
Calumet College



of Saint Joseph

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Calumet College of St. Joseph is a Catholic institution of higher learning dedicated to the academic, spiritual and ethical development of undergraduate and graduate students. Informed by the values of its founding religious community, the Missionaries of the Precious Blood (C.P.P.S.), the College promotes the inherent dignity of all people, social justice, an ethic of service, student empowerment, opportunity, and lifelong learning.

COURSE SYLLABUS

Course: PSA 520/521 – Fall 2018 Group AA

Instructor Information:

Instructor Name	Bill Taylor
Office Number:	400
Phone Number:	Office: 219-473-4266 Cell: 312-909-9675 (Best Method)
Email:	wtaylor1@ccsj.edu
Hours Available:	Tuesdays 1 – 2, 5 – 6 pm and by appointment
Instructor Background:	
I have a background in Quantitative Economics with a BA and MA and some coursework toward the Ph.D.. I also have all coursework completed for a Ph. D. in Research Methodology. I have over 13 years experience in the field of Institutional Research and 25 years in the field of technology applications in the Financial Markets at the Chicago Board Options Exchange, Chicago Mercantile Exchange and the Chicago Board of Trade. I also have previous teaching experience in Statistics within the Math/Physics/Statistics department at Purdue University Northwest.	

Course Information:

Course Time:	Wednesdays 9am – 1pm or 6pm – 10pm
Classroom:	TBD
Prerequisites:	
Required Books and Materials:	Required: <i>Elementary Statistics in Criminal Justice Research</i>, James Alan Fox, Jack Levin, David R. Forde.

Learning Outcomes/ Competencies:

Students in this course will:

- Describe behavioral research paradigms and designs with a particular focus on quantitative research.
- Select and use sampling techniques that are appropriate in behavioral research.
- Use blackboard for communication and assignments.
- Interpret assessments regarding reliability, validity, uses, limitations and implications.
- Select and use appropriate instrumentation to measure research variables.
- Apply appropriate statistical tools to address research questions, test research hypotheses and understand the statistical results.
- Code and analyze data using SPSS.

This course meets the following program objectives:

- Communicate a comprehensive knowledge base of the concepts, theories, principles, and laws that affect public safety and homeland security.
- Evaluate the reliability, validity, and applicability of the body of research relevant to public safety administration.
Demonstrate mastery of critical thinking skills, written and oral communication skills, and technological competence.

Course Description:

This course combines both the lecture and lab into each scheduled Wednesday class meeting for the 14 – week period. The course intends to develop the student’s ability to not only understand but to utilize applied research techniques in law enforcement settings. Understanding the research process, designing and evaluating research projects is at the heart of this course. Topics covered include research design, conceptualization and measurement, sampling, experiments, survey research, questionnaire development, and data analysis including different statistical techniques of analyzing data. Students will acquire the necessary skills and knowledge to carry out their own research projects as well as apply this knowledge to the demands of their professional responsibilities.

Learning Strategies:

- Lecturing
- Group Discussion
- Collaborative Learning
- Blackboard
- In-class Lab work

Experiential Learning Opportunities:

Students analyze real world data associated with public safety administration and policing.

Assessments:				
520: Research Methods		521: Research Lab		
Students will be assessed based on results of quizzes and tests covering the materials covered both in class and from outside reading assignments. Preparedness and class participation will factor into a student's overall grade				
Grading Scale:				
100 – 90: A	89 – 80: B	79 – 70: C	69 – 60: D	59 and below: F
Course Outline (Tentative Schedule and Reading List):				
Week 1:	Chapter 1		Week 8:	TBD
Week 2:	Chapter 2		Week 9:	TBD
Week 3:	Chapter 3		Week 10:	TBD
Week 4:	Chapter 4		Week 11:	TBD
Week 5:	TBD		Week 12:	TBD
Week 6:	TBD		Week 13:	TBD
Week 7:	TBD		Week 14:	TBD

*****I reserve the right to change this schedule to meet the needs of the class.*****

Responsibilities	
Attending Class	<p>You cannot succeed in this class if you do not attend. We believe that intellectual growth and success in higher education occur through interaction in the classroom and laboratories. We understand that your work schedule can be unpredictable at times, however, you must give notice of your absence in advance, and you are responsible for all missed work. Being absent doesn't excuse you from doing class work; you have more responsibilities to keep up and meet the objectives of this course.</p> <p>Intellectual growth and success in college is reinforced through interaction in the classroom. Students reach personal goals and course outcomes through regular and prompt attendance. Practicing statistics is important and class should not be missed.</p>
Turning In Your Work	<p>You cannot succeed in this class if you do not turn in all your work on the day it is due. Late work will be accepted under special circumstances; in such cases, your score will decrease 1% each day for the first 7 days, and 10% each subsequent week.</p>

CCSJ Student Honor Code	<p>This course asks students to reaffirm the CCSJ Student Honor Code:</p> <p>I, as a student member of the Calumet College academic community, in accordance with the college's mission and in a spirit of mutual respect, pledge to:</p> <ul style="list-style-type: none"> • Continuously embrace honesty and curiosity in the pursuit of my educational goals; • Avoid all behaviors that could impede or distract from the academic progress of myself or other members of my community; • Do my own work with integrity at all times, in accordance with syllabi, and without giving or receiving inappropriate aid; • Do my utmost to act with commitment, inside and outside of class, to the goals and mission of Calumet College of St. Joseph.
Using Electronic Devices	Electronic devices can only be used in class for course-related purposes. If you text or access the Internet for other purposes, you may be asked to leave, in which case you will be marked absent.
Participating in Class	You must be on time, stay for the whole class and speak up in a way that shows you have done the assigned reading. If you are not prepared for class discussion, you may be asked to leave, in which case you will be marked absent.
Doing Your Own Work	If you turn in work that is not your own, you are subject to judicial review, and these procedures can be found in the College Catalog and the Student Planner. The maximum penalty for any form of academic dishonesty is dismissal from the College.
Sharing Your Class Experience	At the end of the term, you will have the opportunity to evaluate your classroom experience. These confidential surveys are <i>essential</i> to our ongoing efforts to ensure that you have a great experience that leaves you well prepared for your future. Take the time to complete your course evaluations – we value your feedback!
Withdrawing from Class	After the last day established for class changes has passed (see the College calendar), you may withdraw from a course by following the policy outlined in the CCSJ Course Catalog.
Resources	
Student Success Center:	The Student Success Center provides faculty tutors at all levels to help you master specific subjects and develop effective learning skills. It is open to all students at no charge. You can contact the Student Success Center at 219 473-4287 or stop by the Library.
Disability Services:	Disability Services strives to meet the needs of all students by providing academic services in accordance with Americans with Disabilities Act (ADA) guidelines. If you believe that you need a “reasonable accommodation” because of a disability, contact the Disability Services Coordinator at 219-473-4349.
Student Assistance Program	This free and confidential counseling service is available on-campus to help you deal with personal issues. The counseling office is in Room 301. You can reach them at 219 473-4362 (on campus) or 219-736-4067.
CCSJ Alerts:	Calumet College of St. Joseph’s emergency communications system will tell you about emergencies, weather-related closings, or other incidents via text, email, or voice messages. Please sign up for this important service annually on the College’s website at: http://www.ccsj.edu/alerts/index.html .

Emergency Procedures

MEDICAL EMERGENCY

EMERGENCY ACTION

1. Call 911 and report incident.
2. Do not move the patient unless safety dictates.
3. Have someone direct emergency personnel to patient.
4. If trained: Use pressure to stop bleeding.
5. Provide basic life support as needed.

FIRE

EMERGENCY ACTION

1. Pull alarm (located by EXIT doors).
2. Leave the building.
3. Call 911 from a safe distance, and give the following information:
 - Location of the fire within the building.
 - A description of the fire and how it started (if known)

BUILDING EVACUATION

1. All building evacuations will occur when an alarm sounds and/or upon notification by security/safety personnel. **DO NOT ACTIVATE ALARM IN THE EVENT OF A BOMB THREAT.**
2. If necessary or if directed to do so by a designated emergency official, activate the building alarm.
3. When the building evacuation alarm is activated during an emergency, leave by the nearest marked exit and alert others to do the same.
4. Assist the disabled in exiting the building! Remember that the elevators are reserved for persons who are disabled. **DO NOT USE THE ELEVATORS IN CASE OF FIRE. DO NOT PANIC.**
5. Once outside, proceed to a clear area that is at least 500 feet away from the building. Keep streets, fire lanes, hydrant areas and walkways clear for emergency vehicles and personnel. The assembly point is the sidewalk in front of the college on New York Avenue.
6. **DO NOT RETURN** to the evacuated building unless told to do so by College official or emergency responders.

IF YOU HAVE A DISABILITY AND ARE UNABLE TO EVACUATE:

Stay calm, and take steps to protect yourself. If there is a working telephone, call 911 and tell the emergency dispatcher where you are **or** where you will be moving. If you must move,

1. Move to an exterior enclosed stairwell.
2. Request persons exiting by way of the stairway to notify the Fire Department of your location.
3. As soon as practical, move onto the stairway and await emergency personnel.
4. Prepare for emergencies by learning the locations of exit corridors and enclosed stairwells. Inform professors, and/or classmates of best methods of assistance during an emergency.

HAZARDOUS MATERIAL SPILL/RELEASE

EMERGENCY ACTION

1. Call 911 and report incident.
2. Secure the area.
3. Assist the injured.
4. Evacuate if necessary.

TORNADO

EMERGENCY ACTION

1. Avoid automobiles and open areas.
2. Move to a basement or corridor.
3. Stay away from windows.
4. Do not call 911 unless you require emergency assistance.

SHELTER IN PLACE

EMERGENCY ACTION

1. Stay inside a building.
2. Seek inside shelter if outside.
3. Seal off openings to your room if possible.
4. Remain in place until you are told that it is safe to leave.

BOMB THREATS

EMERGENCY ACTION

1. Call 911 and report incident.
2. If a suspicious object is observed (e.g. a bag or package left unattended):
 - Don't touch it!
 - Evacuate the area.

TERRORISM AND ACTIVE SHOOTER SITUATIONS

EMERGENCY ACTION

1. Call 911 and report intruder.

RUN, HIDE OR FIGHT TIPS:

1. **Prepare** – frequent training drills to prepare the most effectively.
2. **Run and take others with you** – learn to stay in groups if possible.
3. **Leave the cellphone.**
4. **Can't run? Hide** – lock the door and lock or block the door to prevent the shooter from coming inside the room.
5. **Silence your cellphone** -- use landline phone line.
6. **Why the landline?** It allows emergency responders to know your physical location.
7. **Fight** – learn to “fight for your life” by utilizing everything you can use as a weapon.
8. **Forget about getting shot – fight!** You want to buy time to distract the shooter to allow time for emergency responders to arrive.
9. **Aim high** – attack the shooter in the upper half of the body: the face, hands, shoulder, neck.
10. **Fight as a group** – the more people come together, the better the chance to take down the shooter.
11. **Whatever you do, do something** – “react immediately” is the better option to reduce traumatic incidents.