

**CJ 2302: Basic Skills for Criminal Justice
Sul Ross State University - Fall 2020**

Instructor : Ismail Gunes, Ph.D.
E-mail : ismail.gunes@sulross.edu
Telephone : (432) 837 8166
Class Room & Hours : MAB 302 & Tuesday and Thursday, 2:00 PM - 3:15 PM
Office & Office Hours : MAB 109 & Tuesday and Thursday, 10:30 AM - 12:00 PM and by appointment.

Required / Recommended Texts

- 1) **REQUIRED** - Robert E. Grubb & K. Virginia Hemby (2019). Effective Communication in Criminal Justice, SAGE. ISBN: 9781506392134
- 2) **RECOMMENDED** - Johnson, William, Richard P. Rettig, Gregory M. Scott, and Stephen M. Garrison (2014). The Criminal Justice Student Writer's Manual, 6th Edition, Pearson. ISBN:9780133514384
- 3) Additional readings (e.g., articles, reports) will be posted on Blackboard.

Course Description

Perhaps the most important skill for any professional is the skill of communication. Criminal justice professionals rely on strong communication skills to effectively balance community and criminal justice concerns. This course is designed to enhance the communication and interpersonal skills of those entering the criminal justice profession and also it is also designed to impart communication skills specifically geared toward the criminal justice professional. This course provides both a theoretical and practical study of the role of verbal and non-verbal communication as it relates to law enforcement. Basic skills for completing research using the Criminal legal library, Internet and other data sources will be covered. Topics such as, report writing, paper writing, interviewing and interrogation methods, and testifying will be addressed.

Criminal Justice Undergraduate Program Student Learning Outcomes (SLOs)

UG-CJ-SLO1: Student will be able to demonstrate knowledge of specific areas of the U.S. Constitution as it relates to specific legal liabilities.

UG-CJ-SLO2: Student will be able to demonstrate knowledge of criminological theories, and apply those theories to an analysis of practical criminal justice events.

UG-CJ-SLO3: Student will be able to demonstrate a working knowledge of the specific language of the Criminal Justice System, ability to identify the individual parts and costs associated with the Criminal Justice System, and demonstrated knowledge in recognizing the political influences on the CJ system.

Course Assessment

There will be two exams throughout the semester, with questions drawn from the readings and the supplemental materials posted by the professor. These two exams will be worth 25% each. 10% = Chapter quizzes. There will be no makeup exams or quizzes, unless an uncontrollable

emergency or illness arises (written proof required). 20% = Assignments. Your paper will be the remaining 20%.

Assignments: Assignments must be turned in /submitted by the due date set. Due date will be announced in class. Late assignments will not be accepted unless there is an excuse that is recognized by the university. Grammar and spelling will be graded. Develop a well thought out answer, these are short answer/essay questions, make sure you treat them as such. One or two sentences are not an essay; discuss, explain give details. Type your answers do not give me handwritten answers.

Quizzes: Quizzes will be True/False, multiple choice, short answer etc.

Exams: There will be two exams, one Midterm (October 19-23) and a Final (December 4, 7-9).

Paper: Papers will be at least five pages long; we will discuss the topics in class.

I do not want you to get too worried, this should be on something you find interesting, the more interested in the subject you are, the easier it is to write about. Papers will be APA format. We will cover this and the expectations for the paper later in class.

Students must follow instructions failure to do so will result in an "F" for the paper. Paper will be in APA format, 12 point font in Calibri, 1" margins, and double spaced. For those of you not familiar with APA style I have provided a link to a great site https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_style_introduction.html.

General Classroom Policies

Students are encouraged to attend the class, ask questions and express opinions; however, talking among students and disruptive behavior will not be tolerated. You may bring beverages to class with you, but not food. Reading outside materials such as newspapers or other course work is not permitted during class time. Students should be prepared to engage in discussion over the assigned readings, and for possible pop quizzes. Electronic devices are never allowed to use in class in a way to distract the instructor and other students. Keep your mobile phone in silent mode, otherwise switch it off. There will be one general rule in class which applies to all situations. This is also called "golden rule". TREAT OTHERS AS YOU WOULD LIKE TO BE TREATED.

SRSU Bryan Wildenthal Memorial Library

The Sul Ross Library offers FREE resources and services to the entire SRSU community. Access and borrow books, articles, and more by visiting the library's website <https://library.sulross.edu> Off-campus access requires your LoboID and password. Check out materials using your photo ID. Librarians are a tremendous resource for your coursework and can be reached in person, by email (srsulibrary@sulross.edu), or phone (432-837-8123).

Academic Integrity

Sul Ross State University students are responsible for reading, understanding, and abiding by the “[Sul Ross Student Code of Conduct](#).” Student Code of Conduct, Responsibilities, Procedures, and Rights are found in the University website.

Sul Ross State University and the instructor of this course both place a high priority on the academic integrity of their student scholars. As a result, all institutional guidelines and instructional policies concerning academic integrity will be strictly and uniformly enforced with all students regardless of context.

Academic integrity includes, but is not limited to, the following activities: cheating, plagiarism, collusion, fabrication, obtaining an unfair advantage, and falsifying academic records. In addition, academic dishonesty can include both actions and omissions to act in regards to academic exercises and activities. Cheating is defined here as:

the obtaining of information (electronic or otherwise) during an examination, the unauthorized use of books, notes, or other sources of information prior to or during an examination, the unauthorized use of books, the removal of faculty examination materials, the alteration of documents or records, or actions identifiable as occurring with the intent to defraud or use under false pretenses.

Collusion is defined here as:

helping other students engage in acts of academic dishonesty, whether the student involved obtains any direct academic advantage from these acts.

Plagiarism is defined here as:

the submission of the ideas, words, or artistic productions of another, without giving due credit or when attempting to falsely represent them as one’s own.

Student Support Services

Sul Ross State University has established a variety of programs to help students meet the challenges of college life. Support to students includes advising, counseling, mentoring, tutoring, supplemental instruction, and writing assistance. For a complete list of academic support services, visit the Student Support Services at <https://www.sulross.edu/section/311/student-support-services>. For more information, students are encouraged to contact SSS at (432) 837-9118 or visit Ferguson Hall Room 105.

Students with Special Needs - Americans with Disabilities Act as Amended (ADAAA)

Sul Ross State University (SRSU) is committed to equal access in compliance with Americans with Disabilities Act of 1973. It is SRSU policy to provide reasonable accommodations to students with documented disabilities. It is the student’s responsibility to initiate a request each semester for each class. Students seeking accessibility/accommodations services must contact Rebecca Greathouse Wren, LPC-S, SRSU’s Accessibility Services Coordinator at 432-837-8203 (please leave a message and we’ll get back to you as soon as we can during working hours), or email rebecca.wren@sulross.edu. Our office is located on the first floor of Ferguson Hall (Suite 112), and our mailing address is P.O. Box C-122, Sul Ross State University, Alpine, Texas, 79832.

Departmental Bachelor's Degree Program Marketable Skills

The Texas Higher Education Coordinating Board (THECB) sets statewide goals through the 60x30TX initiative. The THECB plan includes four major goals in 60x30TX: Educated Population, Completion, Marketable skills, and Student debt. The [60x30TX](#) plan was designed to tie together all four student-centered goals. 60x30, which measures the educated population in Texas, is the overarching goal at the center of the plan and calls for 60 percent of 25- to 34-year-olds in Texas to hold a credential or degree by 2030. The 60x30 goal is supported by the other three goals (completion, marketable skills, student debt) that will get Texas to 60 percent by 2030.

By 2030, all graduates from Texas public institutions of higher education will have completed programs with identified marketable skills. Students who can effectively market their skills to potential employers can secure employment that pays competitively. Marketable skills include interpersonal, cognitive, and applied skill areas, are valued by employers, and are primary or complementary to a major. Marketable skills are acquired by students through education, including curricular, co-curricular, and extracurricular activities. Marketable skills are often called “employability skills” in other countries, or “transferable skills” here in the states. They include both technical and soft skills.

The marketable skills of Homeland Security and Criminal Justice BS Program are listed as follows:

1. Students Develop Verbal and Written Communication Skills.
2. Students Access Resources with Crime Data and Work with Numbers and Demonstrate Quantitative Skills.
3. Students Use Critical Thinking and Observation.
4. Students Use Teamwork and Work Collaboratively.
5. Students Develop Multicultural Understanding.
6. Students Analyze the Factors Contributing to Crime.
7. Students Know Legal Codes & Procedures and Safety.

End of Course Evaluations

Student evaluations of faculty are administered online at the end of each term/session for all courses with five or more students. Students will receive an email containing a link to a survey for each course in which they are enrolled. All responses are anonymous.

****Syllabus is subject to updates and changes by announcement, always look to the course announcements and reminders for updates. The faculty member reserves the right to amend this syllabus as needed****