Instructor: Michelle Emerson-Lewis

E-mail: Please use email in our D2L course to contact the instructor. If you have difficulties with WebCT Vista, my school email is: Memerson@kennesaw.edu.

Phone: (720) 226-5075 (Cell) – Texting is acceptable if you need an answer right away or if you have not heard back from an email. Be sure to include your name and which class you are enrolled in your text message.

As your instructor, I am here to help you succeed. I can offer assistance through e-mail, by phone, or online in a chat space. Use D2L mail to set up an appointment if you need help with an assignment or if you would like to talk about the course content.

Course Requirements:

• Access to D2L and Word Processing Software.

Drop Date: The last day to drop without academic penalty is March 2.

Evaluation: Your grade will be based on the following:

- Exams 25%
- Assignments 25%
- Service Learning Project 25%
- Discussions 25%

Total 100%

Final grades will be determined based upon the following scale:

A (90+), B (80 - 89), C (70 - 79), D (60 - 69), F (<60)
**Exams:** Your will have a midterm and a final exam, consisting of multiple-choice, T/F, and essay questions (2 per chapter). Essay answers should be 1-2 paragraphs (approximately 200 words or more). The time limit for the final is 4 hours from start to finish. Make-up exams will only be available with prior approval.

**Assignments:** You will have assignments for each of the modules. You assignment should be 1-2 pages in length. Citations of sources must be included. Assignment details are posted in D2L. Ten points will be deducted per calendar day for assignments submitted late. Criteria for your assignments are included under Content.

**Service Learning:**
Service Learning Project: Victimization is one of those social problems about which many people complain, but do not know what to do. This project is to enable you to learn what is useful in helping victims of crime and/or decreasing victimization in our society. You can do something to aide/change the current situation. First you will need to locate a suitable project related to crime victims and put in at least 15 hours of your time as a volunteer. You will need to submit a description through D2L by September 21st with the location and what you will be doing. Your final write-up will be due December 7th. A list of possible sites will be posted on D2L.

The write-up consists of questions about your experience, which will be posted on D2L and must be submitted using D2L (uploaded into the Dropbox). You are also required to turn in an authorization of hours form signed by your supervisor (your supervisor can also email directly to me).

**Alternative to Service Learning Project:** I know many of you work and have difficulty fitting a service-learning project. You have the option of an alternative assignment, **Victim Assistance Training (VAT) Online**: VAT Online is a foundational Web-based victim assistance training program that offers victim service providers and allied professionals the opportunity to acquire the essential skills and knowledge they need to more effectively assist victims of crime. VAT Online has four sections: Basics, Core Competencies and Skills, Crimes, and Special Populations. It includes 19 modules that cover basic information and core knowledge and skills for victim service professionals. It takes about 15 hours to complete the modules. You can work at your own pace. You will turn in your transcript to get credit for this training and submit a 3-4 page paper on how the VAT Training relates to what you have learned in this course. Details on how to get started are provided under VAT Training under Content.

**Discussions:** Students are required to post for each learning module to our D2L discussion board. This post must be completed 3 days prior to the due date for the discussion to receive full credit. Students are also required to respond to other students' postings, as well. Late postings will not be accepted. Postings will be graded based on academic relevance and must display some analytical ability. Spelling and grammar count. Criteria for grading your discussions in D2L (Discussion Grading Rubric). **I will drop one discussion grade** at the end of the semester. If you miss one of the discussions, that can be the one dropped. Due Dates are listed on the Course Calendar.
**Academic Integrity:** Every KSU student is responsible for upholding the provisions of the Student Code of Conduct, as published in the Undergraduate and Graduate catalogs. Section II of the Student Code of Conduct addresses the University’s policy on academic honesty, including provisions regarding plagiarism and cheating, unauthorized access to University materials, misrepresentation/falsification of University records or academic work, malicious removal, retention, or destruction of library materials, malicious/intentional misuse of computer facilities and/or services, and misuse of student identification cards. Incidents of alleged academic misconduct will be handled through the established procedures of the University Judiciary Program, which includes either an “informal” resolution by a faculty member, resulting in a grade adjustment, or a formal hearing procedure, which may subject a student to the Code of Conduct’s minimum one semester suspension requirement.

**Disruption of Campus Life Statement:** It is the purpose of the institution to provide a campus environment, which encourages academic accomplishment, personal growth, and a spirit of understanding and cooperation. An important part of maintaining such an environment is the commitment to protect the health and safety of every member of the campus community. Belligerent, abusive, profane, threatening and/or inappropriate behavior on the part of students is a violation of the Kennesaw State University Student Conduct Regulations. Students who are found guilty of such misconduct may be subject to immediate dismissal from the institution. In addition, these violations of state law may also be subject to criminal action beyond the University disciplinary process.

**Plagiarism and Cheating:** No student shall receive, attempt to receive, knowingly give or attempt to give unauthorized assistance in the preparation of any work required to be submitted for credit as part of a course (including examinations, laboratory reports, essays, themes, term papers, etc.). When direct quotations are used, they should be indicated, and when the ideas, theories, data, figures, graphs, programs, electronic based information or illustrations of someone other than the student are incorporated into a paper or used in a project, they should be duly acknowledged.

**Student Support Services:** Kennesaw State University welcomes all students, recognizing that variations of abilities contribute to a richly diverse campus life. The Student Development Center offers the following programs: Adult Learner Programs, Minority Student Retention Services, International Student Retention Services, Odyssey Peer Mentoring Program. Please visit the Student Development Center for additional information.

**Warning about the material:** This course covers some sensitive topics and may trigger feelings or issues for you. I encourage you to take advantage of campus resources. You can find out about services at: http://www.kennesaw.edu/studentsuccessservices/cps/services.php.

**disAbled Student Support Services:** A number of services are available to help students with disabilities with their academic work. In order to make arrangements for special services, students should visit the office and make an appointment to arrange an individual assistance plan. Students who wish to participate in an activity or program offered by the university and need accommodations should contact the office sponsoring the program at least five days prior to the program so that arrangements can be made. The course strives to meet all Americans with Disabilities Act guidelines and regulations. Please visit the disAbled Student Support Services website for additional information and obtain any necessary accommodations.

**Writing Center:** The Writing Center is more than a free service available to all members of the university community; it is a place where anyone who writes—those who love it, those who struggle with it, and everyone in between—can come for help in becoming a better writer. In fact, that is the goal of the Writing Center: to produce not just better writing but better writers. Please visit it at: http://www.kennesaw.edu/english/WritingCenter/index.shtml