



SYLLABUS FOR PSM 444 - RESEARCH PAPER

Term: Fall, 2015
Course Number: PSM 444 (Research Paper) PSM Group #33 (Hobart)
Instructor: Steven Kovacik
E-mail: skovacik@yahoo.com
Cell Phone: (219) 730-5903 (SMS / Text Allowed)

Instructor Background:

Steven Kovacik:

- M.S. (Law Enforcement Management) from Calumet College, B.S. (Electrical Engineering Technology) from Purdue University, A.S. (Engineering Technology) from Purdue University, Graduate of the Northwestern University School of Staff & Command,
- Retired from the Munster Police Department in 2012 after serving in various assignments to include detective and patrol supervisor.
- Worked from 2012 to 2014 as a program manager with Northrop Grumman assigned to the City of Chicago Office of Emergency Management and Communications (911 Center).

Course Time and Dates:

6 pm – 9:30 pm on the dates specified in the course outline.

Course Description:

This course will require the preparation of a research paper in which the author critically examines and discusses a contemporary issue in the field of law enforcement. In addition to the logical and thoughtful exposition of the knowledge garnered through the research, the author must also analyze and apply that knowledge to some aspect of their employment and make recommendations for implementation of that knowledge to some aspect of the law enforcement workplace.

Students will write the paper as if in response to the following scenario:

You are a mid-level manager in your agency. The chief executive officer of the agency comes to you and says, "I've been noticing that our agency is having problems with our employees in relation to _____ (your chosen topic). I want you to find out what you can do about it and then give me a proposal of what can be done to either eliminate or reduce the problem.

Course Objectives:

The objectives of the course are as follows;

1. The student will review the basic steps of conducting research and documenting their findings.
2. The students will learn how to prepare a document which is;
 - a. A properly formatted academic research document; and
 - b. A document containing information necessary to allow management to make an informed decision regarding making changes in policy.
3. The student will identify a contemporary issue in their occupation as the focus for the final paper and write a proposal detailing the hypothesis and reasons for the choice of topic.
4. The student will use the American Psychological Association, Fifth Edition, method of documentation and the grammar and construction styles detailed in the textbook to write a final paper, using the format described later in this syllabus.

Prerequisites:

Prerequisites for the course have been established by the Academic Advisor.

Course Policies:

1. Students are responsible for reading and understanding the course syllabus.
2. The instructor reserves the right to modify the course syllabus with notification.
3. Students who do the minimal amount of work should expect to receive the minimum grade.

Class Policy on Assignments:

Assignments must be completed and delivered to the instructor on or before the date and time which the assignment is due. The grade may be reduced if the student fails to deliver an assignment on time.

Plagiarism

If an instructor or other Calumet College of St. Joseph personnel find that a student has plagiarized or been involved in another form of academic dishonesty, the instructor or other personnel may elect to bring the matter up for judicial review. The maximum penalty for any form of academic dishonesty is dismissal from the college. The procedures for judicial review are listed under the section of CCSJ handbook that addresses student grievances.

Research papers are often referred to later on in your careers by your peers, co-workers, supervisors, members of the academic community and others. The quality and integrity of your research may have far reaching consequences. You want to ensure that those consequences are of a positive nature and not of a negative nature.

Calumet College of St. Joseph subscribes to SAFEASSIGN and all papers will be submitted for checks on plagiarism from the Internet sources and/or databases. Students will only turn in current/new materials and will not reuse, regenerate, or re-appropriate homework, papers, topics, from other classes. Papers which contain substantial instances of plagiarism, to include self plagiarism, will be given a grade of "F". No excuses will be accepted and no opportunities to withdraw the paper and re-write it will be given.

Citation Guidelines

Calumet College of St. Joseph adheres to the latest citation guidelines as prescribed by the American Psychological Association.

Turning In Assignments

Late assignments will not be accepted. This includes *unsolicited emails* of assignments to the instructor in lieu of class attendance. Incompletes will be granted only under extenuating circumstances (e.g., severe illness) and under no other conditions.

Multiple page assignments must be stapled or bound to be accepted. Failure to appropriately contain multiple page assignments will result in a deduction of points toward the grade and up to rejection of the assignment by the instructor.

All work turned in via Blackboard will be attached to the drop box (assignment tool) as an OFFICE (DOC or DOCX) file format. Using the assignment drop box comments field to submit work will result in a zero grade. Multiple documents in an assignment are rarely expected.

All work/files turned in via Blackboard or via email will follow the naming convention of course designator- last-name and first-name and assignment-name.

For example
PSM444_Kovacik_Steven_Topic_Paper.doc

Failure to follow this naming convention could result in a zero for the assignment.

Emailing Assignments

Never email the instructor an attachment without permission first or in lieu of using the appropriate method. All emails SHALL have a subject that contains the course ID first and the subject chapter reference (The instructor reserves the right to refuse and count late any course work not meeting this requirement). Instructor requested email assignment submissions shall be as an attachment in Microsoft Word format (.doc or .docx).

Assignments:

Topic Paper

The topic paper is a one page document which;

1. Lists the purpose of the paper. Specifically what problem you will be addressing.
2. Provides additional details regarding the topic and the focus of the paper. Should address the reason why the topic was chosen.
3. Explains how the writer intends to use the knowledge gained in the research to make recommendations to improve the police work environment and for the implementation of said recommendations, and
4. Types of reference sources that can be used (interviews, documents, internet pages, etc.).

Topics which will not be accepted include, but are not limited to, the following; community policing, vehicle pursuit policies, firearms (in terms of equipment issued), death penalty topics. Furthermore any other topic which would not allow the writer to make a recommendation to improve the police work environment will also not be acceptable. Final approval of the topics is at the discretion of the instructor.

Annotated Bibliography

Provide a listing of at least ten academic, scholarly, references to support your research question (as per the requirements of the paper) and within the bounds of the syllabus. "How stuff works", eHow and Wikipedia on the web are not valid primary references. For each APA style reference, provide at least a paragraph synopsis of the material (150 words) you will be using. Using a paragraph from an entire book will not be acceptable. All elements to be used should be cited correctly (including page number).

Paper Outline

A detailed outline at least to the paragraph level inclusive of citation and figure markers will be provided. This should be done in APA format style and with sections that are inclusive of APA.

Research Paper

The research paper will utilize the APA format as explained in the text book. In addition the following shall also apply;

1. Papers shall be organized into the following parts and in the following order;
 - a. Title page
 - b. Executive Summary Page
 - c. Table of Contents
 - d. Body
 - i. The body of the paper will be a minimum of 15 pages in length.
 - ii. The first 2/3 of the paper shall be devoted to telling the reader what

- the student's research produced.
- iii. The final 1/3 of the paper is reserved for analysis and application of research, recommendations, and implementation strategies.
 - e. Appendix (if necessary).
2. Spelling and punctuation errors, improper sentence structure, and unsupported conclusions will lower grades. *It is strongly suggested that students proof-read their papers and have someone else proof-read the paper prior to turning in the paper.*
 3. A complete bibliography listing of references shall also be completed and attached to the end of the paper. (Note that references do not count towards the 15 page requirement.)
 4. Pictures, illustrations, graphs, diagrams, text boxes, etc. can be used.

Peer Review

A one page document providing constructive feedback on another students draft paper.

Software Requirements:

Microsoft WORD 2007 or higher. It is also suggested that students have Microsoft Excel for charting and graphs. Students who do not have a licensed copy of this software may obtain a licensed copy from the college bookstore for a very minimal cost.

Textbook:

Publication Manual of the American Psychological Association;

6th edition; American Psychological Association, 2010 ISBN 10: 1-4338-0561-8

Software Requirements:

Microsoft WORD 2007 or higher. It is also suggested that students have Microsoft EXCEL for charting and graphs. Student how do not have a licensed copy of this software may obtain a licensed copy from the college bookstore for a very minimal cost.

Websites:

<http://www.apastyle.org/>

http://owl.english.purdue.edu/handouts/research/r_apa.html

http://owl.english.purdue.edu/handouts/print/research/PDFs/r_apa.pdf

Template:

<http://www.uwsp.edu/psych/APATemplate.doc>

Assessment:

Topic Paper	10 Points
Quiz	10 Points
Annotated Bibliography	25 Points
Paper Outline	30 Points
Peer Review	25 Points
Research Paper	100 Points

Grading Scale:

Grade	% of Points		Grade	% of Points
A	100-93		C	76-73
A-	92-90		C-	72-70
B+	89-87		D+	69-67
B	86-83		D	66-63
B-	82-80		D-	62-60
C+	79-77		F	59 and below

Class Policy on Attendance:

Due to the accelerated nature of this program, it is a serious matter when a student misses even one session. Any student who misses more than one class session are required to withdraw from the module by contacting their Academic Advisor and the instructor.

This class requires a significant amount of homework and independent research time. Students should expect to have at least two hours of outside course work for each hour of scheduled course time. Expect to spend four to six hours of outside course work per week.

All course assignments are due by their assigned due dates regardless of whether the student is present in class or class cancellation due to weather, instructor discretion or any other reason.

Class Policy on Electronic Devices:

While it is understood that many participants in the class have public safety responsibilities, these responsibilities rarely require frequent interruptions. All cell phones and pagers must be set to vibrate. Students should wait till a break in order to use cell phones; however, in emergency situations students may leave the classroom in order to use a cell phone.

Class Dates:	Topics & Assignments:
September 2nd	<ul style="list-style-type: none"> Review of course and demonstration of using WORD 2013 for citations and bibliography. Topic papers due by Friday.
September 9th	<ul style="list-style-type: none"> Constructing research papers using WORD 2013 Outline format. Conducting online research. Quiz
September 16th	<ul style="list-style-type: none"> Outlines due. Review of Outlines and discussion of executive summary.
September 23rd	<ul style="list-style-type: none"> Review of draft and/or answer questions. Discussion of WORD markups. Annotated bibliography due.
September 30th	<ul style="list-style-type: none"> Review of draft and/or answer questions. Peer reviews are due.
October 7th	<ul style="list-style-type: none"> Research paper is due.

Tutoring Center:

Tutoring assistance is free to all students of Calumet College of St. Joseph. You can contact the Tutoring Center, at 473-4287 or visit room 413. The Center has experienced and well-trained tutors in most subject areas to help students who are struggling in a course or who are doing well and would like to do better. Regular weekly tutoring sessions are likely to improve your grade.

Withdrawal from Classes Policy:

After the last day for class changes has passed (see College calendar), students may withdraw from a course in which they are registered with permission from the faculty member conducting the course. A written request detailing the reason(s) for the withdrawal must be filed with the Registrar. The Registrar must receive written request for withdrawal by the last day of classes prior to the final examination dates specified in the catalogue. Written requests may be mailed to the Registrar or faxed to the College fax number 219-473-4259. Students are to make note of the refund schedule when withdrawing from courses. The request is forwarded to the faculty member, who makes the final determination to accept or deny the request. If the request is honored, the student will receive notification of official withdrawal; if denied, the notification will indicate why the withdrawal is disallowed.

An official withdrawal is recorded as a "W" grade on the student's transcript. Dropping a course without written permission automatically incurs an "F" grade for the course (see Refund Schedule).

Behavior

Students are expected to conduct themselves in a scholarly manner while in class. Sleeping, reading newspapers, browsing the Internet, instant messaging, or chatting with friends during lecture is not appropriate behavior. Students who conduct themselves in this manner may be asked to leave the class and will earn an unexcused absence.

Do not bring friends, pets, children, significant others, or family members to class with you. Class is held for your benefit and the other students in class. Unapproved visitors are considered a disruption and you and your guest will be asked to leave.

Professionalism of students and academic honesty are regarded as essential to being in this course. The expectation is that students will be on time, attend class regularly, turn in homework in a timely manner, respect their peers, and behave appropriately and respectfully. Failure to act in a professional manner will result in the reduction of points from the final grade and or expulsion from the class.

Disability Services

The Student Support Services Office is the primary office to guide, counsel and assist students with disabilities. If you have reasonable accommodation needs (e.g., extended time needed for tests, note taking assistance, special testing arrangements, etc.) because of a disability, contact the Student Support Services Office at 219-473-4388. Student Support Services staff will require documentation pertinent to your disability. If you already receive services through the Student Support Services Office and require accommodations for this class, make an appointment as soon as possible to discuss your needs. Calumet College of St. Joseph will hold any information you share in the strictest confidence unless you request that it be shared.

School Closing Information:

Classes will be cancelled whenever the college closes due to hazardous weather or other circumstances.

Internet:

<http://www.ccsj.edu>
<http://www.EmergencyClosings.com>
Facility: Calumet College of St. Joseph
Phone: 219.473.4770

Radio:

WAKE – 1500 AM
WZVN – 107.1 FM
105.5 FM

Emergency Procedure Guides

Fire...

- Know the location of the fire alarms, fire extinguishers and evacuation routes and exits.
- Evacuate when the alarm sounds.
- Help ensure everyone evacuates.
- Assist others during the evacuation.
- Call 911 if you or others need assistance or if someone is trapped in an elevator.

Severe Weather...

- Know the location of your Storm Safe Area.
- Listen for announcements via NOAA weather radio, public address system or other sources.
- Follow instructions.
- Help ensure everyone is aware and follows instructions.

Medical Emergency...

- Immediately call 911 if an ambulance is needed.
- Notify the instructor of any student injury immediately.

Power Failure...

- If it lasts more than a few seconds...secure your space and go towards the nearest exterior door.
- Listen for announcements.
- Follow instructions.
- Help ensure everyone follows instructions.
- REMEMBER...emergency lighting is limited in duration...it is intended to help you evacuate safely...it is not intended to help you keep working.

Elevator Failure...

- If you are trapped, activate the elevator alarm and use the emergency telephone to contact assistance.
- If you hear someone who is trapped in an elevator, reassure them that you will call 911.

Criminal Activity...

- Call local police immediately if you observe a crime, note a suspicious person or have knowledge of a crime previously committed.

Dangerous Individuals...

- Call local police immediately if you observe someone demonstrating apparently irrational or harmful behavior.

Hazardous Condition...

- Notify the instructor if you see, smell, touch or hear something that has the potential to become a hazard.
- Immediate potentially life threatening hazards should be reported to local first responders by calling 911.

Sounds like gunshot...

- Turn off lights to the room.
- Lock or barricade the door.
- Hide where you can't be seen.
- Call the local police via 911.
- Wait for police to arrive or if you are law enforcement then follow your departments policies and procedures.
- WHEN IN DOUBT...CALL 911