

Educational Security Administration Syllabus CRJU-4123

Instructor:

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Course Description:

Examines school safety and security, including school security issues, emergency preparedness, legal aspects of school law enforcement, emergency response, crisis management, crime prevention, and the use of deterrents.

Required Text:

Fennelly & Perry (2014) The Handbook for School Safety and Security ; Best Practices and Procedures, ISBN : 9780128005682 E Book ISBN: 9780128006252

Texts may be purchased by contacting the MWSU bookstore (www.follett.com) or by visiting the MWSU bookstore in person. Additional materials may be assigned.

Minimum Technology Requirements:

A computer with an internet connection (High Speed Internet, Cable or DSL, is **strongly** recommended). Desire2Learn will be utilized. Students may need to use Mozilla Firefox; other browsers will not always work. Do not take the chance with your grade.

Course Format:

This class is completely online; there are no class meetings. All homework, assignments, discussions, and examinations are to be completed online no later than the final due dates for each assignment stated in the course schedule. If students have questions regarding the reading material, quizzes, and exams, they should post questions in the appropriate forum. Other students may have the same

or similar questions. Students may also email (preferred method) or call me if additional instructions are needed.

Course Requirements:

- 1. Introduction: (10 pts)** Due to the internet course format, the personal profile is intended to help students get acquainted with each other. The student's profile should include information that the student is willing to share about him or herself, for example, hometown, major, classification, work experience, and goals or objectives in life. If students have any problems or questions, they should contact the computing center. After the profile has been created, students have to introduce themselves in the introduction forum. Each student has a responsibility to post and welcome each other to this online class.
- 2. Examinations: (200 pts)** There will be 2 exams including the final, which will primarily consist of multiple choice, true/false, and matching items. Fill-in-the-blank, short answer, and essay items may also be included. Each exam will be conducted online. Each student must take and finish each test within the time allotted.
- 3. Quizzes: (90 pts)** Students must log-in to take quizzes by the due date (11:55 p.m. Saturday evenings). These quizzes are timed (5 minutes); therefore, students must be ready to take and finish the quiz before logging-in. Quizzes can only be viewed when students are taking them. If students have any questions regarding the quizzes, they should make a note and post that question in the chapter forum. Once everyone takes the quiz for a chapter, posted questions will be answered.
- 4. Discussion Forum: (100 pts)** This is the primary method of communicating ideas with other students and the instructor. All students must participate in discussions about the readings, uploaded materials, websites, and outside materials in a true seminar fashion. This will be accomplished by the use of a discussion forum.

Students are required to log on to the course website regularly to participate in the discussion forum. Discussion board topics will be posted. Discussions will begin on Mondays and continue through Saturday evenings (11:55 p.m.). Students must begin discussions and must also react to, or comment on, other student's responses throughout the semester. Student responses must be substantive, not merely recognition that another student posted. **Each student is expected to post an individual answer to the main topic each week, and then respond to MINIMALLY two other student's posts.**

Student's participation in the above discussions will be graded. Considerations for grades will include but are not limited to the number of initiated discussions, the number of responses, timeliness, appropriateness, contribution value, and accuracy. Students that log on and respond to a question or topic but have clearly not read the assigned material will receive the lowest number of points possible. Students that log on, participate actively, and have clearly read the material may receive the highest grade possible. Average work will receive the median point value. Participation grades will occur randomly but equally for all students across the semester.

All quizzes and exams must be completed as assigned. Otherwise, '0' points will be recorded for the missing work and grades will be calculated as usual.

Class Policies:

Etiquette, Communication Expectations, & Freedom of Expression: Academia is dependent on the ability of all participants to freely express ideas. Many of our discussions involve ideas or behaviors that may be offensive but this does not mean that our discussions should be offensive. Students must be courteous, tolerant, and refrain from personal attacks when others' beliefs differ from theirs. There are limits on freedom of expression, which carry penalties within the university and under the law if not observed. Please refrain from comments that could be considered obscene, harassing, menacing, hostile, or slanderous.

The use of correct grammar, punctuation, and spelling (no internet/text acronyms) are expected in all written forms of communication associated with this course.

Safe Zones Statement: The professor considers this classroom to be a place where you will be treated with respect as a human being - regardless of gender, race, ethnicity, national origin, religious affiliation, sexual orientation, political beliefs, age, or ability. Additionally, diversity of thought is appreciated and encouraged, provided you can agree to disagree. It is the professor's expectation that ALL students consider the classroom a safe environment.

Academic Honesty and Integrity: Plagiarism is the use of someone else's thoughts, words, ideas, or lines of argument in your own work without appropriate documentation (a parenthetical citation at the end and a listing in "Works Cited")-whether you use that material in a quote, paraphrase, or summary. It is a theft of intellectual property and will **not be tolerated**, whether intentional or not.

Student Honor Creed

As an MSU Student, I pledge not to lie, cheat, steal, or help anyone else do so."

As students at MSU, we recognize that any great society must be composed of empowered, responsible citizens. We also recognize universities play an important role

in helping mold these responsible citizens. We believe students themselves play an important part in developing responsible citizenship by maintaining a community where integrity and honorable character are the norm, not the exception. Thus, We, the Students of Midwestern State University, resolve to uphold the honor of the University by affirming our commitment to complete academic honesty. We resolve not only to be honest but also to hold our peers accountable for complete honesty in all university matters. We consider it dishonest to ask for, give, or receive help in examinations or quizzes, to use any unauthorized material in examinations, or to present, as one's own, work or ideas which are not entirely one's own. We recognize that any instructor has the right to expect that all student work is honest, original work. We accept and acknowledge that responsibility for lying, cheating, stealing, plagiarism, and other forms of academic dishonesty fundamentally rests within each individual student. We expect of ourselves academic integrity, personal professionalism, and ethical character. We appreciate steps taken by University officials to protect the honor of the University against any who would disgrace the MSU student body by violating the spirit of this creed. Written and adopted by the 2002-2003 MSU Student Senate.

All students are expected to maintain the highest standards of academic honesty. Cheating, plagiarism, and unethical practices will not be tolerated. Consequences include an F on an assignment and/or an F for the course.

Academic dishonesty involves the inappropriate use of someone else's work product. While preparing for a test, students may study together but they should not work together while taking the test. On discussions, students may receive feedback from others; but, it is unacceptable to have someone else write a section of the discussion or for the student to copy or use a portion of someone else's discussion whether or not it has been previously published. *It is also inappropriate to use a paper or sections of a paper for which the student has previously received credit (course credit, thesis, publication, payment through a grant or assistantship etc.). Double dipping is a violation of academic honesty, unless it is explicitly agreed upon in advance.* While presenting someone else's ideas as one's own is obvious when done *verbatim*, students must also guard against more subtle forms of plagiarism, such as the failure to appropriately cite materials. If unsure of what constitutes plagiarism, consult the university guidelines as well as those of professional organizations, and writing manuals (APA style guide, etc).

Absenteeism and Tardiness: Virtual classroom discussion depends on the preparedness of students. Discussions and participation on-line are a portion of the grade. It is not possible for students to "make up" missed discussions. **Missed exams and quizzes will be excused (with proper documentation) only for dire emergencies and approved university sponsored or sanctioned events.** Work-related absences are generally not excused.

Make-up Policy: If students miss an exam for a valid and university acceptable reason, they should contact the instructor immediately. Missed exams will be recorded as a "0" until the student presents a valid written excused absence and the instructor will keep this for the student's records. A make-up test may be given the following week, later in the

semester, or at the end of the semester, at the discretion of the instructor. There are no make-ups for discussions.

An Incomplete: Grades of “P” will be issued only on rare occasions where a student is unable to complete an assignment toward the end of the course because of truly exigent circumstances.

Student Services: The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you believe you have a disability requiring an accommodation, please contact the Disability Support Services in Room 168 of the Clark Student Center, 397-4140.

Writing Proficiency Requirement: All students seeking a Bachelor's degree from Midwestern State University must satisfy a writing proficiency requirement once they've 1) passed English 1113 and English 1123 and 2) earned 60 hours. You may meet this requirement by passing either the Writing Proficiency Exam or English 2113. Please keep in mind that, once you've earned over 90 hours, you lose the opportunity to take the \$25 exam and have no option but to enroll in the three-credit hour course. If you have any questions about the exam, visit the Writing Proficiency Office website at <http://academics.mwsu.edu/wpr>, or call 397-4131.

Additional Policies & Procedures:

Other class policies and procedures follow the *MWSU Student Handbook* (please see <http://forms.mwsu.edu/uploaded-forms/Student-Handbook-20100825-163916.pdf>)

Tentative Course Schedule and Tentative Due Dates:

The instructor reserves the right to adjust and change the syllabus and course schedule as needed.

Class Content Breakdown:

(See D2L Web)

