

CJE 2704: Research Methods in Criminal Justice
FLORIDA KEYS COMMUNITY COLLEGE

I. COURSE INFORMATION

CJE 2704: Research Methods in Criminal Justice
3 credit hours

Prerequisites: Completion or concurrent enrollment in CJL 2100 and Comp I or instructor permission.

II. COURSE METHOD

This course is designed as an online course and therefore there are no on-campus meeting dates required. To access the course on the first day of class, log in at <http://online.fkcc.edu>. Your user name is your first name and last name separated by a period and your password is the last four digits of your social security number. If you have difficulty in logging in to the course or you do not see the course listed, contact the Office of Distance Learning helpline at 305-809-3177 for assistance.

Announcements - Weekly Announcements from your instructor will be posted on the announcements page. To access click on "Announcements" under Course Tools.

Classroom Email- All classroom email between students and faculty members should occur within the internal D2L email system. To access click on "Mail" under Course Tools.

III. INSTRUCTOR INFORMATION

Instructor: Amy Ray
Email: Amy.Ray@online.fkcc.edu
Office Hours: by appointment
Phone: (858)829-7110 – cell
(305)517-6948 - home

IV. DESCRIPTION

The course will examine strategies, data collection and emphasis of data analysis in the investigation of questions which arise in criminology and criminal justice. Particular focus will be placed upon understanding the role, theory and functions of the research process from criminal justice professionals.

V. College-level Competencies

Florida Keys Community College graduates who complete the core curriculum possess the knowledge, skills and values associated with college-educated individuals. Our graduates demonstrate mastery of competencies integrated within the academic disciplines, such as the ability to effectively communicate, seek creative solutions to problems, exhibit cultural awareness, and command basic technological skills.

1. **Communication:** Comprehend and articulate effectively – written and oral communication
2. **Critical thinking:** Demonstrate mastery of problem-solving skills in the discipline
3. **Diversity:** Interpret and evaluate societal and ethical issues, problems and values
4. **Technology:** Utilize technology effectively

VI. COURSE CALENDAR

1. The Course Calendar lists the learning activities and assessment measures that comprise this course on a weekly basis. These activities and assessments are directly related to learning outcomes that support the overall course objectives. There are a total of 1000 points that can be achieved during this 15-week course. Students are able to gauge their performance according to this grading scale throughout the duration of the course. The “Student Assessment” column lists all of the assignments required by this course and their due dates. I strongly recommend you print this out and refer to it often.
2. Students are responsible for following the course calendar. Consult your calendar before you start a new chapter or section. (Note: Some sections may not be covered in the same order as in the text). If you ever have a question that begins with “When is ___”, the answer is probably already published in this Course Calendar. Looking here first will probably get you a quick answer to your question.
3. The class is really divided into two sections, a theory section (weeks 1-9) and an application section (weeks 10-15), both which are heavy in reading. The theory section will be from the “Essentials in ...Research Methods” text to establish a foundation in reading and analyzing social science studies and the application section will be from “Forty Studies...” text to read selected studies and apply the critical reading skills developed in the first (theory) section of the course.

Competency	Module/Week	Learning Outcomes	Learning Activities	Student Assessments	Points
2	<p><i>Week 1 :</i> January 10-15</p> <p>Objective: To understand the basics of knowledge,</p>	1. Understand the collection of quantitative and qualitative data.	1. Read chapter 1.	Due: Sat. 1/15 11:59pm, EST	

	research, power and who the researchers are.	2. Understand the potential of exploratory research and the relevance thereof.			
2, 4	<p><i>Week 2: January 16-22</i></p> <p>Objective: Understand the steps in the scientific research process.</p>	<p>1. Understand how social science works in terms of community, norms, knowledge and peer review.</p> <p>2. Explain cross-sectional and longitudinal study designs.</p>	1. Read chapter 2.	Due: Sat. 1/22 11:59pm, EST	
2	<p><i>Week 3: January 23- 29</i></p> <p>Objective: To understand the difference between theory and ideology in criminal justice research.</p>	<p>1. Understand the three approaches to social science.</p> <p>2. Understand the parts of the theory: assumptions, concepts, relationships, directions, analysis and explanation.</p>	1. Read chapter 3.	Due: Sat. 1/29 11:59pm, EST	
2, 3	<p><i>Week 4: January 30 – February 5</i></p> <p>Objective: To understand the</p>	1. Explain psychological abuse and informed	1. Read chapter 4.	<p>1. TEST I (Chapters 1-4).</p> <p>Due: Sat. 2/5 11:59pm, EST</p>	100 points

	ethical issues of research pertaining to participants and study design.	<p>consent.</p> <p>2. Understand the need for privacy, anonymity and confidentiality</p> <p>3. Understand how to conduct a literature review and consequent evaluation of said scholarly literature.</p>			
1, 2	<p><i>Week 5:</i> February 6-12</p> <p>Objective: To understand design issues in quantitative and qualitative research.</p>	<p>1. Be able to distinguish good and bad research questions.</p> <p>2. Understand objectivity and integrity in writing questions.</p> <p>3. Recognize potential errors.</p>	1. Read chapter 5.	Due: Sat. 2/12 11:59pm, EST	
2, 4	<p><i>Week 6:</i> February 13 – 19</p> <p>Objective: To understand the nuances of validity and</p>	<p>1. Understand the levels of measurement and related scales.</p> <p>2. Explain why randomization</p>	1. Read chapter 6.	Due: Sat. 2/19 11:59pm, EST	

	reliability.	is important in probability sampling.			
2	<p><i>Week 7:</i> February 20 -26</p> <p>Objective: To understand the "gold standard" of experimental research.</p>	<p>1. Describe the factors one should consider in designing an experiment.</p> <p>2. Identify threats to internal and external validity.</p>	1. Read chapter 7.	Due: Sat. 2/26 11:59pm, EST	
1, 2	<p><i>Week 8:</i> February 27 – March 5</p> <p>Objective: To understand the principles of constructing surveys and good questionnaires.</p>	<p>1. Describe what to avoid in writing good questions.</p> <p>2. Describe the advantages and disadvantages of the different survey types.</p> <p>3. Understand the role of the interviewer.</p>	1. Read chapter 8.	Due: Sat. 3/5 11:59pm, EST	
1, 2, 4	<p><i>Week 9:</i> March 6 - 12</p> <p>Objective: To understand content and statistical</p>	<p>1. Describe nonreactive research and observation.</p> <p>2. Assess units of analysis and variable</p>	1. Read chapter 9.	<p>1. Submit final paper topics and receive approval.</p> <p>2. TEST II (Chapters 5-9)</p> <p>Due: Sat. 3/12</p>	100 points

	analyses. *** NO ASSIGNMENTS DURING SPRING BREAK MARCH 13-19***	attributes when considering data and statistics.		11:59pm, EST	
1, 2, 3	<p>Week 10: March 20- 26</p> <p>Objective: To understand how police behavior is shaped.</p>	<ol style="list-style-type: none"> 1. Explain police socialization. 2. Utilize research to identify what influences decision making. 3. Utilize research to analyze if arrest really deters crime. 	<ol style="list-style-type: none"> 1. Read “Police Officer Socialization”, “Police Officers’ Use of Discretion” and “The Minneapolis Domestic Violence Study” studies. 2. Discussion forum #10 (re: analysis of the studies). 	<ol style="list-style-type: none"> 1. Discussion forum #10 posts. 2. TEST - MIDTERM - essay format (study analysis) <p>Due: Sat. 3/26 11:59pm, EST</p> <ol style="list-style-type: none"> 3. Continue working on final papers. (Option: I will review, revise and make corrections on one rough draft.) <p>ROUGH DRAFT Option Due 4/9 11:59pm, EST FINAL Due: Sat. 4/23 11:59pm, EST</p>	<p>20 points</p> <p>100 points</p>
1, 2, 3	<p>Week 11: March 27-April 2</p> <p>Objective: To understand the police role.</p>	<ol style="list-style-type: none"> 1. Decide whether one or two officer patrols are better. 2. Analyze the research as to if detectives really solve crimes. 3. Explain the 	<ol style="list-style-type: none"> 1. Read “Patrol Staffing”, “The Rand Study” and “Deadly Force” studies. 2. Discussion forum #11 (re: analysis of the studies). 	<ol style="list-style-type: none"> 1. Discussion #11 forum posts 2. TEST III (on POLICE studies, week 10, 11 readings) –essay format <p>Due: Sat. 4/2 11:59pm, EST</p> <ol style="list-style-type: none"> 3. Continue working on final papers. 	<p>20 points</p> <p>75 points</p>

		variations in police shootings and varying degrees of deadly force.		ROUGH DRAFT Option Due 4/9 11:59pm, EST FINAL <i>Due: Sat. 4/23 11:59pm, EST</i>	
1, 2, 3	Week 12: April 3-9 Objective: To understand the factors involved in sentencing.	1. Understand how prosecutors utilize discretion. 2. Understand how attorneys use the penal code to determine a “going rate” for sentences. 3. Identify, based on research, why juries and judges disagree.	1. Read “Prosecutors’ Use of Discretion”, “Going Rate Sentences” and “Jury Decision-Making” studies. 2. Discussion forum #12 (re: analysis of the studies).	1. Discussion #12 forum posts. Due: Sat. 4/9 11:59pm, EST 2. Continue working on final papers. ROUGH DRAFT Option Due 4/9 11:59pm, EST - FINAL <i>Due: Sat. 4/23 11:59pm, EST</i>	20 points
1, 2, 3	Week 13: April 10- 16 Objective: To understand discrimination in sentencing.	1. Explain the legal rules for establishing defendant’s responsibility. 2. Identify how lower socio-economic status is correlated with sentences.	1. Read “The Insanity Defense”, “Judicial Discretion in Sentencing Decisions” and “The Effectiveness of Mandatory Sentencing in Reducing Discretion” studies.	1. Discussion forum #13 posts 2. TEST IV (on COURT studies, week 12, 13 readings) –essay format Due: Sat. 4/16 11:59pm, EST 3. Continue working on final papers. <i>FINAL Due: Sat. 4/23</i>	20 points 75 points

		3. Identify reasons for sentencing disparities.	2. Discussion forum #13 (re: analysis of the studies).	11:59pm, EST	
1, 2, 3	<p>Week 14: April 17-23</p> <p>Objective: To understand correctional goals.</p>	<p>1. Address the question can criminals be rehabilitated?</p> <p>2. Identify, based on research, if the death penalty deters murder.</p> <p>3. Address the question, can crime be reduced without increasing inmate populations?</p>	<p>1. Read “<i>The Effectiveness of Correctional Treatment</i>”, “<i>Capital Punishment</i>” and “<i>Selective Incapacitation</i>” studies.</p> <p>2. Discussion forum #14 (re: analysis of the studies).</p>	<p>1. Discussion #14 forum posts</p> <p>2. Final Papers due this week!</p> <p>Due: Sat. 4/23 11:59pm, EST</p>	<p>20 points</p> <p>195 points</p>
1, 2, 3	<p>Week 15: April 25 -30</p> <p>Objective: To understand corrections success and correctional officers’ socialization.</p>	<p>1. Assess the question; does incarceration reduce the costs of crime?</p> <p>2. Assess the question; is it possible to predict who will succeed or fail on parole?</p> <p>3. Explain coercive</p>	<p>1. Read “<i>Collective Incapacitation</i>”, “<i>Parole Prediction</i>” and “<i>The Stanford Prison Experiment</i>” studies.</p> <p>2. Discussion forum #15 (re: analysis of the studies).</p>	<p>1. Discussion forum #15 posts</p> <p>2. TEST V (on CORRECTIONS studies, week 14, 15 readings) –essay format</p> <p>2. TEST – FINAL (position essay)</p> <p>Due: Sat. 4/30 11:59pm, EST</p>	<p>20 points</p> <p>75 points</p> <p>100 points</p>

		behavior of prison guards.			
--	--	-------------------------------	--	--	--

VII. Materials (there are two required texts)

Required Textbook: Essential Criminal Justice and Criminology Research Methods

Author: Peter B. Kraska/W. Lawrence Neuman

Publisher: Prentice Hall

ISBN- 978-0-13-700393-9 or 0-13-700393-5

&

Required Textbook: Forty Studies that Changed Criminal Justice: Explorations into the History of Criminal Justice Research

Author: Amy B. Thistlethwaite/John D. Wooldredge

Publisher: Prentice Hall

ISBN- 978-0-13-234975-8 or 0-13-234975-2

VIII. Grading Scale (This is Standard Through Out the College)

The following grade scale will apply to this class:

A:	90 % or above	900-1000 points
B:	80 - 89 %	800-899 points
C:	70 - 79 %	700-799 points
D:	60 - 69 %	600-699 points
F:	below 59 %	<599 points

IX. Class Policies

Communications: All class communications should be conducted via D2L. The online format of this class puts a premium on communications. The prime responsibility for timely communications rests with you - the student. We will use the following methods:

ANNOUNCEMENTS: There will often be important information published to the class via Class Announcements/News, such as changes in due dates, exam information, instructions etc. You are responsible for all information published here. I will publish news/announcements and email the same information weekly so as to remind everyone of what is due that week. However, this information is also available in your syllabus under the course calendar. More information and instructions will be given via the announcements and emails.

DISCUSSION FORUMS: Each week, during the second half of the course (weeks 10-15), under the discussion tab, there will be a question to which you are to post one response during each week for each discussion prompt. When posting a discussion, make sure that you click on the “respond” button immediately after the question. You are to make appropriate comments; for maximum points you are also to respond to at least one other student’s response that week. You should also check to see who

has responded to your comments and respond to this person if it is appropriate to do so. These responses are also to be thought revealing – they are more than “I agree” or “I disagree.” Discussions are to be approximately 150 words in length (maximally double spaced, 12 point font). You are expected to provide quality insight citing and documenting your references, in order to demonstrate an understanding of the weekly topic and provide original thought in the posts. Cutting and pasting from the text, websites, or providing a response with limited substance will receive a significantly reduced grade. As with all activities in this class, quality counts and your postings need to add value to the discussion. Weekly postings are worth 20 points.

Occasionally, time-sensitive announcements will be posted on Discussion Boards. You should logon to D2L 3-4 times each week to check for time-sensitive messages. Before you post a question, look through the Discussion Board. That same question may have already been asked and answered.

D2L EMAIL: The email utility within D2L should be used for personal items that are not appropriate to share with the entire class.

What you can expect from me:

I normally log into D2L and check for messages at least once per day, including weekends and holidays. If you have an urgent message for me, do not post the same message both on a Discussion Forum and in an email. Doing both will waste your time and will not result in my getting the message any faster. If I expect to be out of contact for more than a couple of days, I will inform the class.

Important Note: If I have not responded to your email or voicemail message by the end of the day after you left the message, you should assume that I did not receive it and leave another message.

Class Contract

1. The Class Contract assignment is my method of ensuring you know what you should expect from me, and what I expect from you. By returning the Class Contract to me, you are acknowledging that you:
 - a. Understand the policies detailed in this Syllabus.
 - b. Understand the expectations and due dates listed in the Course Calendar and Assessment Measures.
 - c. Understand that you will be held accountable to the standards published in this document.
 - d. The Class Contract must be submitted via the dropbox by the date published in the Course Calendar and Assessment Measures.

Logging Off From D2L

In order to better serve our faculty and students, all D2L users should use the logoff button when completing online course work. By logging off instead of just closing your internet browser window, D2L server space is freed and system performance is optimized. In addition, logging off will more accurately record each students’ time logged into the online course.

Late Work

1. Any assignment not submitted by the date and time specified in the Schedule of Assignments is considered late, unless you have contacted me and I have approved an extension in advance.
2. Assignments (other than class participation) will be accepted up to 7 days late unless you have contacted me and we have mutually agreed on an alternate submission date before day that the assignment is due.
3. Late assignments (other than class participation) will be assessed a late penalty equal to 50% of the total point value of the assignment. The penalty will be based on the date that the assignment is actually submitted.
4. The above policy does not apply to the final exam, nor any other assignment that may be due during the Final Exam period. No assignments due during the last week of classes will be accepted late to allow me to submit the course grades to the college on time.
5. Class participation will not be accepted late unless you have contacted me and we have mutually agreed on an alternate submission date in advance. Posting class participation messages late will add little to the class discussion of those topics.
6. Internet connection problems are not an acceptable excuse for late work. You should have a plan in place for internet access in case your primary method is unavailable. I strongly recommend submitting assignments at least one full day early to allow time to recover from technical problems.
7. If you are unable to access the online classroom due to a College server outage on the date that an assignment is due, the following guidelines apply. If I have not heard from you before the deadline I will not waive the late penalty described above.
 - a. Send me an internet email before the assignment is due and attach the assignment to the email if applicable.
 - b. If you don't have access to the internet, leave a message at the phone number listed at the top of the Syllabus.
 - c. If there is a problem with the D2L server that prevents completing an exam or quiz, I will make a reasonable accommodation and publish the information in the online classroom as soon as I am able to log on myself.
8. If you are out of contact and miss a deadline due to an extenuating circumstance, I expect you to contact me as soon as possible to discuss the situation. No exceptions will be made to the above policies unless you can provide documentation of the situation that I consider adequate.

Class Participation

Class participation is defined as posting a minimum number of substantial, separate, and distinct messages to the Discussion Forums. These discussion board messages must be posted before the deadlines in the Schedule of Assignments to count toward your participation grade.

For the purposes of this class, a substantial message must:

1. Provide a good explanation of a concept or concepts related to the material discussed in the forum, or give a good example of how a concept can be applied, or provide an insightful response to a previous post.

2. Be factually correct. The post should help your classmates, and yourself, learn the material.
3. **Be at least 150 words in length.** Messages that do not meet this length requirement will earn only a small amount of partial credit, even if they are only one word short.
4. Have acceptable spelling and grammar. Although this is not a writing class, this is College. Students should get into the habit of writing complete sentences that are grammatically correct (“chat room” or “text messaging” speak/abbreviations are not acceptable in this venue). I don’t expect your grammar to be perfect, but it should be generally correct. Take advantage of the spell check feature in D2L.
5. Do your own work. Do not plagiarize from any source (internet, textbook, etc) as the body of your post. Study the concept, and then express it in your own words. Make certain to cite and document your references.

Other key points:

1. Only messages that meet all of the requirements of a substantial post listed above will earn full credit for participation.
2. It is acceptable (and encouraged!) for more than one student to respond to the same message. The best way to be sure you understand a topic is to try to explain it to someone else.
3. Please use the discussion forums to ask all of the questions you have about the class material. I want you to ask a lot of questions, and these questions will contribute to your class participation grade.
4. Off-topic messages will not count toward your participation grade.
5. If your final average is on the borderline between two letter grades, active participation (posting several messages to each forum, on average) will work to your advantage as I decide which of the two letter grades you have earned.
6. Messages must have content that contributes to the discussion. Messages that contain a few words and merely say “I agree with you” or something similar will not earn any credit.
7. These participation points are the easiest part of your grade to earn, and also the easiest to forget to do. Don't forget!
8. Copying and pasting from any source, even if you cite the source, is not acceptable. You should study the source document and paraphrase what you learned when typing a message.

To earn 100% for your class participation grade, you must do the following by the dates published in the Course Calendar:

1. Post an introductory message to the class in the Introductions forum.
2. Post one original message and at least one response in each discussion forum at any time during the week in which that forum is scheduled.
3. Some extra credit will be given for substantial messages that are posted no later than Wednesday of the week they are due. This is to encourage students to post early in the week, which will help generate a better class discussion within each forum.
4. If no substantial messages are posted on time in a forum, it will not be possible to earn 100% for that forum. A small number of messages that are not substantial but do say more than “I agree” or “Good Post!” and are more than 1 or 2 sentences in length will earn some part credit, but not very much (150 words is the minimum).

Withdrawal Policy

1. Students may withdraw without academic penalty from any course by the established deadline published in the College's calendar. This will result in a grade of 'W' for the course and will not count against the student's GPA.
2. Students will be permitted a maximum of two withdrawals per course. Upon the third attempt, the student WILL NOT be permitted to withdraw in accordance with State of Florida regulations and will receive an earned grade for that course.
3. It is the responsibility of the student wishing to withdraw from the course to do so by the date published in the College Academic Calendar.
4. Students who abandon the course or do not withdraw themselves by the published deadline are subject to receiving a grade of F.

Exams and Quizzes

1. I recommend the following general process for studying each chapter:
 - a. Read each chapter once to get an idea of its contents.
 - b. Read the chapter carefully, ensuring you understand each concept.
 - c. If you can provide a detailed explanation for every item in the review section and you understand the reasons behind all of the correct answers in the review games, you will be well prepared for the tests in this class.
 - d. Post any questions you have in the appropriate discussion forum or email questions. I, or a classmate, will be sure to help you.
2. Exams may be taken any time during the period listed in the Schedule of Assignments. They will be available beginning on the Sunday prior to the due date, unless otherwise specified. You have one week to take the quizzes/exams. NO EXTENSIONS WILL BE GIVEN.
3. All exams and quizzes will be given online via D2L. There is no requirement to take tests on campus.
4. All exams and quizzes are open book and open notes.
5. All exams and quizzes will have a time limit. They are to be taken in ONE SITTING! My goal is to test what you have learned, not what you can look up. Every test should automatically submit itself at the end of the scheduled time, but it is your responsibility to track the time you have spent and how much time you have remaining. Exams not submitted by the end of the scheduled time will be penalized.
6. The questions will be challenging. You should study as if the exams and quizzes were closed book, because you won't have time to look up every answer. **If you have to look up more than a few answers, you will run out of time.**
7. The class is really divided into two sections, a theory section and an application section. Weeks 1-9 are the theory sections and will have two tests. For the first two tests, question types will be a combination of multiple choice, matching, true/false, fill in the blank (completed online), each worth 100 points. The application section will have three quizzes each worth 75 points and are essay format. There will also be a midterm and a final, each worth 100 points. The midterm will be an analysis of a study and the final will be a position essay, both on topics/studies not covered in the general context of the course to see how you are able to apply the concepts learned. (More details will be provided closer to the actual dates.)

8. On occasion, computer problems will occur during an exam or quiz. If I have to reset your attempt to allow you to complete it, then I have lost control over the time allowed for the assignment. I may, at my discretion, have you take a makeup exam since the original exam environment will have been compromised. If I have to create a makeup exam, be advised that it will be more difficult than the original exam and will likely consist entirely of essay questions. So, you need to be very careful that you don't inadvertently cause any problems during the exam. If your regular internet access method is not reliable, you need to find a reliable access method for exams. The College has computer labs available for your use.

Final Paper

1. There will be a final paper due near the end of the semester (see course calendar for details) worth 195 points! Final papers will be comprehensive literature reviews of a topic of your choice; however, final paper topics will need to be submitted to me for approval. There will be the option to have me revise a rough draft (due 2 weeks prior to the final paper's due date) if you so choose. I highly recommend this option as the paper is worth nearly 20% of your grade. Papers will need to be well thought out and researched, with references cited. Papers are to be 5-7 pages in length (4 and $\frac{3}{4}$ pages is not acceptable), in 12 point font, no more than double spaced. More details will be given along with sample topics on the web interface.

Extra Credit Work

1. In general, I do not permit students to complete extra credit assignments to improve their grade. To earn the grade you desire, work hard all semester.

How Much Study Time You Should Expect To Devote To This Course

1. Most educators recommend that students spend 1-2 hours outside of class studying and completing assignments for every hour spent in class. For a typical 3 credit hour class, this translates into a total of 6-9 hours every week per course. This same guideline applies to online courses. You should expect to spend a total of 6-9 hours each week studying and completing assignments for each course you take. Since this is a research and capstone course, figure that this class will be on the higher end of this suggestion.
2. This is a guideline. Some classes will require more time and effort than this guideline and some will require less, and the time any individual student will need to spend will vary. You should expect that the study time needed in any class will be toward the high side of the guideline until at least after the first exam or quiz. Then you can compare the effort you expended with the results you earned and make any adjustments necessary.
3. This class covers a lot of material, and like most social science courses there are some concepts that may be difficult to grasp. Experience has shown that students who are successful in this class generally have study time totals on the higher of the scale.
4. Few students do well in this course if they are spending fewer than 5 or 6 hours studying every week. If you do not have a strong background in this subject, your study time will almost certainly need to be on the higher end of the scale if you want to earn a good grade.

Academic Honesty & Plagiarism

1. Students are expected to respect and uphold the standards of honesty in submitting written work to instructors. Though occurring in many forms, plagiarism in essence involves the presentation of

another person's work as if it were the work of the presenter. Any cheating or plagiarism will result in disciplinary action to be determined by the instructor based on the severity and nature of the offense. It is the student's responsibility to review the College's policy on Academic Honesty.

2. Collaboration and discussion is encouraged in all course aspects other than actually completing the assigned work (quizzes, exams, homework, projects, etc). Indeed, collaboration often leads to increased understanding of the material being covered. If you have questions about an assignment, I encourage you to speak up and ask questions about it.
3. It should, but will not, go without saying that plagiarism is a form of fraud and will not be tolerated. You are expected to do your own work. Copying text or images from any source and claiming it as your own is considered plagiarism. Submitting copied text as most or all of your answer on a homework or project is also a form of dishonesty, even if you cite the source. I want to read YOUR words, not someone else's words. Using quoted text to support your answer will not usually be necessary in this class.
4. If I catch you in any form of academic dishonesty, you will receive a grade of zero for that assignment. If I catch you a second time, you will earn a failing grade for this class and be reported to the College.

Attendance Policy

1. I will monitor student attendance via participation in educational activities on a weekly basis. Students are required to participate in their online course each week as verified by activity within the D2L Learning Management System.
2. There will be at least one assignment in this course that is due every week of the semester, unless the College is officially closed for the entire week. These may include discussion forum posts for class participation, exams and quizzes, homework, projects, or a combination of these. I will take attendance each week based on your submission of the assignments that are due that week, so it is important that you submit every assignment on time. If you submit all of the week's assignments late, you will be marked as absent from class for that week. If at least one assignment is submitted on time each week, you will be marked as present.
3. Simply logging into the online classroom without submitting any of the assignments due is not sufficient to count for attendance purposes.
4. Students who do not regularly participate in class by submitting the assignments that are due each week, or are considered absent for more than two weeks during the semester, are subject to administrative withdrawal at any time without notice.

Delays in Getting the Textbook

Having regular access to the textbook is a requirement for this class. Whenever possible students should have the text in hand before the first day of class each semester, but there will be times that students are unable to get the text until after the class begins. If you are in this situation, follow the guidelines below. These guidelines are intended to be general enough to apply to all classes you take, and they may not all apply to this class. Not having the text is not an acceptable excuse for doing no work at all in this class.

1. During the first week of the semester, complete all of the administrative items. This includes printing the Syllabus and the Course Calendar and Assessment Measures, posting an introduction to the class, and returning the Class Contract. The text is not needed for any of these tasks.
 2. Print out the course calendar prepared for this class. This will give you a good idea what topics are covered in each chapter. You should do some internet or library research on some of these topics to minimize how far you get behind. This research should also help you learn enough to participate in the class discussions.
 3. Use any resources that are available in the online classroom. This includes links to web sites, review activities, handouts, PowerPoint slide shows, and anything else that may be available.
 4. Reading all messages posted in the discussion forums may be the best way to keep up until you have the book in hand.
 5. Look at the publisher's web site for the text. Most publisher text sites have student resources that can help you, and many of these are available even if you do not have the text. As a minimum, the web sites usually have a Table of Contents, which can also help you get an idea what topics we will cover.
 6. Please let me know if you don't have the text by the end of the first week of class. I will not be sympathetic if you wait until after the first week of the semester to tell me you don't have the text.
- The above guidelines will probably not be enough to replace the text entirely, but they will allow you to learn enough to participate in the discussion forums each week. This participation is critical to your grade and also for attendance purposes.

Sources of Technical Assistance

If you are having any technical difficulties (e.g., logging in, accessing the discussion board, etc.) please contact the Office of Distance Learning helpline at 305-809-3177 Monday—Friday 8:00AM to 4:00PM or email your question to FKCC.helpdesk@online.fkcc.edu.

Special Needs

If you have any special needs or requirements pertaining to this course, please discuss them with the instructor early in the term. If you have special needs as addressed by the Americans with Disabilities Act (ADA) and need assistance, please notify the Office for Students with Disabilities at 305-809-3504 via email at: joanne.dinkel@fkcc.edu or the course instructor immediately. Reasonable efforts will be made to accommodate your special needs.

Community Decorum

A positive learning experience depends upon respect among all members of this classroom community. Disregard or disrespect for the process, the group or toward any individual will result in removal from the class and may result in you being dropped from the course. Respectful discourse in discussion and email areas is expected and anonymous posting will not be tolerated.

Sexual Predators

Federal and State law requires a person designated as a “sexual predator or offender” to register with the Florida Department of Law Enforcement (FDLE). The FDLE then is required to notify the local law enforcement agency where the registrant resides, attends or is employed by an institution of higher learning. Information regarding sexual predators or offenders attending or employed by an institution of higher learning may be obtained from the local law enforcement agency with jurisdiction for the particular campus, by calling the FDLE hotline (1-888-FL-PREDATOR) or (1-888-357-7332), or by visiting the FDLE website at www.fdle.state.fl.us/sexual_predators. If there are questions or concerns regarding personal safety, please contact the Campus Security Officer on your campus.

Copyright Notice

The materials and content provided on this password-protected instructional website is intended only for registered Florida Keys Community College students who have paid their tuition and fees to attend this course. Materials that are affected include, but are not limited to, text, still images, audio recordings, video recordings, simulations, animations, diagrams, charts and graphs. Every effort has been made to insure these materials are not disseminated to anyone beyond those who have legally registered for this course. Download, revision or distribution of course material with anyone other than registered classmates and the instructor is strictly prohibited.