
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: Fall 2018, Group 50**PSM 325 Introduction to Research in Public Safety Issues****Instructor Information:**

Instructor Name	Jill Musgrave
Office Number:	400
Phone Number:	Office (219) 473-4252 CELL: (812) 318-1529 (Feel free to call or text between the hours of 8:00 a.m. and 10:00 p.m.)
Email:	jmusgrave@ccsj.edu (preferred)
Office Hours:	By appointment (I am available to teleconference by Zoom or Skype or to make other arrangements as needed.)

Instructor Background:

Jill Musgrave is a Ph.D. candidate from Indiana State University (ISU) in Curriculum and Instruction and expects to defend her dissertation in November of this year. She has her M.A. in Criminology, also from ISU, and a B.A. in Criminal Justice from Indiana University, Bloomington. She instructs Sexual Assault Investigations for First Responders for the basic recruit courses at the Indiana Law Enforcement Academy in Plainfield, IN. Jill spent 17 years as a police officer at DePauw University where she served as a patrol and bike officer, was certified as a ground fighting and physical tactics instructor, a Rape Aggression Defense (RAD) instructor, and a primary law enforcement instructor. In addition to being a police officer, Jill worked as a domestic violence and sexual assault victim's advocate and a teen dating violence prevention educator.

Course Information:

Course Time:	Wednesdays: 9:00 a.m.-12:30 p.m. at East-West University 6:00 p.m.-9:30 p.m. at Chicago Police Academy
Classroom:	TBA
Required Books and Materials:	Textbook: Higgenbotham, E., & Andersen, M. (2016). <i>Race and ethnicity in society</i> (4th ed). Boston, MA: Cengage Learning.

<p>Helpful Resources</p>	<p>CCSJ Public Safety Management Library Guide http://www.ccsj.edu/library/subjectsplus/subjects/guide.php?subject=ps Public Safety Management Program Page, click Research Links https://www.ccsj.edu/PSM/#undefined4 Purdue Owl APA Style Guide https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_style_introduction.html Ashford Writing Center http://writingcenter.ashford.edu/ http://writingcenter.ashford.edu/graduate-writing</p>
<p>Learning Outcomes/ Competencies: Students in this course will:</p> <ol style="list-style-type: none"> 1) Conduct academic research using valid, scholarly sources: Google Scholar, government resources, journal articles, libraries, etc. 2) Demonstrate writing skills using appropriate format, grammar, punctuation, style, and development. 3) Use APA format correctly. 4) Orally deliver a presentation with a clear central idea that is logically developed, supported by convincing evidence and valid reasoning, and expressed using language and delivery choices thoughtfully adapted to the audience. <p>This course meets the following learning objectives for the Public Safety Management Program:</p> <ol style="list-style-type: none"> 1) Formulate solutions utilizing an understanding of the basic concepts, theories, principles, and laws that affect public safety and homeland security. 2) Assess the impact of critical thinking skills, written and oral communication skills, and technological competencies on the public safety realm in conjunction with the student’s career and personal philosophy. <p>This course meets Calumet College of St. Joseph’s Signature Assignment requirement to demonstrate fundamental competency in written and/or oral communications.</p>	
<p>Learning Strategies: Blackboard, group discussions, collaborative learning, individual presentation, academic and professional writing, lecture</p>	
<p>Experiential Learning Opportunities: This course will provide the foundation for identifying and defining relevant problems facing public safety, conducting and applying research to clarify the problem, and critically analyzing research for its viability.</p>	

Assessments:		
Major Assignments:	Discussion Board Posts	150 pts.
	Syllabus Quiz	50 pts.
	Weekly Assignments (6 x 50 pts.)	300 pts.
	Oral Presentation	100 pts.
	Final Paper	100 pts.
	All assignment submitted through Blackboard	
Class Participation:	See attendance policy	100 pts.
Total		800
Grading Scale:		
100% – 92%: A	91% – 90%: A-	
89% – 88%: B+	87% – 82%: B	81% – 80%: B-
79% – 78%: C+	77% – 72%: C	71% – 70%: C-
69% – 68%: D+	67% – 62%: D	61% – 60%: D-
59% and below:	F	

Course Schedule

PSM 325 Introduction to Research of Public Safety Issues				
Module	Lesson Content	Assignments/Papers & Other Information	Point Value	Due Date All assignments due by 11:59 p.m. on the dates below.
1	Course overview: Introduction, Syllabus, Course Expectations, APA Style and Formatting, Defining the Problem, Formatting the Title Page	DB 1: Problem Statement	25	9/20/2018
		DB2: Response	25	9/23/2018
		Assignment 1: Title Page Using APA Format	50	9/23/2018
		Syllabus Quiz	50	9/23/2018
2	Group Discussion of Problem Statements, References and Title Page, Introduction and Table of Content Development	Assignment 2: Introduction, Table of Contents, Reference Page	50	9/30/2018
		DB 3: Post Assignment 2 to the Discussion Board	5	9/30/2018
		DB 4: Proofread and provide comments for one classmate's introduction, table of	20	10/7/2018

		contents, and reference page		
		Read Ch.2 of the APA Manual (pp. 21-59)		9/30/2018
3	Group Discussion of Assignment 2, Literature Review, Citations, Quotations, and Active v. Passive	Assignment 3: Literature Review and Reference Page	50	10/07/2018
		DB 5: Post Lit Review and Reference Page on Discussion Board	5	10/7/2018
		DB 6: Proofread and provide comments for one classmate's literature review and reference page	20	10/14/2018
		Read Ch. 3 of the APA Manual (pp. 61-86)		
4	Group Discussion of Assignment 3, Discussion Section of Paper, Ethical Writing, PowerPoint Development, Learning Style Inventory	Assignment 4: Literature Review and Discussion Section	50	10/14/2018
		DB 7: Post Assignment 4 to the Discussion Board	5	10/14/2018
		DB 8: Proofread and provide comments for one classmate's literature review and reference page	20	10/21/2018
		Read Ch. 4 of the APA Manual (pp. 87-124)		
5	Group Discussion of Assignment 4, Conclusion, Abstract, and Proofreading	Assignment 5: Conclusion and Abstract	50	10/21/2018
		DB 9: Post Assignment 5 to the Discussion Board	5	10/21/2018
		DB 10: Proofread and provide comments for one classmate's literature review and reference page	20	10/25/2018
		Assignment 6: Submit Visual Aid for Oral Presentation	50	10/21/2018

6	Final Questions, Oral Presentations	Assignment 7: Oral Presentation (In Class)	100	10/22/2018
		Assignment 8: Formatted Final Paper	100	10/28/2018
		Participation	100	
		Total possible points	800	
Changes: I reserve the right to make changes to this schedule to meet the needs of the class.				

Assignment Descriptions	
Final Paper and Oral Presentation	This course has several assignments that culminate in the final, 12-page paper. The final paper will consist of the title page, table of contents, abstract, eight pages of body, and a reference page including at least ten, scholarly references. The final paper and the oral presentation of the paper are the focus of the assignments in this course. The oral presentation will be presented on the last day of class and should last 15-20 minutes. Each assignment is discussed in greater detail below.
Discussion Board 1 (DB 1): Problem Statement	Develop the problem statement that will form the basis for your research paper. Post your problem statement to the discussion board.
Discussion Board 2 (DB 2): Response	Find one scholarly resource for two of your classmates' problem statements that may be of significance for their problem. Reply to each post with the APA citation for the resources that you have found.
Assignment 1: Title Page APA Format	Format your title page using APA format (See p. 23 of your APA manual and Purdue Owl for guidance.) Submit title page under the assignments tab on your Blackboard site.
Syllabus Quiz	You may refer to the syllabus for the quiz.
Assignment 2	Introduction – No more than 2 pages of the body of the paper. (See p. 27 of your APA manual.) Table of Contents – Basic format with the following placeholders: Abstract, Introduction, Literature Review, Discussion, Conclusion Reference Page – Format reference page using APA style. Cite any references used in the introduction of your paper.

	(See pp. 169-224 of your APA manual). Keep your reference page updated as you cite new sources. Submit Assignment 2 under the assignments tab on your Blackboard site.
Discussion Board 3 (DB 3)	Post Assignment 2 to the discussion board
Discussion Board 4 (DB 4)	Respond to one classmate's post by proofreading and providing comments for your classmate's introduction, table of contents, and reference page.
Assignment 3: Literature Review and Updated Reference Page	The literature review should be the majority of your paper (four to five pages). For Assignment 3, turn in at least three pages of your literature review section. Submit your literature review and your updated reference page under the assignments tab on your Blackboard site.
Discussion Board 3 (DB 5)	Post Assignment 3 to the Discussion Board
Discussion Board 4 (DB 6)	Respond to one classmate's post by proofreading and providing comments for your classmate's literature review and reference page.
Assignment 4: Literature Review, Discussion and Updated Reference Page	Submit the remainder of your literature review and your discussion section of your paper. The discussion section should be one to two pages long. Submit your literature review, discussion section and updated reference page under the assignments tab on your Blackboard site.
Discussion Board 5 (DB 7)	Post Assignment 4 to the Discussion Board
Discussion Board 6 (DB 8)	Respond to one classmate's post by proofreading and providing comments for your classmate's literature review, discussion section and updated reference page.
Assignment 5: Conclusion, Abstract, and Completed Reference Page	The conclusion and the abstract should be approximately one page each. Submit your conclusion, abstract, and completed reference page under the assignments tab on your Blackboard site.
Discussion Board 7 (DB 9)	Post Assignment 5 to the discussion board
Discussion Board 8 (DB 10)	Respond to one classmate's post by proofreading and providing comments for your classmate's conclusion and abstract.
Assignment 6: Visual Aid for Oral Presentation	Prepare a visual aid (PowerPoint, video clip, handout, poster, etc.) for your 15 minute oral presentation. If you are preparing a PowerPoint, you should prepare at least one slide for the major sections of your final paper: abstract, literature review, discussion, and conclusion. (You are welcome to

	make as many slides as needed; this is only a minimum requirement.) Submit your visual aid under the assignments tab on your Blackboard site.
Assignment 7	15 minute Oral Presentation
Assignment 8	Completed, 12-page, formatted paper

Responsibilities	
Attending Class	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. However, we understand that emergencies do occur. If you need to miss class, you must give notice of your absence in advance. Being absent doesn't excuse you from doing class work; you have more responsibilities to keep up and meet the objectives of this course. You may not miss more than two class. If you miss more than two classes, you will either be dropped or receive a failing grade for the course, depending on the date of the absence relative to the academic calendar.
Turning In Your Work	You cannot succeed in this class if you do not turn in all your work when due. Assignments are due no later than 2359 (11:59 p.m.) on the date provided in the course calendar. Late assignments are accepted, but reduced by one letter grade unless prior arrangements have been made between the student and the instructor.
CCSJ Student Honor Code	This course asks students to reaffirm the CCSJ Student Honor Code: 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: <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. It is acceptable to have your phone on your desk in silent mode. However, it is not acceptable to text or be otherwise distracted by your phone or electronic device during class.

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, you may be asked to leave, in which case you will be marked absent.
Doing Your Own Work	<p>If you turn in work that is not your own, you will be subject to judicial review by the Faculty-Student Grievance Committee. These procedures can be found in the Student Planner. The maximum penalty for any form of academic dishonesty is dismissal from the College.</p> <p>Using standard citation guidelines to document sources avoids plagiarism. You'll find guides to the major citation methods at the CCSJ Specker Library Web page at http://www.ccsj.edu/library/subjectsplus/subjects/guide.php?subject=cite</p> <p>PLEASE NOTE: All papers may be electronically checked for plagiarism.</p>
Sharing Your Class Experience	At the end of the term, you will have the opportunity to evaluate your classroom experience. These confidential surveys are essential 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 in the CCSJ Course Catalog), you may withdraw from a course by following the policy outlined in the Course Catalog.

Resources	
CCSJ Book Rental Program	The CCSJ Book Program ensures that everyone has the right course materials on the first day of class to be successful. You pay a book rental fee each semester, and in return, receive all the materials for all your classes prior to the beginning of classes. At the end of the semester, simply return the books. For traditional students, the Book Rental Program is conveniently located in the library, where students can pick up and return their books. For students in accelerated programs and graduate programs, books will be delivered to their homes and they can return them by mail. For more information, see http://www.ccsj.edu/bookstore . All books must be returned at the end of the semester or you will incur additional fees, which will be charged to your student account.
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	Through a partnership with Crown Counseling , Calumet College of St. Joseph provides a free Student Assistance Program (SAP) to current students. The SAP is a confidential counseling service provided to students for personal and school concerns which may be interfering with academic performance and/or quality of life. The SAP counselor is available on campus once a week and off-site at the Crown Counseling offices in Crown Point or Hammond. For more information, contact Kerry Knowles SAP Counselor , at 219-663-6353 (office), 219-413-3702 (cell), or kerryk@crowncounseling.org .
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 .

