INTRODUCTION TO CRIMINAL JUSTICE: 
COURSE SYLLABUS

CRM JST 110-201, Online

Instructor: Benjamin Heinen

Office: None (phone, email, or online video meetings)

Office Hours: By appointment only (I have no physical office at UWM and I am not typically on campus – being an online course, we can schedule a “meeting” that can take place by phone, email, or online video conferencing)

Email: bheinen@uwm.edu (PREFERRED METHOD)

Phone: (262) 242-7237

My business phone line - leave a message with your full name (spell your last name) and provide your phone number

** Important note: All emails and calls will be returned within approximately 48 hours from when they are received, so plan accordingly **
**Course Text and Computer:**

All course readings are provided for students and come from a variety of sources. I have attached all of the course readings to each module. Students **do not** need to purchase any books. *This is an entirely online course - consistent computer/internet access, Canvas capabilities/access, and user/student familiarity with operating and completing course work through Canvas are absolutely required.*

**Syllabus:**

Students are required to read, be familiar with, and understand this syllabus. Students are bound by this syllabus and are expected to follow its directions and requirements. If a student has any questions regarding the syllabus, please contact the instructor by email.

The link, [http://uwm.edu/secu/syllabus-links/](http://uwm.edu/secu/syllabus-links/), maintained by the Secretary of the University, contains university policies that affect the instructor and students in this course, as well as essential information specific to conduct in the course.

**Course Description:**

This course is a survey of the present structure, philosophy, procedures, and future prospects of police, courts, corrections, and of the penal system in American society.

**Course Goals:**

To learn, explore, and comprehend through a variety of reading, discussion, and interactive online activities. To successfully complete this course, a student will possess and display a basic understanding of the structures and procedures of the American criminal justice system, including the police, courts, and corrections components. Additionally, a student will possess and display a basic understanding of current problems, debates, and the future of the criminal justice system.

**Attendance:**

Attendance in and participation with the online discussions and response posts, during every week/module, are crucial to the successful completion of this course and are required. Students are required to participate in the online discussions and response posts in accordance with the assignment. Module assignments (including discussions and response posts) will be accessible for approximately 9 full days (with varying due dates within the 9 day span), so there should be little to no reasonable excuse for a student to not be able to participate. In extremely rare cases, exceptions may be made if an emergency medical issue arises that results in a lengthy time period with an inability to participate and the student provides an official doctor’s note (on physician/hospital letterhead) via email.
Communication:

Formal:

All formal course communication should be done via email (i.e. questions about scheduling, assignment structure, missing an assignment, or about any other course requirements). Email exchanges are stored by the instructor as official documentation of instructions (this way there is no question or dispute about what was stated). If a student requests something related to the course in person/video or via phone, the student must also send an email stating the request/issue in order to receive an official response (again, to create official documentation). Email is the only official record – it supersedes any and all other communication forms in every circumstance. Only directions, exceptions, discussions, agreements, etc. made via email will be considered official and honored. Any communication not recorded via an email will be considered informal and the content of such cannot and will not be upheld.

Informal:

If you have a question, just ask! Questions that are related, at least in part, to current course material can be asked anytime during class via posting in the open questions forum. If you have a question that is not related to the course material or one that you do not wish to share with the class, please approach the instructor via email, phone, or schedule a communication appointment.

** The instructor is not an attorney and will not provide students with legal advice of any kind. All statements made by the instructor regarding criminal justice related issues are based on research, academic readings, law enforcement training and experience, and personal observations.

Students with Disabilities or Needing Accessibility Assistance:

Please notify (via email) the instructor immediately, with your Accessibility Resource Center (ARC) form, to discuss any special accommodations that you may need. Please provide a copy of your Verified Individual Services and Accommodations (VISA) form or the electronic ARC Accommodation Letter to the instructor via email. Students needing assistance are encouraged to speak with the instructor as soon as possible for the purpose of accommodations concerning the course. It is the responsibility of the student to make the necessary arrangements with the instructor and with ARC. Accommodations should be made well in advance of all assignments and/or quizzes. Failure to make preparations sufficiently early may complicate successful completion of course components. More related information can be found at http://www4.uwm.edu/arc.

Canvas and Canvas Problems/Issues:

The entire course is operated through Canvas, accessible at https://uwm.edu/canvas/. The instructor does not provide Canvas training or usage assistance and cannot fix technical problems with Canvas.

For help or technical assistance with Canvas:
Self-help via UWM’s Learning Technology and Canvas website

- https://uwm.edu/canvas/students/
- There are “how to” training videos, Canvas made easy guides that explain how to use Canvas, and you can receive 24/7 support from via phone, online chat, or electronic submission form (this is a service that UWM pays for and it is designed just to help students – for free)

UWM Help Desk (the best source for problems accessing, using, submitting, or viewing Canvas)

- http://www4.uwm.edu/technology/help/campus/index.cfm

OR

- Phone: 414-229-4040 (toll free: 877-381-3459); 7:00am - midnight (seven days a week)

- Obtain the “Job” or “Service” number, which is automatically issued by the Help Desk when you call or email them, and then email that number to me (required) so I can track the resolution

**Quizzes:**

Online quizzes will be issued at the end of each of the 8 modules. The quiz will be open book, open note, and open lecture. The quizzes will be 15 total questions (multiple choice and true/false, worth 1 point per question with a total of 15 points possible per quiz) and will be timed (15 mins). Quizzes are timed in order to reduce the amount that a student can spend researching answers. Only one attempt will be allowed per quiz. For security purposes, the correct answers to quiz questions will not be displayed (email the instructor if you wish to obtain the answers for any incorrect questions). Additionally, the lowest (1) quiz grade during the course will be dropped and not counted toward a student’s final grade. Once a module closes, late quiz submissions will not be accepted.

**Assigned Readings:**

Students are expected to have completed the assigned readings by the date the reading is listed as due on the course schedule (the close of the module); however, it is HIGHLY RECOMMENDED that students complete the readings prior to the initial discussion post due dates (Fridays at 11:59PM), as these readings will be necessary for a thorough and informed discussion post. Please be sure to check the syllabus below for the exact pages that should be read. The attached module readings may include pages that will be read during a subsequent module (for example, the attached readings for Module #4 and #5 may be the same 50 pages, but the syllabus may say to read pages 1-25 for Module #4 and pages 26-50 for Module #5). In addition, the instructor may assign other readings during the course. Assigned readings would be distributed by posting on the D2L course site.
**Lectures:**

Every module/week will contain one or two “lectures” which students must watch/listen to/read. The lectures are either a voice-over PowerPoint lecture or a video lecture (split screen with PowerPoint slides). Additionally, if you so choose, I also include a PDF copy of the lecture slides with my typed notes (narrative) at the bottom – thus, students can opt to read through the lecture slides and my statements on the topics covered (instead of listening to or watching the lecture). While the PDF copies of my lectures/notes are close representations of the video lecture statements, there will inevitably be some variations. However, the *course/topic content* in the PDF lecture/notes and the voice-over/video lectures are the same (so any option would cover the material needed for the quiz or discussion post).

**Discussion/Response Posts:**

Discussions and responses are a critical component of course learning and are required (as previously stated). Please read the Discussion Response Guidelines in the Introduction Module for a detailed explanation of discussion expectations and requirements. Grade points are assessed based on discussion and response posts. Late discussion and response posts (posted after the Friday deadline) will result in point deductions. Discussion posts should be created and posted to Canvas only once (with no or very limited editing after posting). Students are not able to view other posts prior to creating their own posts, which helps ensure that ideas and content are original to the poster. Students shall not create partial or blank posts prior to submitting their actual posts. Created/deleted, blank, or substantially edited posts are not acceptable and will be evaluated as non-original content. For an explanation of the discussion and response post grading process, please refer to the discussion rubric attached to the Introduction Module. Initial discussion posts that occur after the Friday due date, but before the module closes on Sunday, will be assessed a 50% point reduction (prior to grading the content). *Once a module closes, NO LATE INITIAL DISCUSSION POSTS, RESPONSE POSTS, QUIZ, OR MUDDIEST POINT POSTS WILL BE ACCEPTED.* Course material is available for nine full days meaning that extremely few situations would prevent students from completing the work. If a significant personal medical event occurs, such as extended illness or hospitalization, official doctor documentation will be required via email (on official physician/medical letterhead, stating all the dates the student was unable to participate in the online format, and signed by the author/physician).

*Additionally, initial discussion posts and response posts have separate due dates within the time that a module is open. PLEASE PAY CLOSE ATTENTION TO THE DUE DATES LISTED IN EACH DISCUSSION ASSIGNMENT within the module. For example, when a module is open from 12:00AM on Saturday 01/10/20XX until 11:59PM on Sunday 01/18/20XX, the INITIAL DISCUSSION POST will be due by 11:59PM on Friday 01/16/20XX and the RESPONSE POST will be due by 11:59PM on Sunday 01/18/20XX. THIS STRUCTURE WILL BE UTILIZED IN EVERY MODULE UNLESS STATED OTHERWISE (such as in Module #8).*

**Final Exam:**

There is no final examination for this course.
Expected Time Investment:

On average, a student should spend 48 hours per credit per semester on in-class activities and activities outside of the classroom (i.e., approximately 144 hours for a 3-credit course). The average student should expect to spend the following time on the listed activity over the course of the semester: 27 hours on initial discussion posts, 24 hours reading and creating response posts, 1.5 hours on muddiest point posts, 28 hours listening to/watching/reading through online lectures, 40 hours completing assigned readings, and 24 hours studying and completing quizzes. The total time investment equals approximately 144.5 hours. This workload is an expected time investment, and it is important to recognize that students are assessed on their performance, not on the time put into the course.

Grading:

Grading will follow the UW-Milwaukee standard structure. Grading will NOT be done on a curved scale. Points will be assessed on quizzes, discussion posts, response posts, and all other course assignments. The total number of points possible will be stated (below) for each graded item. Percentage grades shall compute to letter grades as follows (i.e. total points accumulated divided by total possible points):

There are 207 points possible in this course: 4 points from the student introduction post; 105 total points from seven highest quizzes (the lowest quiz is dropped); 12 total points from three “muddiest points” discussions; 54 total points from nine initial discussion posts; 32 total points from eight response posts.

93% thru 100% = A
90% thru 92.99999% = A-
87% thru 89.99999% = B+
83% thru 86.99999% = B
80% thru 82.99999% = B-
77% thru 79.99999% = C+
73% thru 76.99999% = C
70% thru 72.99999% = C-
67% thru 69.99999% = D+
63% thru 66.99999% = D
60% thru 62.99999% = D-
0% thru 59.99999% = F
A student may appeal a grade on the grounds that it is based on a capricious or arbitrary decision of the course instructor. Such an appeal shall follow the established procedures adopted by the department, college, or school in which the course resides. These procedures are generally available in writing from the respective department chairperson or the Academic Dean of the School, and online. Other grade related information can be found at http://www4.uwm.edu/secu/docs/other/S28.htm (appeal process) and https://www4.uwm.edu/secu/docs/other/S_31_INCOMPLETE_GRADES.pdf (“incomplete” options).

Extra Credit:

There is one “extra credit” opportunity (project extra credit) included in this class for a student wishing to attempt to raise their grade. The opportunity is further explained in the module titled (in part) “extra credit.” Offering “extra credit” is at the sole discretion of the instructor and is NOT guaranteed (it is the student’s responsibility to schedule, complete, and report on the extra credit). The extra credit opportunity can only be completed one time during the course (10 point maximum) and the ride along, tour, or court hearing attendance MUST occur during the course dates (i.e. you cannot report on a previous ride along, tour, or court hearing that you did). The project extra credit is due via Canvas submission by 11:59PM on the date the course ends.

Academic Misconduct:

The University has a responsibility to promote academic honesty and integrity, and to develop procedures to deal effectively with instances of academic dishonesty. Students are responsible for the honest completion and representation of their work, for the appropriate citation of sources, and for respect of others’ academic work. Anyone deemed by the instructor to be cheating shall receive a failing grade for the course, and shall be referred to the University to receive appropriate discipline. Any and all quizzes, assignments, or other course work shall be completed and submitted solely by the student who will receive credit for the quiz, assignment, or other course work. Any violation of this policy will be deemed cheating by the student responsible for the quiz, assignment, or other course work, and the student who submitted or aided in the quiz, assignment, or other course work. The instructor will be the sole decision maker as to cheating in the course and the issuance of a failing course grade. University authorities will be the decision makers regarding University sanctioned discipline. Student academic misconduct procedures are specified in Chapter UWS 14 and Faculty Document No. 1686 and can be found at http://uwm.edu/academicaffairs/facultystaff/policies/academic-misconduct/.

Class Participation Etiquette:

Online class participation is crucial for learning, discussion, exploration of multiple viewpoints, and an interesting course. All viewpoints will be respected, subject to intelligent and respectful discussion or disagreement. To ensure an open learning environment, disparaging statements or comments directed at fellow students will NOT be tolerated. As adult learners and members of society, we must be able to craft our arguments or stances on certain issues in an educational and respectful manner that avoids simply “attacking” the other individual personally (remember, we are debating the ideas, issues, or problems, not the person presenting said ideas, issues, or problems). Profane or inappropriate language
is not allowed in any posts (edit out profane language if you are quoting something/someone). You are expected to have read and be ready to discuss the assigned material for each online discussion.

**Syllabus Changes:**

The instructor maintains the goal that the syllabus shall not be changed during the semester. However, due to circumstances unforeseen, anything and everything in the syllabus is subject to change at any time by the instructor. Syllabus changes that have advanced notice shall be announced in the online course news section (opening page) and via UWM email.

**Religious Observances:**

Students will be allowed to complete course assignments that are missed due to a religious observance. Students are requested to notify the instructor before any religious observance absence in order to make proper arrangements as may be needed for course assignments. More information available at [http://www4.uwm.edu/secu/docs/other/S1.5.htm](http://www4.uwm.edu/secu/docs/other/S1.5.htm).

**Discriminatory Conduct, Sexual Harassment, Sexual Violence:**

Discriminatory Conduct, sexual harassment, sexual violence, and related behavior is reprehensible and will not be tolerated by the instructor or the University. It subverts the mission of the University and threatens the educational experience, well-being, and careers of students, faculty, staff, and the University. The University will not tolerate behavior between or among members of the University community which creates an unacceptable working and learning environment. Additional information is available at [https://www4.uwm.edu/secu/docs/other/S_47_Discriminatory_Policy.pdf](https://www4.uwm.edu/secu/docs/other/S_47_Discriminatory_Policy.pdf). Information on Title IX/Sexual Violence resources at UWM can be found at [https://uwm.edu/sexual-assault/](https://uwm.edu/sexual-assault/).

**Active Military Duty/Call-Up:**

Accommodations are in place at the university to address students who are placed on active military duty/called-up. Please refer to [http://uwm.edu/active-duty-military/](http://uwm.edu/active-duty-military/) for more information and notify the instructor as soon as practical.

**Complaint Procedures:**

Students may direct complaints to the head of the academic unit or department in which the complaint occurs. If the complaint allegedly violates a specific University policy, it may be directed to the head of the department or academic unit in which the complaint occurred or to the appropriate University office responsible for enforcing the policy. Information on the complaint process and departments can be found at [http://uwm.edu/deanofstudents/assistance/complaints-and-grievances/](http://uwm.edu/deanofstudents/assistance/complaints-and-grievances/).

**Other University Policies and UWM Resources:**

In this course, all University of Wisconsin-Milwaukee and Helen Bader School of Social Welfare policies
will be strictly adhered to. It is the student's responsibility to be familiar with these policies and how they may affect the student.

Additional student resources, support, and valuable information can be found at http://uwm.edu/lgbtrc/, http://www.campussafety.uwm.edu/, http://www.uwm.edu/mentalhealth, and http://www.care.uwm.edu/

COURSE SCHEDULE:

Module open and close dates/times; reading assignments; discussion assignments; quizzes; other assignments that are due DURING each week.

Each item listed within the modules below has SPECIFIC DUE DATES/TIMES DURING THE MODULE/WEEK (before the closure date/time) which are listed within the item instructions in the module itself, please check each item within the module.

Introduction Module (08/30/19 @ 12:00AM → no closure date)

- Instructor introduction video, course information, and syllabus
- Student introductions (required posting)
- Discussion Response Guidelines
- Grading rubrics (initial discussion and response posts)

Module 1/Week 1 (08/31/19 @ 12:00AM → 09/08/19 @ 11:59PM)

- Student introduction post – thread/discussion board is under “Introduction Module”
- Ch 1: pg 3-26
- Ch 3: Criminological Theory pg 71-73; The Classical School pg 73-76; Biological Theories pg 76-79; Sociological Theories pg 85-89; Social Process Theories pg 89-92; Conflict Theories pg 93-96
- Ch 4: pg 106-122 (end at the title “Excuses”)
- Crime Classification and Reporting lecture (voice-over/video lecture PowerPoint or PDF file)
- Safety and justice discussion
- Quiz #1
Module 2/Week 2 (09/07/19 @ 12:00AM → 09/15/19 @ 11:59PM)

- Ch 5: pg 136-155
- Ch 6: pg 160-188
- Use of force lecture (voice-over/video lecture PowerPoint or PDF file)
- Force Intervention Options lecture (voice-over/video lecture PowerPoint or PDF file)
- Discretion discussion
- Quiz #2

Module 3/Week 3 (09/14/19 @ 12:00AM → 09/22/19 @ 11:59PM)

- Ch 7: pg 196-202 (end at the title “The Warren Court”); pg 209 (begin at the title “Arrest”) - 226 (end at the title “Gathering Special Kinds of Non-testimonial Evidence”)
- Ch 8: pg 240-264
- Deadly Force lecture (voice-over/video lecture PowerPoint or PDF file)
- Use of force decision making videos and discussion
- Police “mu diest point” discussion
- Quiz #3

Module 4/Week 4 (09/21/19 @ 12:00AM → 09/29/19 @ 11:59PM)

- Ch 9: pg 272-302
- Ch 10: pg 308-316 (end at the title “The Criminal Trial”)
- Legal Issues lecture (voice-over/video lecture PowerPoint or PDF file)
- Granville crash case study (PART 1)
  - Statutory requirements and definitions
  - Crash photographs and crash diagram
- Granville crash case study discussion (PART 1)
- Quiz #4
Module 5/Week 5 (09/28/19 @ 12:00AM → 10/06/19 @ 11:59PM)

- Ch 10: pg 316 (begin at the title “The Criminal Trial”) - 332
- Ch 11: pg 336-371
- Adversarial System lecture (voice-over/video lecture PowerPoint or PDF file)
- Death penalty discussion
- Courts “muddiest point” discussion
- Quiz #5

Module 6/Week 6 (10/05/19 @ 12:00AM → 10/13/19 @ 11:59PM)

- Ch 12: pg 380-401
- Ch 13: pg 408-423 (end at the title “Prisons Today”)
- Drugs, Crime, and Prison lecture (voice-over/video lecture PowerPoint or PDF file)
- Granville crash case study (PART 2)
- Granville crash case study discussion (PART 2)
- Decriminalization discussion
- Quiz #6

Module 7/Week 7 (10/12/19 @ 12:00AM → 10/20/19 @ 11:59PM)

- Ch 13: pg 423 (begin at the title “Prisons Today”) - 440
- Ch 14: pg 448-479
- Rehabilitation vs. Retribution lecture (voice-over/video lecture PowerPoint or PDF file)
- Wishing for prison news articles (readings)
- Products of prison discussion
- Corrections “muddiest point” discussion
- Quiz #7
Module 8/ Week 8 (10/19/19 @ 12:00AM → 10/26/19 @ 11:59PM)

- PLEASE NOTE THAT THIS MODULE IS SHORTENED DUE TO THE END OF THE COURSE
  - Module closes at **11:59PM on SATURDAY, 10/26/19**
  - Initial Discussion Posts are still due Friday at 11:59PM
  - Response Posts and the quiz are due **EARLIER than normal** (see assignment instructions in the module for exact due dates)

- Ch 15: pg 493 (begin at the title “Categories of Children in the Juvenile Justice System”) to 507

- Ch 16: pg 515 (begin at the title “A History of Drug Abuse in America”) to 521 (end at the title “The Investigation of Drug Abuse and Manufacturing”); 535 (begin at the title “Solving the Drug Problem”) to 542;

- Ch 17: pg 561 (begin at the title “Terrorism”) to 575

- Ch 18: pg 593 (begin at the title “Criminalistics: Past, present, and future”) to 605 (end at the title “Criminal Justice in 2040”).

- Terrorism lecture (voice-over/video lecture PowerPoint or PDF file)

- Liberty vs. security discussion

- Quiz #8