



**Criminal Justice CJSA 1382.102CL**  
**Cooperative Education**  
**Fall 2023**

**Instructor Information:** Carla Anderson, [canderson@com.edu](mailto:canderson@com.edu), Ofc (409) 933-8276, Cell (409) 771-2219

**Student hours and location:** Student hours are Mon-Thurs 7:30-11am and 1:00-3:00pm. However, I am in the office from 7:00am – 3:30pm so please feel free to stop by during those hours also. If necessary, we can set an appointment for Friday mornings. Another option is setting up a face-to-face call or meeting through Teams. My office is located in the Public Service Careers Building across the street from the main campus, next door to DPS. (Turn in the fire station driveway for our parking lot.)

**Required Textbook:** There is no required textbook for this course. However, please note the following websites for reference, if needed.

Texas Police Chiefs Association – Code of Ethics  
<https://www.texaspolicechiefs.org/code-of-ethics>

The University of Texas – UT System Police - Code of Ethics  
<https://www.utsystem.edu/offices/police/law-enforcement-code-ethics>

TCOLE (Texas Commission on Law Enforcement)  
<https://www.tcole.texas.gov/>

Texas Code of Criminal Procedure (free access online)  
<https://statutes.capitol.texas.gov/?link=CR>

Texas Penal Code (free access online)  
<https://statutes.capitol.texas.gov/?link=PE>

Supplementary materials may be posted in D2L.

**Course Description:** This course consists of career-related activities encountered in the student's area of specialization which are offered through a cooperative agreement between the College, employer, and student. Under supervision of the College and the employer, the student combines classroom learning with work experience.

**Course requirements:** You are required to complete 240 hours at your agency/department. The hours must be completed by the last week of the semester. Objectives will be set (subject to

change) and reviewed by the workplace supervisor on the objective form. Due to the nature of the law enforcement field, it is possible that you may need to change your objectives due to circumstances and that is permissible. As you proceed through these 16 weeks, you are completing your work objectives at your Supervisor’s discretion.

**Discussions:** Five (5) discussions are required as course work. For full credit, postings to a discussion topic should consist of a short paragraph containing a minimum of 200 words. Each discussion topic is worth up to 10 points each. I encourage you to respond to a fellow student for each posting. You are expected to read at least 75% of the postings. Our discussion board takes the place of a live classroom discussion and as such, you may be exposed to many different concepts and beliefs concerning various criminal justice issues. Be respectful of your classmates when posting or responding to a discussion. Your comments and thoughts are part of the learning process. Do not use “text” spelling. Please use correct grammar, spelling, capitalization, and punctuation. Maximum points will not be given for informal, incomplete, very brief, or not in compliance postings. A post may be deleted from view if it is disrespectful, crude, or contains offensive language.

**Written Essays:** Detailed instructions for the two (2) required essays will be contained within the individual assignments located in the menu link “Assignments”. All written assignments must be typed and submitted in either Microsoft Word file format (.docx or .doc) or in a rich-text format (.rtf) using a font no smaller than 10 points and no larger than 12 points. Please take advantage of the COM Tutoring Center if you need assistance with your written assignments. You submit your written assignments by attaching your document into the respective assignment box. I will attempt to grade and return your assignments within seven (7) days of the due date. Please feel free to contact me if you have not received a grade. You are responsible for keeping copies of all your assignments turned in for grades.

**Power point project:** The power point project requires that you prepare a minimum 25-slide presentation on an issue related to the criminal justice system. This is due 11/15/23. Detailed instructions are contained within the Power Point project assignment located in Assignments. Do not wait until the last week to start your power point project. Many electronic resources are available to you through the COM Library. Use academic search engines such as ProQuest which may be found in LibGuides located on the COM Library website. Wikipedia is not an academic resource and will not be counted as such. If cited, you will receive no credit.

**Determination of Course Grade/Detailed Grading Formula:**

1 <sup>st</sup> Objective	100 points
2 <sup>nd</sup> Objective	100 points
3 <sup>rd</sup> Objective	100 points
4 <sup>th</sup> Objective	100 points
Essays (2 at 50 pts. ea.)	100 points
Power point project	50 points
Discussions (5 at 10 pts. ea.)	50 points
<b>TOTAL</b>	<b>600 POINTS</b>

**A= 600-540    B= 539-480    C= 479-420    D= 419-360    F= 359 and below**

**Late Work, Make-Up, and Extra-Credit Policy:** I accept late work on Essays 1 and 2. Five (5) points will be subtracted from the grade for each day that it is late past the due date. After five (5) days late work will not be accepted. There is no make-up work. Extra credit work may be provided to all students taking this course at my discretion.

**Attendance Policy:** Pursuant to college policy attendance is required. Your attendance in this class consists of your work hours and any extra time that is spent completing your objectives and the other required coursework.

**Communicating with your instructor:** ALL electronic communication with the instructor must be through your COM email. Due to FERPA restrictions, faculty cannot share any information about performance in the class through other electronic means. Please use course messages for course related communications. If you need an immediate response, please feel free to text me (information is located at the beginning of this Syllabus).

**Student Learner Outcomes:**

Upon successful completion of this course, students will:

1. Develop effective workplace skills by engaging in positive interactions with law enforcement (or related) professionals.
2. Obtain knowledge of different areas within their department through various interactions at their agency.
3. Develop, interpret, and express ideas related to law enforcement or a criminal justice related topic through visual communication.

Student Learner Outcome	Maps to Core Objective	Assessed via this Assignment
1. Develop effective workplace skills by engaging in positive interactions with fellow law enforcement (or related) professionals.	Communication skills (Oral)	Objective Form
2. Obtain knowledge of different areas within their department through various interactions at their agency.	Critical Thinking skills	Essay 2
3. Develop, interpret, and express ideas on a law enforcement or criminal justice related topic through visual communication.	Communication skills (Visual)	Power point project

**Course Outline (subject to change) CJSA 1382 Cooperative Education  
Fall 2023 8/28 – 12/15**

<b>Date</b>	<b>Week</b>	<b>Discussions</b>	<b>Assignments*</b>
<b>8/28</b>	<b>1</b>		<b>Read the Syllabus</b>
<b>9/4</b>	<b>2</b>	<b>Introduction post</b>	<b>Formulate objectives with your Supervisor</b>
<b>9/11</b>	<b>3</b>	<b>Disc 1</b>	
<b>9/18</b>	<b>4</b>		<b>Submit Objective form</b>
<b>9/25</b>	<b>5</b>	<b>Disc 2</b>	
<b>10/2</b>	<b>6</b>		<b>Essay 1 due on 9/28</b>
<b>10/9</b>	<b>7</b>	<b>Disc 3</b>	
<b>10/16</b>	<b>8</b>		
<b>10/23</b>	<b>9</b>		<b>Essay 2 due 10/26</b>
<b>10/30</b>	<b>10</b>	<b>Disc 4</b>	<b>Start the PowerPoint project</b>
<b>11/6</b>	<b>11</b>		
<b>11/13</b>	<b>12</b>	<b>Disc 5</b>	<b>Power point due 11/15</b>
<b>11/20</b>	<b>13</b>		
<b>11/27</b>	<b>14</b>		
<b>12/4</b>	<b>15</b>		<b>Objective form due 12/8</b>
<b>12/11</b>	<b>16</b>		<b>Wrap up and consult</b>

**\*As you proceed through these 16-weeks, you are completing your work objectives at your Supervisor’s discretion.**

**Academic Dishonesty:** Any incident of academic dishonesty will be dealt with in accordance with college policy and the Student Handbook. Academic dishonesty will not be tolerated and is prohibited. Integrity is very important in your academic and professional career, especially in the criminal justice field. If there is evidence which indicates dishonesty regarding submitted assignments, you will receive a zero (-0-) for that assignment. In addition, you may be referred to the Office of Student Conduct for the appropriate disciplinary action.

**Student Concerns:** If you have any questions or concerns about any aspect of this course, please contact me using the contact information previously provided. If, after discussing your concern with me, you continue to have questions, please contact Dr. R.E. Davis, Department Chair of Public Service Careers at (409) 933-8313, [rdavis29@com.edu](mailto:rdavis29@com.edu).

**Technology Outage Policy:** There may be times when D2L may be serviced and therefore unavailable. You will see a notice on the D2L website when this will occur. Plan accordingly. Contact me before submitting an online request to our Distance Education staff, which is also available to you as an option.

Other times the College may experience emergency campus-wide technology outages. I will extend the assignment due date after the campus-wide outage is confirmed by Informational Technology. An Announcement will be sent to all students relaying the information about the new due date for the assignment or exam.

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## Institutional Policies and Guidelines

**Grade Appeal Process:** Concerns about the accuracy of grades should first be discussed with the instructor. A request for a change of grade is a formal request and must be made within six months of the grade assignment. Directions for filing an appeal can be found in the student handbook [Student Handbook 2022-2023 v4.pdf \(com.edu\)](#). *An appeal will not be considered because of general dissatisfaction with a grade, penalty, or outcome of a course. Disagreement with the instructor's professional judgment of the quality of the student's work and performance is also not an admissible basis for a grade appeal.*

**Academic Success & Support Services:** College of the Mainland is committed to providing students the necessary support and tools for success in their college careers. Support is offered through our Tutoring Services, Library, Counseling, and through Student Services. Please discuss any concerns with your faculty or an advisor.

**ADA Statement:** Any student with a documented disability needing academic accommodations is requested to contact Kimberly Lachney at 409-933-8919 or [klachney@com.edu](mailto:klachney@com.edu). The Office of Services for Students with Disabilities is located in the Student Success Center.

**Textbook Purchasing Statement:** A student attending College of the Mainland is not under any obligation to purchase a textbook from the college-affiliated bookstore. The same textbook may also be available from an independent retailer, including an online retailer.

**Withdrawal Policy:** Students may withdraw from this course for any reason prior to the last eligible day for a "W" grade. Before withdrawing students should speak with the instructor and consult an advisor. Students are permitted to withdraw only six times during their college career by state law. The last date to withdraw from the 16-week session is November 28, 2023.

**F<sub>N</sub> Grading:** The F<sub>N</sub> grade is issued in cases of *failure due to a lack of attendance*, as determined by the instructor. The F<sub>N</sub> grade may be issued for cases in which the student ceases or fails to attend class, submit assignments, or participate in required capacities, and for which the student has failed to withdraw. The issuing of the F<sub>N</sub> grade is at the discretion of the instructor. The last date of attendance should be documented for submission of an F<sub>N</sub> grade.

**Early Alert Program:** The Student Success Center at College of the Mainland has implemented an Early Alert Program because student success and retention are very important to us. I have been asked to refer students to the program throughout the semester if they are having difficulty completing assignments or have poor attendance. If you are referred to the Early Alert Program, you will be contacted by someone in the Student Success Center who will schedule a meeting with you to see what assistance they can offer in order for you to meet your academic goals.

**IMPORTANT:** Eligibility for an occupational license may be impacted by one's criminal history. Students with a criminal history should confer with faculty or the department chairperson. Students have a right to request a criminal history evaluation letter from the applicable licensing agency.