

SCourse Syllabus - CJ 1001- Spring 2012
Dixie State College of Utah
Tues 12:00 - 12:50 p.m., U-Plaza 101D

Professor: **Esther Pugmire**

Office hours: Mon/Wed 9:00 a.m. – 3:00 p.m.; Tue/Thur 1:00 – 3:00 p.m. @ **U-Plaza 103D**

Phone: **(435) 879-4424**

E-mail address: **pugmire@dixie.edu**

CRN: **24881**

Course description:

CJ 1001 is a First Year Experience® course designed to help new or returning students make a successful transition to being a college student. It will help you get to know Dixie State College, understand your major or area of study, succeed academically, and learn strategies for dealing with college life.

This course is designed for students who are interested in seeking a degree in criminal justice. Careers associated with this degree include but are not limited to law enforcement, corrections and computer forensics. It combines major and career exploration in these areas with other topics that are useful to all students.

Course objectives:

At the end of this semester, you should:

- 1) Know your way around Dixie State College. This includes knowing:
 - where to find buildings and services that you may need on campus
 - what campus services are available to you
 - how to do things like add classes, drop classes, change your major, check your account balance, use your dmail, and so on
 - how to get involved in college life
 - what your rights and responsibilities are as a student
- 2) Understand your major or area of study. This includes knowing:
 - what General Education is, and how to fulfill the GE requirements
 - how to choose a major that is right for you
 - what the course requirements are in your major
 - how to construct a graduation plan
 - what kinds of careers your major will prepare you for
- 3) Know some strategies for dealing with college life. This includes:
 - managing your time
 - staying safe and secure on campus
 - recognizing and dealing with stress
 - staying healthy
 - dealing with financial issues
 - networking with other people
 - staying motivated when the going gets tough
- 4) Know how to succeed academically. This includes knowing how to:
 - use a course syllabus
 - read a college textbook
 - talk to your professors
 - take good notes
 - write good papers
 - study effectively
 - recognize and deal with test anxiety
 - take tests effectively
 - avoid academic dishonesty
 - take advantage of your learning style

Required Materials

There is no textbook for this course; the materials you need will be provided by the instructor or will be available on the course website and on Blackboard Vista. If you do not have internet access at home, you can access the course website at the computer center in the basement of the library or the Smith Computer Center. We will also be using Blackboard Vista to complete the on-line learning modules.

Grades

Your grade will be assigned based on your attendance, online learning modules, assignments, and exams. You may also e-mail me at any time to ask about your grade.

<u>Assignments</u>	<u>% of grade</u>
Attendance	15%
Online modules	50%
Assignments	15%
Exams	20%

Attendance: Since this is a discussion course, your attendance is vital. Every day you are in class you will receive 10 points. There isn't any way to make up for these points; however, to allow for unforeseen circumstances, you may miss any two days without penalty. Roll will be taken at the beginning of the class, so make sure to come on time. If you are late, please make sure to let me know that you are here. If you miss class, you are still responsible to turn in assignments that were due that day, and to check the course website to find out about new assignments.

On-line modules: We will be using Blackboard Vista for 16 on-line modules that you will complete on your own at a computer. These modules will be due during the first half of the semester, with two due every week on Thurs at midnight. If you are not able to complete them in time, you may finish them late with a 10% penalty any time during the semester. All parts of the module must be finished on time in order to get full credit.

Assignments: During class, we will discuss several subjects that will be of use to you, and you will have some hands on assignments where you can apply these topics. Most of these will be due towards the middle or end of the semester. Late assignments will be accepted with a 10% penalty. These assignments are not just "busywork" to give you something to do – each fulfills one of the objectives given at the first of this syllabus, and will help you to become a successful student. Descriptions of all assignments are found on the course website – if you are absent, you are responsible to find out what you missed and make it up.

Final exam: To make sure that you have understood and can apply the main principles of the course, a written final exam will be given. It will consist of short essay questions. We will hold a review during the last few weeks of class to help you prepare.

Letter grades will be assigned based on % of points earned on the scale shown below.

A	93.0 – 100%	C+	77.0 – 79.9%
A-	90.0 – 92.9%	C	73.0 - 76.9%
B+	87.0 – 89.9%	C-	70.0 – 72.9%
B	83.0 – 86.9%	D	50.0 – 69.9%
B-	80.0 – 82.9%	F	0 - 49.9%

A grade of "incomplete" will only be given in circumstances where a student has been doing well in the class but has a difficulty such as serious illness during the last week or two of the semester.

The First-Year Experience® is a service mark of the University of South Carolina. A license may be granted upon written request to use the term The First-Year Experience in association with educational programmatic approaches to enhance the first college year. This license is not transferable without written approval of the University of South Carolina.

Other Useful Stuff

College approved absences: Dixie College Policy explains in detail what needs to happen if you anticipate being absent from class because of a college-sponsored activity (athletic events, club activities, field trips for other classes, etc). Please read this information and follow the instructions carefully! The policy can be found at: <http://www.dixie.edu/humanres/policy/sec5/523.html>

Dmail: Important class and college information will be sent to your Dmail account. This information includes your DSC bill, financial aid/scholarship notices, notification of dropped classes, reminders of important dates and events, and other information critical to your success in this class and at DSC. All DSC students are automatically assigned a Dmail account. If you don't know your user name and password, go to www.dixie.edu and select "Dmail," for complete instructions. You will be held responsible for information sent to your Dmail email, so please check it often.

Important DSC dates to remember (for course dates, see schedule on the course website):

January 9	Classwork begins
January 11	Last day to add without a signature
January 16	Martin Luther King Jr. Day
January 17	Drop/Audit fee begins (\$10 per class)
January 24	\$50 Late registration/payment fee
January 30	Graduation application deadline
January 31	Last day for refund
January 31	Last day to drop w/o receiving a "W"
February 3	Last day to ADD classes
February 20	President's Day
March 2	Last day to DROP/AUDIT classes
March 12-16	Spring Break
April 6	Last day for complete withdrawal
April 26	Classwork ends
April 27, 30 May 1-3	Final exams
May 4	Commencement

Disability Accommodations: Students with medical, psychological, learning or other disabilities desiring reasonable academic adjustment, accommodations, or auxiliary aids to be successful in this class will need to contact the DISABILITY RESOURCE CENTER Coordinator (Baako Wahabu) for eligibility determination. Proper documentation of impairment is required in order to receive services or accommodations. DRC is located in the North Plaza Building. Visit or call 652-7516 to schedule appointment to discuss the process. DRC Coordinator determines eligibility for and authorizes the provision of services.

College resources: Several college resources are available to help you succeed. Check out the links for each one to get more information.

If you need help understanding the content of your courses, go to the Tutoring Center located in the

Browning Learning Center, Room 105. There is a schedule of what courses have tutors at what times outside the door. You can also visit them online at <http://dsc.dixie.edu/tutoring/>

If you need help writing papers, go to the Writing Center in the Browning Learning Center, Room 105. You can also visit them online at http://new.dixie.edu/english/dsc_writing_center.php

If you need to use a computer to do schoolwork on campus, go to the Computer Center in the Smith Computer Center or the Library basement.

If you are assigned to take a test in the Testing Center, go to the North Plaza. You can get information on their website at <http://new.dixie.edu/testing/>

The Library has all kinds of information and resources. Visit the Val Browning Library or go to the library website at <http://library.dixie.edu/>

Classroom expectations: It is the responsibility of an instructor to manage the classroom environment to ensure a good learning climate for all students. This means not talking when the teacher is talking, following instructions, and speaking and acting respectfully to the professor and fellow students. If your behavior is disruptive, I will first let you know verbally that you are behaving inappropriately. If it continues, I will send you written notice that your behavior must change. As a last resort, I will drop you from the class. For more details, please see the disruptive behavior policy at: <http://www.dixie.edu/humanres/policy/sec3/334.html>

Academic integrity: I believe that most students are honest, and I don't want to punish everyone for the few that aren't. However, I will not tolerate cheating, and if I discover that it has occurred, a zero grade will be given for that assignment or exam, and you will not be allowed to make it up. Repeated or aggravated offenses will result in failing the course.

Any time you take credit for work you did not do, you are cheating. This includes getting the answers to homework problems from someone else, copying information from a library or internet source and presenting it as if it were your own words (plagiarism), looking at someone else's answers on an exam, and asking someone who has already taken a test about what questions it contains.

I have tried to design assignments and exams to minimize the temptation to cheat, but it is not my job to prevent you from cheating. If you cheat and are not caught, it doesn't mean that you "beat the system." It means you violated the Student Code and forfeited your integrity, whether or not you are caught. You will pay the price, sooner or later. Having served on the committee that disciplines students for academic dishonesty, I can promise you that it is to fail an assignment or even a class than to cheat and lose the chance to continue your education. (See "Student Code" <http://library.dixie.edu/policies/studentcodesectionfour.pdf> page 8).