition to the above items, you will read excerpts from various criminal justice textbooks and journal articles throughout the semester. These readings will be available through WebCampus.

VI. Course Outline
The course outline below lists readings from the required course texts. A copy of the course text is available for check out at the library. The outline below indicates what we will be reading and when we will be reading it. Due dates and topics are subject to change. If changes are made, they will be discussed in class prior to the proposed changes (giving you and the entire class the opportunity to voice any concerns and/or questions).

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<th>DATE</th>
<th>TOPIC</th>
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<tr>
<td>August 29</td>
<td>I) Introduction</td>
<td>1) Syllabus</td>
<td>1) In-class introductions</td>
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<td>2) Course Packet p. A1-A16</td>
<td>2) In-class introductory mini-</td>
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<td>presentations (p.C3)</td>
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<td>September 5</td>
<td>Labor Day Recess NO CLASS</td>
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<td>September 12</td>
<td>1) Presentation Tips; Review Presentation Assignments</td>
<td>1) Course Packet-&quot;Presentation Guidelines&quot; Section</td>
<td>1) 30-60 second &quot;elevator pitch&quot;</td>
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<td>2) Lecture Slides/Presentations</td>
<td>(p.CI-CIO)</td>
<td>due.</td>
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<td>3) Using the Library/Online Research</td>
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<td>4) Review Final Paper Assignments</td>
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<td>5) APA Style Annotation</td>
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<th>DATE</th>
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<tr>
<td>September 19</td>
<td>Mini Presentations</td>
<td>1) Annotated bibliography exercise</td>
<td>1) In-class mini presentations (lecture slides due by 10:00am)</td>
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<tr>
<td>September 26</td>
<td>Guest Speaker 1</td>
<td>1) APA Style Guide, p. 15-16, 169-174, 183-191</td>
<td>1) Final research paper topic</td>
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<td>2) Review APA Style Guide, p. 174-183, 193-224</td>
<td>2) Two journal articles considering for presentation (email to professor by 10:00am)</td>
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<td>3) Course Packet p. A7-A24</td>
<td>3) Annotated bibliography for each journal article considering for presentation (bring to class)</td>
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<td>4) Course Packet p. D5-D7</td>
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<td>5) Guest Speaker's Article (TBA)</td>
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<td>October 3</td>
<td>Guest Speaker 2</td>
<td>1) Course Packet- IRB Section (p. E1-E29)</td>
<td>1) Plagiarism assignment</td>
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<td>Student Presentation 1</td>
<td>2) Course Packet p. D1-D4</td>
<td>2) Discussion questions for guest speaker and student presenter</td>
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<td>3) Guest Speaker's Article (TBA)</td>
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<td>4) Student Presentation Article 1</td>
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<td>October 10</td>
<td>Guest Speaker 3</td>
<td>1) Course Packet p. D7-D13</td>
<td>1) Tentative outline for research paper</td>
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<td>Student Presentation 2</td>
<td>2) APA Style Guide- Chapter 3 &amp; 4</td>
<td>2) Annotated bibliography &amp; discussion questions</td>
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<td>Student Presentation 3</td>
<td>3) Guest Speaker's Article (TBA)</td>
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<td>4) Student Presentation Article 2 and 3</td>
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<td>October 17</td>
<td>PRESIDENTIAL DEBATES</td>
<td>Please take this week to search for and finalize at least 8 scholarly sources for your final paper.</td>
<td>You are encouraged to participate in the 2016 Presidential Debate Activities and Events. Please find a calendar for debate-related activities and events taking place at UNLV here: <a href="http://unlv.edu/2016debate">http://unlv.edu/2016debate</a> /events</td>
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<td>NO CLASS</td>
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<td>Your APA reference page is due next week (October 24)</td>
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<th>DATE</th>
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| October 24| **Guest Speaker 4**  
**Student Presentation 4**  
1) Writing Tips - Clarity  
2) Critical Thinking | 1) Guest Speaker's Article (TBA)  
2) Student Presentation Article 4 | 1) Annotated bibliography & discussion questions  
2) Reference page for final paper - using at least 8 scholarly sources |
| October 31| **Guest Speaker 5**  
**Student Presentation 5**  
1) Writing Tip - The Writing Process  
2) Writing and Editing | 1) Guest Speaker's Article (TBA)  
2) Student Presentation Article 5 | 1) Annotated bibliography & discussion questions |
| November 7| **Guest Speaker 5 (4:00pm); Guest Speaker 6 (5:00pm)**  
1) Review of Writing Tips (outline, draft writing, "just write", revise/edit)  
2) Review Final Paper Rubric/Questions | 1) Guest Speakers' Articles (TBA) | 1) Annotated bibliography & discussion questions |
| November 14| **Guest Speaker 7**  
**Student Presentation 6**  
**Student Presentation 7**  
1) Evaluating "Methods" of research in articles, strengths & limitations  
2) Introduction to the "Methods Section" of your paper | 1) Guest Speaker's Article (TBA)  
2) Student Presentation Article 6 and 7 | 1) IRB Ethics Certification Due |
| November 21| **Guest Speaker 8**  
**No student presentation this week because draft papers are due**  
1) How to Peer-Review Draft Papers  
2) How to Blind Review  
3) Professional Academic Conferences and Organizations | 1) Guest Speaker's Article (TBA) | 1) Draft Paper - 2 Copies Due; One copy will be turned in to professor (with your name), the other copy will be for "blind review" - please do not include your name on this copy. |
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<tr>
<td>November 28</td>
<td><strong>Guest Speaker 9</strong></td>
<td>1) Guest Speaker's Article (TBA)</td>
<td>1) Annotated Bibliography &amp; Discussion Questions</td>
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<td><strong>Student Presentation 8</strong></td>
<td>2) Student Presentation Article 8</td>
<td>2) <strong>Blind Review Due - 2 Copies Due</strong>; One copy will be turned in to</td>
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<td>professor (with your name), the other copy will be for the paper you</td>
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<td>blind reviewed - please do not include your name on this copy.</td>
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<td>December 5</td>
<td><strong>Guest Speaker 10</strong></td>
<td>1) Course Packer p.D14-D19</td>
<td>1) Annotated Bibliography &amp; Discussion Questions</td>
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<td><strong>Student Presentation 9</strong></td>
<td>2) Guest Speaker's Article (TBA)</td>
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<td>3) Student Presentation Article 9</td>
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<td>December 12</td>
<td>1) Planning Ahead - Careers, Ph.D. programs, Law</td>
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<td><strong>Final Papers Due</strong> (including final hard copy, first original draft,</td>
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<td>School</td>
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<td>response to reviewers noting changes made since original draft)</td>
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<td>2) Discussion of final papers, social, relax</td>
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