

**CASPER COLLEGE COURSE SYLLABUS**  
**CRMJ 2965 Directed Studies in Criminal Justice**

Semester/Year: Fall 2015

Lecture Hours: 0

Lab Hours: 0

Credit Hours: 1-3

Class Time: Independent Study

Days: N/A

Room: N/A

Instructor's Name: Art Washut

Instructor's Contact

Office Voice Mail 268-2711

Email:

Information: By Appointment at  
LH164

Home 235-8923  
Fax 268-3024

[awashut@caspercollege.edu](mailto:awashut@caspercollege.edu)

Office Hours: Reach me by telephone or in my office  
Monday 9:00 AM – 9:45 AM and 1:30 PM – 3:30 PM  
Tuesday 12:15 – 2:00PM in BU 128  
Wednesday 9:00 AM – 9:45 AM  
Thursday 1:30 – 2:00PM in BU 128  
Friday 9:00 AM – 9:45AM

**Course Description:** Faculty guided research in an area of mutual interest to the student and instructor within the field of criminal justice.

**Statement of Prerequisites:** POLS/CRMJ 2120 and sophomore standing or permission of the instructor.

**Goal:** This course will place a student in a criminal justice agency for a few hours per week for one semester as an observer. It will afford the pre-service student the opportunity to observe the workings of the criminal justice system, and the in-service student an opportunity to work in a collateral criminal justice agency.

**Outcomes:** Upon completion of this course, the student will be able to create a written description of the operations of the observed agency and its employees. In addition, the student will be able to compare and contrast this agency and its operations with those identified in texts and other college courses and evaluate these operations in terms of the legal standards and organizational values discussed in those courses. This course is linked to Casper College General Education outcome #1 - Demonstrate effective oral and **written** communication.

**Methodology:** Faculty guided research and self-directed learning.

## Evaluation Criteria:

**STANDARD TERM PAPER:** A standard term paper consists of library research and perhaps interviews with qualified individuals in an effort to gain a deeper understanding of a specific topic related to criminal justice and approved by the instructor. Each student is expected to:

- Become familiar with the library resources available at Casper College.
- Submit an outline of the term paper: A basic description of the major topics and sub-topics anticipated for the paper. **Significant penalty if late.**
- Submit a bibliography: A complete list of the resources that the student used as reference material in the term paper is required. A minimum of **five** sources is required for a standard paper. No more than two of the sources can be from the internet (not originally published in hard copy in a magazine, journal or book). Sources must be current, (Not more than 2 years old), unless they are used to describe an historical perspective. The bibliography is due with research paper.
- Submit a completed document, word processed in 12 pt. font, single spaced with 1" margins at the top, bottom and sides. The paper shall be no less than five pages for a one credit hour class, ten pages for a two credit hour class and fifteen pages for a three credit hour class. Length does not include the cover page(s) or the bibliography. Each page, after the first shall be numbered. The paper must be a product of the student's own industry. This means that the student is to research, organize, write and word process his or her own document. **Utilizing a term paper that is not the product of the student's own work constitutes academic dishonesty. Academic dishonesty will result in a failing grade in the class.**
- Create a paper that is a combination of the student's personal opinions, information from other college courses, interviews (where appropriate) and information from library sources. The skill of the student is required to blend these sources of information into a concise and informative paper. **NO LATE SUBMISSIONS ACCEPTED.**

**NON-STANDARD TERM PAPER:** A non-standard paper is used when the instructor assigns the student to read a specified text or other material and then complete a series of essays about the assigned work(s). Each student completing a non-standard paper is expected to submit a completed document, word processed in 12 pt. font, single-spaced with 1" margins at the top, bottom and sides. Length requirements do not include the cover page(s) or any bibliography. Each page, after the first shall be numbered. The paper must be a product of the student's own industry. This means that the student is to research, organize, write and wordprocess his or her own document. **Utilizing a term paper that is not the product of the student's own work constitutes academic dishonesty. Academic dishonesty will result in a failing grade in the class.** The following bullets describe the non-standard paper in greater detail.

- In a non-standard term paper, the number and type of sources that the student will utilize will be assigned by the instructor.
- An outline is NOT REQUIRED.
- A bibliography is only required if the student uses additional sources beyond those assigned.

- Each essay shall be carefully labeled so as to identify the material from which the answer was obtained.
- Specific quotes, statistics, and detailed examples must have a page number of the source document reflected in the body of the essay following the entry. For example - (Author, p.192).
- The volume of writing required in a non-standard term paper is equivalent to the writing required in a standard term paper, fifteen single-spaced pages for three credits, ten pages for two credits and five pages for one credit.

For all term papers - on time submission of the paper is part of the grading criteria. **NO LATE SUBMISSIONS OF THE FINAL PAPER WILL BE ACCEPTED. Please be certain to make your submissions on or before the due date.** Anticipate problems with your computer, printer, email, etc. Don't wait until the last minute to write or print your paper. Backup your work as you progress. Grading standards follow:

- Meets minimum requirements of the assignment 50% of course grade (Includes: Work submitted on time, Quality of sources, Number of sources, and Length of paper)
- Writing quality – 20% of course grade (Includes spelling, grammar, bibliography, referencing of sources and composition skills)
- Content of paper – 30% of course grade – Graded from a criminal justice perspective

The grading scale is 90-100% A, 80-89% B, 70-79% C, 60-69% D, Below 60% F

**Required Text, Readings, and Materials:** May be assigned by instructor.

**Class Policies:** Last Date to Change to Audit Status or to Withdraw with a W Grade: November 13, 2014 without permission of instructor. Later withdrawals will be considered based on circumstances. Papers are to be submitted in BOTH hard copy printed version AND via email.

Chain of Command: If you have any problems with this class, you should first contact the instructor to attempt to solve the problem. If you are not satisfied with the solution offered by the instructor, you should then take the matter through the appropriate chain of command starting with the Department Head/Program Director, the Dean, and lastly the Vice President for Academic Affairs.

Academic Dishonesty - (Cheating & Plagiarism) Casper College demands intellectual honesty. Proven plagiarism or any form of dishonesty associated with the academic process can result in the offender failing the course in which the offense was committed or expulsion from school. See the Casper College Student Code of Conduct for more information on this topic.

Official Means of Communication: Casper College faculty and staff will employ the student's assigned Casper College email account as a primary method of communication. Students are responsible to check their account regularly.

ADA Accommodations Policy: If you need academic accommodations because of a disability, please inform me as soon as possible. See me privately after class, or during my office hours. To request academic accommodations, students must first consult with the college's Disability Services Counselor located in the Gateway Building, Room 344, (307) 268-2557, [bheuer@caspercollege.edu](mailto:bheuer@caspercollege.edu). The Disability Services Counselor is responsible for reviewing documentation provided by students

requesting accommodations, determining eligibility for accommodations, and helping students request and use appropriate accommodations.

**Calendar or schedule indicating course content:**

August or Early September – Meet with instructor to arrange study topic

During Semester – Contact instructor during office hours on the first or second class day of each month to consult and report progress

First class day in December– Finished paper is due - NO LATE SUBMISSIONS ACCEPTED.