

Application for a New Course v10.1

Course ID 455	POLC
Date APPROVED	
Date DENIED	

I. Systems and Catalog Information Complete each item.

1	Course Developer	Stuart Platt
2	Course Teacher	Stuart Platt
3	Course Title	Professionalism and Ethics in Criminal Justice
4	Course Abbreviation (if title is over 30 characters)	Prof. & Ethics in Crim. Just.
5	College	Arts & Sciences
6	Department	Political Science
7	Number of Credit Hours	3
8	Instructor Workload	3 hour course
9	Catalog Description (50 words or less)	Exploration of theories supporting ethical models and analyses and how they impact decision-making in a criminal justice profession. Emphasis on the application of professionalism and ethical assessments for faith-based decision making.
10	List any prerequisites (course/s, test scores, class standing, major, etc.)	Senior standing, POLC 205
11	List any co-requisites	
12	How often will it be offered?	F, S
13	How often will it be offered?	
14	How often will it be offered?	
15	How often will it be offered?	
16	Frequency?	Every long semester
17	First semester this course will be offered <i>New courses may not be taught under their approved course ID until they appear in the catalog, therefore, no earlier than the coming fall.</i>	Fall 2013
18	Has this course been offered as a Special Topics course? Yes/No <i>If "Yes," specify the Course ID and enrollment for each term it was taught.</i>	Yes, POLS 440 - 8

II. Curriculum

1	Degree Plan Explanation of how this course affects degree requirements.	The degree requirements are being updated and this course will be required for the B.A. and B.S. in criminal justice. It is also part of the CJ minor.
2	Justification State the justification for adding this course to the current curriculum. Represent the need	The Criminal Justice degree is now housed in the Political Science Department but as an emphasis area in POLS. To create a new major, this course is being added,

III. Course Design

1. Audience and Course Goal

1	Describe the intended audience, including prerequisite skills.	Students majoring in Criminal Justice, Senior standing
2	State the overarching course goal(s) in performance terms.	To provide students' knowledge and practical skills to develop a life-long and always improving philosophy and method for making ethical and professional decisions in any career, but specifically in criminal justice professions.

2. Competencies and Measurements

	Competency	Measurement
1	Understand and respect professionalism as it applies to law enforcement	Dialogue discussions
2	Understand and accept the crucial role of ethics as related to professionalism in multiple careers of criminal justice	Tests 1-3
3	Understand the civil and criminal laws related to unethical behavior of peace officers	Tests 1-3
4	Develop a personal ethical "constitution" which includes a biblical worldview	Major Project
5		
6		
7		
8		
9		

3. Text and Resources

1. Give the full publication information of the textbook/s and other required resources and outside readings.

Nouwen, H. (1992). In the Name of Jesus: Reflections on Christian Leadership. Crossroad Publishing Company.

Bazerman, M.H., Tenbrunsel, A.E. (Author) (2011). Blind Spots: Why We Fail to Do What's Right and What to Do about It. Princeton University Press.

Cheeseman, San Miguel, Frantzen, and Nored, Everyday Ethics for the Criminal Justice Professional, 2011

2. For **combined undergraduate/graduate** courses, make two lists:
 - a. full publication information; label **Undergraduate**.
 - b. full publication information; label **Graduate**. Indicate number of pages required.

IV. Supporting Documentation

Supporting documents must accompany proposal prior to preliminary approval by chair and dean.

1	Library — Submit new course application and syllabus to the Dean of the Library. Consult with the director and establish a deadline for completion of the library report. Attach the signed copy of the Library report.
2	Instructional Design — The application and syllabus must be reviewed by the Adams Center. Attach a copy of the Adams Center Review Letter.
3	Content Overlap — Include one document for each course you listed in Section I-I. Attach statement from instructor/dept chair of existing course justifying the new offering.
4	Departmental Resources — List the resources that support the course and are available only through the department, if applicable. Attach the list of the holdings and the location/s.
5	Resources — List resources (other than library or departmental resources) that are needed to support this course (computers, lab equipment, other technology, etc.). Attach a complete list of all items and indicate possible sources or estimated cost of each. List the sources of any needed funds.
6	Expenses — List additional expenses needed to implement this course (full-time or part-time faculty, graduate or lab assistants, student employees, travel, special student costs, room renovation, storage facility, etc.). Attach a complete list of all items, the estimated cost of each and the source of the funds.
7	Justification — Attach all documents referred to in Section II-2
8	Syllabus — Attach the syllabus for the course based upon the anticipated first-semester offering.
9	Provide documentation for all additional attachments here

V. Preliminary Approvals

All supporting documentation has been assembled and attached to this application. I believe this course is ready to be presented to appropriate councils. We have a plan to fund this new course.

Course Number and Name POLC 455 Professionalism and Ethics in Criminal Justice

Primary Department

[Signature]
Department Chair

3-28-16
Date

[Signature]
Dean of the College
3/28/16
Date

Cross-listing Department *Add more lines if multiple departments are cross-listing*

Department Chair

Date

Dean of the College

Date

Cross-listing Department *Add more lines if multiple departments are cross-listing*

Department Chair

Date

Dean of the College

Date

VI. Actions *Place all actions on one page.*

Course ID: POLC 455

Course Title: Professionalism and Ethics in Criminal Justice

1. College Academic Council: (for all courses)

Note: Insert additional lines for College Academic Council action for each college involved in cross-listed courses.

Approved X Denied

College Dean or Director

Date _____

Approved _____ Denied _____

College Dean or Director

Date _____

2. Graduate Council: (for graduate level courses)

Approved _____ Denied _____

Dean of Graduate School

Date _____

3. Teacher Education Council: (when applicable)

Approved _____ Denied _____

TEC Chair

Date _____

4. University General Education Council: (when applicable)

Approved _____ Denied _____

Provost's designee

Date _____

5. University Undergraduate Academic Council: (undergraduate level courses)

Approved _____ Denied _____

Vice Provost

Date _____

6. Academic Provost: (for all courses)

Approved _____ Denied _____

Provost

Date _____

7. President of the University Action: (for all courses)

Approved Denied

President

Date _____

Attach notes, comments, or conditions from appropriate councils:

POLC 455 (3)

Professionalism and Ethics in Criminal Justice
Syllabus

Stuart Platt,
Assistant Professor
Office: AD 220-E

Phone: (O) 325/674-
2095 (H) 325-232-6564

Fall 2014 **Class Meetings:**

E-mail:
stuart.platt@acu.edu

Tuesdays 6:00-8:40 p.m.

in the Hardin Administration Bldg. Room 219

Office hours: Monday 1:00-3:00; Tuesdays
9:30-10:30; 1:30-3:00; Wednesdays 1:00-3:00;
Thursdays 9:30-11:00

Required Texts:

Nouwen, H. (1992). In the Name of Jesus: Reflections on Christian Leadership. Crossroad Publishing Company. ISBN-10: 0824512596, ISBN-13: 978-0824512590

Bazerman, M.H., Tenbrunsel, A.E. (Author) (2011). Blind Spots: Why We Fail to Do What's Right and What to Do about It. Princeton University Press. ISBN: ISBN-10: 0691147507; ISBN-13: 978-0691147505

Cheeseman, San Miguel, Frantzen, and Nored, Everyday Ethics for the Criminal Justice Professional, 2011

Making Ethical Decisions: The Six Pillars of Character by Michael Josephson- See more at:

<http://josephsoninstitute.org/MED/MED-2sixpillars.html#sthash.Lqm80z6O.dpuf>

Bible - New Revised Standard Version (NRSV), Revised Standard Version (RSV), New King James Version (NKJV), American Standard Version (ASV), New American Standard Bible (NASB), or other literal English translation.

Suggested Texts or Websites: You will be using an American Psychological Association (APA) style format this fall in your work. If you want to purchase a copy of the APA Manual (available at ACU Bookstore in Psychologically Section or online from Amazon and similar sources), that is fine or you can use websites like the Purdue OWL to assist you with style and format:

<https://owl.english.purdue.edu/owl/resource/560/02/>

Supplemental Assigned Readings: Specific journal articles or chapters from books will be assigned during specific modules as the course progresses.

Mission of the University: The mission of Abilene Christian University is to educate its students for

Christian service and leadership throughout the world.

Mission of the College of Arts and Sciences: The College of Arts and Sciences engages students with humanity's greatest ideas to create understanding, apply insights, and serve the world as Christian thinkers and problem solvers.

Mission of the Department of Political Science and Criminal Justice: The mission of the Department is to provide a program of study to help students understand domestic and international politics and law enforcement theory and practice, and to prepare students for informed and active participation in the political arena and in criminal justice careers.

Course Description: POLC 455 is a senior-level criminal justice course that explores the theories and ethical models of decision-making in a criminal justice profession. Emphasis is placed on the application of professionalism and ethical assessments for faith-based decision making.

Prerequisites: POLC 205 or permission of the instructor, senior level standing.

Student Learning Objectives: Professionalism and Ethics

1	Understand and respect professionalism as it applies to law enforcement	Dialogue discussions
2	Understand and accept the crucial role of ethics as related to professionalism in multiple careers of criminal justice	Tests 1-3
3	Understand the civil and criminal laws related to unethical behavior of peace officers	Tests 1-3
4	Develop a personal ethical "constitution" which includes a biblical worldview	Major Project

Class Policies and Procedures: The class will combine lecture, class discussions, dialogue discussions in Black Board, assignments and scheduled exercises to facilitate learning. You are encouraged to participate fully in class discussions. It is essential you adequately prepare for each class meeting, which means that all students should diligently keep pace with the reading assignments. Lectures are designed as a springboard for discussion and interaction among class members.

Absence and Attendance Policy: Your presence at class sessions is important. Attendance will be checked each class meeting. Irregular attendance can result in a lower grade. **Students who miss**

more than three (3) classes for unexcused reasons will be dropped from the course with a grade of WF. If you have an official university related activity excused absence, when possible, let the instructor know in advance. Communicate with the instructor about your schedule or an event that interferes with the challenges and journey of this course. The instructor reserves the right to grant exceptions to this mandatory drop provision for unique and compelling situations.

Special Needs (ADA): Abilene Christian University is dedicated to removing barriers and opening access for students with disabilities in compliance with ADA and Section 504 of the Rehabilitation Act. The Alpha Scholars Program facilitates disability accommodations in cooperation with instructors. In order to receive accommodations, you must be registered with Alpha Scholars Program, and you must complete a specific request for each class in which you need accommodations. If you have a documented disability and wish to discuss academic accommodations, please call the Alpha Scholars Program office directly at 325-674-2667.

Prerequisites: POLC 205 or permission of the instructor, and junior standing.

Final Grades Will Be Based on the Following:

900-1,000 points =A

800-899 points =B

700-799 points =C

600-699 points =D

Below 600 points =F

Grade Composition

See the Syllabus Schedule built into this document or attached hereto for the weight and point value of assignments, tests, participation scores, and other class activities.

Failure to Take a Test or Participate in a Dialogue Forum: A failure to take a test or be responsive to an assignment or class exercise results in a zero point score for that activity unless the student meets the eligibility requirements to take a make-up test or alternative option for other required activities as described herein. It is the responsibility of the student to coordinate with the instructor to schedule the make-up test pursuant to the guidelines herein. Dialogue forum discussions end at the conclusion of the forum date for replies and no entry of a “post” or submission after the due date will be accepted, without very exceptional circumstances and approval of the instructor. When a dialogue forum is completed the value of participation in the discussion has ended.

Make-up Test or Test-Taking Policy: The privilege of making-up any form of testing will be reserved for “excused absences” for those encountering such problems as illness or other health and welfare issues, participation in official university activities, or death or serious illness in the family. Absences anticipated to be treated by the professor as “excused absences” must be capable of verification by the instructor or based on prior approval from the professor. Students have a duty to provide verification as requested by the instructor.

It is imperative the student provide the professor the justification for an excused absence either prior to the absence or within three (3) days of the absence (unless completely impractical to provide the justification within that time frame and in that event, as soon as a reasonable person would deem it practical). There may be “unique circumstances” in which advance coordination with the professor will allow a student to make-up a test that does not fit the criteria for an “excused absence” noted above. Such circumstances will only apply to matters addressed with the professor well in advance of the test and based on unique and compelling facts. Pre-approval and/or dialogue with the instructors are the keys for retaining the privilege to make-up a missed test based on the “unique circumstances” exception noted above.

***A test of any type** can be made-up for verified or professor approved reasons set forth in the prior two paragraphs. No tests scores will be dropped or excluded from grade calculation. Failure to take a test and/or make-up test (if authorized) will result in a zero for that test.

Make-up Test dates (other than the Final Exam): Make-up tests will be scheduled at specific time by announcement of the instructor to the student. Most tests will be accomplished in Black Board, therefore coordination and scheduling of a missed test must be accomplished through the instructor. **If a student arrives late to any form of testing, including the Final Exam, the student will not be allowed to begin the test if another student has already completed the test in class.** If the tardiness is the result of a reason meeting the definition for an excused absence, then an alternate time will be established for the student to take the test. However if the tardiness is not excused, the student will receive a zero on the test. An excused absence make-up for a Final Test will require coordination with the instructor.

An exception to any portion of the testing make-up policy will be based only on extremely unique and factually driven circumstances of extraordinary measure as determined by the instructor. The instructor reserves the right to make that determination at an appropriate time and event.

Make-up Assignments and Class Exercises will be authorized for the same reasons in which tests can be “made-up.” However the type of assignment or class exercise may not be well suited for typical make-up work. This will require coordination with the instructor and in many cases and

alternate activity will be required of the student. It is the student's duty to coordinate such matters with the instructor by documented early attempts to communicate with the instructor on suitable options for substituting work or completing these assignments in a timely manner.

***** All dates, including reading assignments and test dates, are tentative and subject to change at the professor's discretion. Any test date change will be announced at least one week in advance.**

Late Assignments-Penalties: Any late assignment will be subject to a loss of points during grading for lateness unless otherwise approved by the instructor. Unless otherwise stated or presented to the class, the standard for a late assignment is a loss of 2 points per day for the first late day, 5 points for the second day, and 1 point per day thereafter. The only exception is for the Major Project (MP) due in Week 15. As a result of the need to complete grades, a penalty of 20 points per day may be enforced for the MP.



CELL PHONE POLICY: Turn your cell phone or other electronic device off or to SILENT during class. **Do not use devices during class, unless the instructor authorizes such action.** An exception would be a device used for note-taking and only in that mode. Otherwise keep cell phones out of sight. During a break you can use your electronic device, however before returning to the active class setting, **it is your responsibility to turn off or silence the device and place it out of sight. First offense violations of this electronic device policy will result in a warning. Subsequent violations may result in a loss of course grade points on each occasion,** depending solely on the instructor's determination of the level of distraction created by the device to the student, class or professor. The unauthorized use of such devices in class demonstrates a lack of respect for the learning environment. If you use an electronic device for note taking, limit its use to that purpose during class. A violation of this privilege will not only result in the loss of the privilege to use an electronic device in the classroom, but can result in a loss of grade points.

There is clear and convincing evidence human beings can live more than three hours at a time without access to a cell phone. **The "Moses and Elijah Rule":** If you have a clear emergency need to monitor your cell phone, such as you have been notified Moses and/or Elijah will be texting you during the class session to schedule a special spiritual meeting with you, notify this course

instructor in advance of the class session and he will make arrangements for you to receive the urgent text or call.

Integrity: Academic integrity is defined as academic work completed as assigned for each class by the individual or group responsible for the work. Violations of academic integrity and other forms of cheating involve the intention to deceive, mislead, or misrepresent and therefore, are a form of lying. Such actions are contrary to behavioral norms that flow from the nature of God. Academic misconduct includes, but is not limited to, the following: 1) Failure to give credit to sources used in a work in an attempt to present the work as one's own, 2) Submission of papers or projects obtained from another source (e.g., research service or club paper file) as one's own, and 3) Falsifying information orally or in writing. Academic misconduct may result in, but is not limited to, a zero on the assignment and/or an F in the course. Additionally, the department chair, Dean of the College of Arts and Sciences, and the Dean of Student Life will be notified. See the full university policy, including how to appeal a decision, by following this link: www.acu.edu/campusoffices/studentlife/judicialDocuments/AcademicIntegrityPolicy.pdf.

Syllabus Schedule Ethics 16 Weeks (includes Final)-Fall 2014

Period/Week	Projects/Assignments/Tests	Weights	Point Values
MODULE ONE Professionalism (Weeks 1, 2, and 3) 08/25/14 – 09/14/14	Syllabus Overview (class one) Reading Assignment: Bazerman & Tenbrunsel, pp. 1-76.		
	Introductory Discussion 1A (week 1)	1%	10
	Discussion topic 1B (weeks 2 and 3)	6%	60
	Test 1 on reading and lectures	5%	50
MODULE TWO Ethics (Weeks 4, 5, and 6) 09/15/14 – 10/05/14	Reading Assignment: Nouwen, pp. 1-107; Kuhn Text-scan entire book, read assigned chapters.		
	Discussion topic 2A (weeks 4 and 5)	6%	60
	Test 2 on reading and lectures (end of week 5)	5%	50
	Minor Project 1 (due end of week 6)	7%	70
MODULE THREE Civil Laws (Weeks 7, 8, and 9) 10/06/14 – 10/26/14	Reading Assignment: Bazerman & Tenbrunsel, pp. 77-151; Additional selected readings.		
	Discussion topic 3A (weeks 8 and 9)	6%	60

	Test 3 on reading and lectures	5%	50
	Minor Project 2 (due end of week 9)	8%	80
MODULE FOUR Criminal Laws (Weeks 10, 11, and 12) 10/27/14 – 11/16/14	Reading Assignment: Bazerman & Tenbrunsel, pp. 152-172. Additional selected readings.		
	Discussion topic 4A (weeks 10 and 11)	6%	60
	Test 4 on reading and lectures (end of week 10)	5%	50
MODULE FIVE “Personal Constitution” (Weeks 13, 14, & 15) 11/17/14 – 12/07/14	Reading Assignment: Selected readings. Discuss options for class meeting prior to 11/25/14? A class will meet that week.		
	CLASS 11/25/14? Thanksgiving Break 26th		60
	Discussion topic 5A (weeks 13 and 14)	6%	60
	Major Project (due NLT Thursday, week 15)	20%	200
FINAL EXAM 12/09/14 (Tuesday) 6:30 p.m. – 8:15 p.m.	Comprehensive Final Exam	10%	100
	Participation Grade	4%	40
	Totals	100%	1,000.00

ABILENE CHRISTIAN UNIVERSITY

LIBRARY

MEMORANDUM

DATE: April 24, 2015
TO: Dr. Neal Coates
FROM: Mark McCallon, Associate Dean for Library Resources
RE: Course Application for POLC 455 – Professionalism and Ethics in Criminal Justice

After reviewing the course application and syllabus, the library can adequately support the proposed course. Please let assigned faculty know that they can contact the library's Political Science Liaison Laura Baker (bakerl@acu.edu) for specific resources that the library needs to purchase for the course. Thank you for letting us examine the course proposal.

ACU Syllabus Checklist

Revised on July 15, 2014 based on ACU New Course Application v10.5.

Course Title and Number

POLC 455 Professional

Reviewer

David Christianson 

Developer

Stuart Platt

About the course

- ☒ Course number and title
- ☒ Credit hours
- ☒ Semester and year
- ☒ Meeting time and place
- ☒ Prerequisites/co-requisites

About the instructor(s)

- ☒ Name and title or rank
- ☒ Office location
- ☒ Contact information
- ☒ Office hours/contact expectations

Mission statements

- ☒ ACU mission statement
- ☒ College mission statement
- ☒ Department mission statement
- ☐ Personal mission statement (optional)

Unique Christian Perspective

- ☒ Description of how learning and Christian faith are integrated in the course

Course Content

- ☒ Catalog description

☒ Intended audience

☒ Outline of topics

Teaching/Learning Methods and Format of Class Sessions

☒ Description of the types of activities students should expect in the course

Materials

☒ Required and optional materials, including textbooks, etc.

Learning Objectives/Competencies

☒ Specific competencies stated in measurable terms

☐ Assignments or instruments that will be used to assess the competencies.

Assessment/Grading Criteria

☒ Complete and accurate details of factors and elements that will comprise the final grade

☒ Weight or point value of all graded elements

☒ Grading scale with clear expectations for grades

☐ Extra credit opportunities (optional)

University Policies

☒ Special needs policy -ADA

☒ Academic integrity policy (recommended)

☐ Title IX policy (recommended)

Course Policies

Expectations and consequences regarding:

☒ Participation

☒ Attendance and tardiness

☐ Course specific academic integrity policy (optional)

Calendar

(Note: Calendar is not required for Course Application, but it must be included in all syllabi distributed to students.)

☒ Exam dates

☒ Assignments

☒ Due dates and other deadlines (and late assignment/exam policy)

☒ Schedule of readings and topics

☒ Statement to reserve the right to modify the calendar as necessary

Any comments?

Please list the course code as it is proposed to be listed in the catalog. Change the Course Description to reflect the course code as proposed rather than POLS 440.

Please make it clear how each student learning objective will be assessed for mastery. Which readings/assignments/exams address each one? You could list the appropriate SLO's being addressed on the course schedule by each assignment, or list the assignments used for assessing each SLO in the section where they are listed. This will help students to keep the purpose of each assignment in mind as they learn.

Submit

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Friday, April 24, 2015

Abilene Christian University

Re: POLC 455 Application

Dear Stuart,

The Adams Center for Teaching and Learning has completed the review of POLC 455: Professionalism and Ethics in Criminal Justice. The syllabus was reviewed based on the ACU Syllabus Guidelines. The syllabus proposed meets or exceeds most of the expectations described in these guidelines.

Please give special attention to these items before submitting the syllabus to the Council.

- Please list the course code as it is proposed to be listed in the catalog.
- Change the Course Description to reflect the course code as proposed rather than POLS 440.
- Please make it clear how each student learning objective will be assessed for mastery. Which readings/assignments/exams address each one? You could list the appropriate SLO's being addressed on the course schedule by each assignment, or list the assignments used for assessing each SLO in the section where they are listed. This will help students to keep the purpose of each assignment in mind as they learn.

There is no need to return the syllabus to the Adams Center for further review. Of course, if you would like to discuss these suggestions or any other aspect of your syllabus or instructional strategies, please contact me and we will schedule a time as soon as possible. We are here to serve you as you help prepare students for Christian service and leadership throughout the world.

Grace and Peace,

A handwritten signature in black ink, appearing to read "David Christianson".

David Christianson
Instructional Designer
Adams Center for Teaching and Learning
Abilene Christian University