



Department of Criminal Justice

Foundations of Criminal Justice Syllabus
Criminal Justice 1101.13 ~ CRN ~ 10104 Spring 2017

Part Time Instructor: Dr. Phyllis Russell, J.D.
Office Hours: Tuesdays 10:30AM – 11:30AM (email or after class)
Class Location: Social Sciences Bldg. room 2038
Class Time: Tuesday and Thursday ~ 12:30PM ~ 1:45PM
Contact E-mail: PRussel6@kennesaw.edu

Course Prerequisites

None Credits: 3-0-3

Required Text All students are responsible to have the textbook for this course. Schmallegger, F.J. Criminal Justice Today: An Introductory Text for 21st Century, (14th Ed.). Pearson Hall, Copyright: © 2017. ISBN-13: 978-0134145594 or ISBN-10: 9780134145593; eText ISBN: 978-0134156309, or ISBN:978-0134156307

Supplemental Resources ~ Articles, cases studies, citations, and links to readings are located on D2L homepage module. Instructor will provide printed materials as needed.

Guest Lecturers ~ There will be guest lecturers throughout the semester. Criminal justice system participants -- police, lawyers, and correctional administrators will offer practical insights into the American criminal justice system.

KSU Catalogue CRJU 1101 Foundations of Criminal Justice Course Description

This course provides an overview of the criminal justice system. Emphasis will be on crime in America, the criminal justice process, law enforcement, adjudication, punishment, corrections, and prisons. Other special issues to be addressed include AIDS, changing roles of women, and criminal justice systems in other countries.

CRJU 1101 satisfies one of Kennesaw State University's general education program requirements. It addresses the Social Sciences general education learning outcome. The learning outcome states: Students analyze how human relationships develop, persist, and/or change. For more information about KSU's General Education program requirements and associated learning outcomes, please visit:

http://catalog.kennesaw.edu/preview_program.php?catoid=29&poid=3434

General Education Assessment Study:

Kennesaw State University is currently engaged in a campus-wide assessment of its general education program. The purpose is to measure student achievement with respect to faculty defined student learning outcomes. This course has been selected to participate in the process. No individually-identifiable student information will be collected as part of the assessment. Data will be reported only in aggregated form. Students should know that the data may be used for scholarly work by members of KSU faculty (but only in anonymous and aggregated form). If you are opposed to having your anonymous data used for scholarly work, you can “opt out” of this specific aspect of the process.

For more information on the general education assessment process and for access to an “opt out” form, please click <http://curriculum.kennesaw.edu/gened/learning-assessment.php>

Course Objectives

This course is designed to help students

- Appreciate the Empirical Basis of Criminal Justice
- Develop Critical Thinking Skills
- Integrate Knowledge Across Domains: Bio-Psyco-Social Approach
- Recognize & Value Multiculturalism / Diversity Issues
- Acknowledge the Importance of Ethics in criminal justice system & legal practices
- Examine main components of American criminal justice system – police, courts, and corrections (penal system).
- Explore current issues within the criminal justice system
- Compare and contrast the American system with that of other countries

Instructional Outcomes

Students successfully completing the course should be able to:

- Integrate text and lecture materials to demonstrate an understanding of the American criminal justice system
- Demonstrate an understanding of the American criminal justice systems components and how they interrelate
- Identify participants, understand the implications of Constitutional law
- Differentiate current issues in criminal justice
- Analyze and track a case through the criminal justice process
- Apply the basic scientific principles in criminal justice
- Memorize and discuss the key contributors in the criminal justice system
- Discuss criminal justice law by engaging in ongoing dialogue about the various schools of thought and relate those ideas to the human experience
- Explain the significance of cultural diversity and its importance to the study of criminal justice
- Use critical thinking skills, and apply writing skills particularly in appropriate format
- Explain and give examples of the science of criminal justice system and its contributions toward social understanding and change

Evaluation and Grading Procedures

Satisfactory performance in class and out of class assignments and examinations are required to obtain a grade of “C” or better in this course. Three examinations, five quizzes/class assignments and class attendance. The exams, quizzes, and class assignments may consist of multiple-choice, short answer or essay questions.

In-class assignments ~ Pop quizzes and assignments demonstrate students’ knowledge of course material and cannot be made-up. Always come prepared to take a quiz or participate in an in-class assignment. Exams and quizzes are over the material in the text, whether it has been covered in the lecture notes or not.

Make-up exam Policy ~ Students must submit verifiable documentation for consideration to take make-up exams. Make-up exams will be given within one week of the originally scheduled exam date. **There will be no make-ups for quizzes or in-class assignments. No extra credits points are given in this course.**

Attendance ~ You are an adult, and it is your decision whether and how often you attend class. However, success is not likely if many classes are missed. Attendance will be taken every class. It is your responsibility to sign the attendance sheet. Your presence will be counted only if you sign the attendance sheet at both times.

You will be granted two “Life Happens, no questions asked” absences, to be used at your discretion if something unforeseen happens and you have to miss class. No reason has to be given for the absence, but I caution you to use them wisely. These are to be used for any absence that is not excused and properly documented PRIOR to the absence per university policy. After you have used these up, each absence will result in a 2-point deduction from final grade (Attendance Grade).

0 classes missed = 100	3 classes missed = 70
1 class missed = 90	4 classes missed = 60
2 classes missed = 80	5 or more classes missed = 0

Important: The sign-in sheet is your indication that YOU attended class. It is a violation of the academic honor code to sign another student in or to have another student sign in for you, and/or to sign-in and leave class. Signing the attendance sheet for someone else is a violation of academic honesty and will be addressed as such.

Student’s final grade is based on the following categories and grade weights:

Components of Students' Grades

On exam days, no permission to leave the room will be granted once the exam begins. Please do not arrive to class late or leave class early, disrupting the entire class, peers and instructor.

Three examinations

- EXAM 1 50 Points
- EXAM 2 50 Points
- EXAM 3 50 Points (FINAL EXAM)

- QUIZ / CLASS ASSIGNMENT/1 6 Points
- QUIZ/ CLASS ASSIGNMENT/ 2 6 Points
- QUIZ / CLASS ASSIGNMENT/3 6 Points
- QUIZ / CLASS ASSIGNMENT/4 6 Points
- QUIZ / CLASS ASSIGNMENT/5 6 Points

- Class Attendance 20 Points
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Total 200 Points

Grades in this course will not be adjusted and are given according to the following scales:

<u>Score</u>	<u>Grade</u>		
180-200	A	Exams	75% of final grade
160-179	B	Quizzes &	
140-159	C	Class Assignments	15% of final grade
120-139	D	Class Attendance	10% of final grade
Below 110	F		

Exam results will post to D2L as soon as practical.

Attendance Policy and Participation

For a successful outcome in this course, and in respect of your classmates and teacher, students are required to attend all class meetings and participate in classroom discussions and interactive group exercises. Students who come to class late will be marked absent.

The instructor will cover the materials through lectures, class discussions, and interactive exercises both in class and through D2L. Students should read the assigned materials before attending the class so that they can engage in thoughtful and meaningful discussions regarding issues in criminal justice.

Note taking in class is recommended since all of the lectures (including guest lectures and presentations) material provided in class or posted on D2L are subject to examination. Rubrics will be provided in advance for all written assignments, and should be strictly adhered. When applicable PowerPoint presentations will be uploaded to D2L.

In order to facilitate thoughtful class discussion, the opinions, counterpoints and contributions of other class members will be respected at all times. Respect and courtesy will be shown by actively listening when others are speaking and by refraining from "chit chatting" on the side. Avoid dominating class discussions by giving everyone a chance to speak and by raising your hand.

Electronics Policy

No computers, laptops, I Pads, IPods or cell phones allowed to be used during class. If you disregard this policy, you will be asked to leave class and it will be counted as an absence. **Recording lectures is prohibited.** Learning is best achieved through reading text, reviewing PowerPoint presentations when distributed, asking pertinent questions, and taking comprehensive notes. If there is an extreme emergency, notify Dr. Russell before class and you may have permission to have your phone on silent vibrate. These class policies benefit and promote an excellent learning environment for all students/your classmates. No exceptions to these policies.

Here are a few reasons why, electronic devices should not be used in the classroom from a study by Mueller and Oppenheimer (2014; also posted on D2L):

<http://www.scientificamerican.com/article/a-learning-secret-don-t-take-notes-with-a-laptop/> same study, different review:
<https://hbr.org/2015/07/what-you-miss-when-you-take-notes-on-your-laptop>

KSU D2L Brightspace

Home > Desire2Learn >

- Students must access KSU D2L Brightspace for all class information To get started: Information Technology Services - Kennesaw State University
- For additional assistance, contact the Student Helpdesk Email: studenthelpdesk@kennesaw.edu or call 470.578.3555. Walk in help is available in STS Helpdesk in Burruss 475.

Important Student Notation: If you have questions or problems, do not contact your professor! Call or visit the KSU-ITS Service Desk as listed above.

Students With Disabilities (DSSS)

Students must provide Disability Documentation by the last day of drop/add and speak to their professor. Kennesaw State University complies with Section 504 of the 1973 Rehabilitation Act and the Americans with Disabilities Act of 1990. To request special accommodations, students with a legally defined disability to perform in this academic

environment, must take appropriate documentation to the office of Disabled Student Support Services (contact Ms. Nastassia Sanabria at 470.578.6443 or visit the DSSS office in ST Building 5, room 269A).

Once again, when a student has completed registration and receives permission for special accommodations for this CRJU 1101 class with DSSS, provide your professor with the appropriate documentation from DSSS before the last date of add/drop. This is the only way to receive arrangements for special accommodations.

Website: http://www.kennesaw.edu/stu_dev/dsss/welcome.html

Course Accessibility Statement

Americans with Disabilities Act (ADA)

Kennesaw State University prohibits discrimination against qualified individuals with disabilities who can perform the essential functions of the job, with or without reasonable accommodation(s). An individual is disabled under the Act if he or she:

- has a physical or mental impairment that substantially limits one or more major life activities; or
- has a record of such an impairment; or is regarded as having such impairment.

Website: <http://catalog.kennesaw.edu/content.php?catoid=27&navoid=2263#ADA>

Department of Criminal Justice's Plagiarism Policy

According to Kennesaw State University's Code of Conduct:

Every KSU student is responsible for upholding the provisions of the Student Code of Conduct, as published in the Undergraduate and Graduate Catalogs. 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.

Plagiarism and Cheating

According to the Student Code of Conduct:

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 (including examinations, laboratory reports, essays, themes, term papers, etc.). Unless specifically authorized, the presence and/or use of electronic devices during an examination, quiz, or other class assignment is considered cheating. Engaging in any behavior, which a professor prohibits, as academic misconduct in the syllabus or in class, discussion is cheating. 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. No student may submit the same, or substantially the same, paper or other assignment for credit in more than one class without the prior permission of the current professor(s).

Specifically, within the Criminal Justice Department:

Although the Criminal Justice Department supports multidisciplinary and focused scholarly interests, we do not ordinarily allow students to turn in (or modify) a paper from a previous course or use the same paper for multiple courses. Students should meet with their course instructor(s) to clarify individual policies regarding this matter as well as to ensure violations do not occur.

Student-Friendly "How Not to Plagiarize" Web sites

- https://library.apsu.edu/guides/1_3_20.htm
- <https://www.indiana.edu/~istd/test.html>

KSU Student Code of Conduct

- <https://web.kennesaw.edu/scai/content/ksu-student-code-conduct>

Important University Information

Diversity Statement

Consistent with the mission of the university, persons of differing backgrounds and experiences including but not limited to age, disability and health status, ethnicity and race, family structure, geographic region, language, religious/spiritual and secular beliefs, resident status, sex, sexual orientation and gender identity/expression, and socioeconomic status, are always welcomed in this class. It is a course goal to foster an environment in which diversity is recognized and embraced and every person is treated with dignity, respect, and justice. It is hoped that your academic experience in this course and at KSU will provide the opportunity to gain knowledge and experiences necessary to thrive in a diverse, global environment. For more information, visit the website:

<http://diversity.kennesaw.edu/about/mission-statement.php>

KSU Athletes

Active members of any KSU Sports team must request their coach to notify their professor, in writing, of your team commitments and provide a schedule of these events. This is particularly important if you will be missing class throughout the semester due to a sanctioned college related practice, game, or tournament. This information must be presented to your CRJU 1101 professor prior to the last day of add/drop.

Veterans

Kennesaw State University recognizes the veteran and military men and women striving to receive their education here. Our faculty and staff here at KSU are continuously educating themselves on the obstacles pertaining to veteran students returning from active duty and transitioning to campus life. The goal is to make the transition and adjustment

from their past military lifestyle to a university lifestyle comfortable and for each student to achieve academic success. The Veterans Resource Center Kennesaw Campus, located in Willingham Hall, Bldg. 23 room 200, 470-578-2970 is a division of Student Success Services at Kennesaw States University, and provides resources for military veterans. They also support active and reserve military members, in addition to spouses and dependents. The Veterans Resource Center maintains information for campus veteran related resources, links to local military support services, and contacts for local VA facilities. For more information go to their website:

http://www.kennesaw.edu/studentsuccessservices/veterans_resources/index.php

Counseling & Psychological Services (CPS)

CPS supports the academic mission of KSU by enhancing students' educational, career, and social development. Counseling encompasses the concept that each individual is considered to have an inherent capacity for healthy, productive functioning. With a philosophy that is anchored in valuing the self –worth of each individual, and where human diversity is both respected and embraced, the objective is to help students recognize their potentials and overcome any obstacles that may be preventing them from developing those healthy behaviors necessary for success. Individuals who have concerns about their mental health, who are struggling with stage of life issues or who are experiencing situationally stressful problems can access mental health services through the CPS center. The CPS center is located in Kennesaw Hall's Suite 2401. Appointments can be made by calling 470.578.6600, or by just walking in or visit

<https://www.kennesaw.edu/studentsuccessservices/cps/services.php>

Disruption of Campus Life Statement

An important goal of KSU is to provide a campus environment that encourages academic accomplishment, personal growth, and a spirit of understanding and cooperation. To create and preserve a classroom atmosphere that optimizes teaching and learning, all participants share a responsibility in creating a civil and non-disruptive forum. Therefore:

- A respectful and optimal learning environment is maintained through 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
- These violations of state law may also be subject to criminal action beyond the University disciplinary process
- Students are expected to conduct themselves at all times in a manner that does not disrupt teaching or learning
- Violations of the disciplinary code may result in serious sanctions such as probation, academic reassignment, institutional suspension or dismissal
- According to KSU, "the instructor is authorized to take such steps as are necessary when behavior of the student disrupts the normal classroom procedure. Instructors may remove a student for the single class session in which such disruptive behavior becomes continuous and/or serious and may initiate disciplinary proceedings.

- In addition, instructors have the right to limit classroom discussion in order to meet the educational objectives of the class session. Any continued disruption of class will result in a report to the Chair of the Department of Criminal Justice and KSU judiciary.”
- Being absent or tardy will negatively affect your participation and attendance grade.

Some examples of disruptive classroom behavior:

- Monopolizing class discussion
- Rude, disrespectful, contemptuous, or offensive language, posturing, or gestures, or sleeping
- Aggressive, hostile, or confrontational language, posturing, or gestures
- Talking with others during class
- Excessive or disruptive lateness
- Engaging in unrelated tasks
- Using cell phones during class time
- Interruptions caused by cell phones, and other electronic devices including text messaging
- Unexcused exiting, or premature preparing to exit class

Visit the website for more information at <http://scai.kennesaw.edu/codes.php>

Sexual Harassment Statement

Sexual harassment is a form of misconduct that includes verbal, written, or physical behavior of a sexual nature directed at someone when that behavior is unwelcome. Sexual harassment may include unwelcome sexual advances, unwelcome requests for sexual favors, and other unwelcome conduct of a sexual nature. Visit the website for more information at <http://scai.kennesaw.edu/codes.php>

Email Guidelines

- Remember it is advisable for students to email from KSU student addresses to Dr. Russell’s KSU email address (no D2L). Students KSU email is the most reliable method of communication for CRJU 1101 and KSU as some messages from Hotmail and Gmail et al may be blocked. Include your class CRJU1101.13 on the subject line.
- It is your responsibility to email Dr. Russell. Do not have roommates, mothers or family contact instructor about absences, problems, grades or assignments or other responsibilities.
- Dr. Russell does respond to email M-Th within 24-48 hours but does not regularly respond to email evenings, Fridays, weekends or holidays. In addition, Dr. Russell will never email grades!

Note: it is unlawful to discuss, in person or email, your academic progress or any personal information with anyone including spouses or parents for any reason at any time.

Academic Honesty/Integrity Statement

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 this Code 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 either the established procedures of the University Judiciary Program, which includes 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. For more information visit website <http://scai.kennesaw.edu/docs/KSU%20Codes%20of%20Conduct-2015.pdf>

Attendance Verification

Students are monitored for active participation on D2L, in the Hybrid classroom, and face-to-face classroom meeting times. If a student signs the attendance form for another student, it is considered forgery; both students will fail the course and be reported to KSU Student Conduct and Academic Integrity (SCAI) Authority.

Students are solely responsible for managing their enrollment status in this course; nonattendance does not constitute a withdrawal.

Study aides:

Students are encouraged to meet with other students to discuss the readings, exams, or assignments associated with successful completion of this course. Read below for additional help during the semester:

1 The KSU Criminal Justice Lab is a resource center that is available on a first-come, first-served basis for students enrolled in Criminal Justice courses. For course assignments, students may seek assistance with questions relating to writing style, research, statistical and data analyses, article searches, and GRE practice software. Papers will not be reviewed for writing Style; however, students may come to the lab with specific questions. The Criminal Justice Lab is located in the Social Sciences building. Consult website for Lab hours.

2 ESL Study and Tutorial Center: Located in Sturgis Library Room 442, (470) 5786377 and will be open in the spring Monday - Thursday, 9:00 am-5:00 pm. They offer international students (undergraduate and graduate) services and activities detailed at

[http://uc.kennesaw.edu/academicinitiatives/docs/Guide to the ESL Center.pdf](http://uc.kennesaw.edu/academicinitiatives/docs/Guide%20to%20the%20ESL%20Center.pdf) 4 The Writing Center: Contact the Writing Center (470-578-6380) if you would like additional help with writing assignments. More information can be found at <http://writingcenter.kennesaw.edu/>. In addition, the following website contains lots of helpful information on grammar, spelling, punctuation, sentence structure, and overall writing: <http://owl.english.purdue.edu/handouts/index.html>.

5 Academic Support Services: https://www.kennesaw.edu/stu_dev/msrs/academic.html 6 Department of Student Success Services:

<http://www.kennesaw.edu/studentsuccessservices/>

Other Strategies for Student Success in the course:

Career Services - Is dedicated to getting you prepared for your career. Whether you are just getting your college journey started or looking forward to graduation, they have resources to help, visit <http://careers.kennesaw.edu/> for more information.

Center for Health Promotion and Wellness
<http://wellstarcollege.kennesaw.edu/wellness/>

Student Health Services
<http://studenthealth.kennesawstateauxiliary.com/>

University Student Rights Statement

Students of Kennesaw State University are entitled to an environment that is conducive to learning and individual growth. To this end, students enrolling at Kennesaw State University assume a responsibility to abide by the policies and regulations expressed in this section. By doing so, students may fulfill their responsibilities and enjoy the exercise of their own rights while also respecting the rights of others. More information can be found on website at: <http://catalog.kennesaw.edu/content.php?catoid=32&navoid=2490>
Ethics Statement: <http://scai.kennesaw.edu/codes.php>

“The Criminal Justice Department is deeply concerned by the acts of bigotry on and off our campus. We are committed to fostering a community that celebrates and supports diversity, and where all members of the community feel safe and welcome. We are happy to meet with anyone who wants to share their concerns or ideas.” To report discrimination on campus: <http://discrimination.kennesaw.edu/index.php>

Confidentiality and Privacy Statement (FERPA)

The Family Educational Rights and Privacy Act of 1974 (FERPA), as amended, is a federal law that sets forth requirements regarding the privacy of student records. FERPA governs the disclosure of student records maintained by an educational institution as well as access to those records. FERPA rights begin when a student is accepted to KSU. Institutions that receive funds administered by the Federal Office of Education are bound by FERPA requirements and failure to comply may result in the loss of federal funding. For more information, visit <http://enrollmentservices.kennesaw.edu/training/ferpa.php>

CRJU 1101.13 ~ CRN 10104 ~ Spring 2017 Class Schedule

This syllabus is subject to change. Changes will be discussed appropriately and timely in class and/ or posted to D2L.

Date	Chapter Topics	Readings & Assignments Due
Week #1 1/10 1/12	Welcome Introduction & Course Requirements What is Criminal Justice	Drop/Add Begins 01/09 Drop/Add Ends 01/17 11:45pm Begin reading your text book Ch. 1
Week #2 1/17 1/19	Crime Picture	Chapter 2
Week # 3 1/24 1/26	Search for Causes	Chapter 3
Week #4 1/31 2/2	Exam #1 Criminal Law	Be On Time - Bring KSU ID Chapter 4
Week #5 2/7 2/9	Criminal Law	Chapter 4
Week #6 2/14 2/16	Policing: History & Structure Policing: Purpose & Organization	Chapter 5 Chapter 6
Week #7 2/21 2/23	Policing: Legal Aspects	Chapter 7
Week #8 2/28 3/2 (<i>No Class</i>)	Policing: Issues and Challenges Court ~ Online Reading Assignment	Chapter 8
Week #9 3/7 3/9	In-Class Assignment 3-7 The Courts: Structure and Participants	Chapter 9
Week #10 3/14 3/16	Pretrial Activities and the Criminal Trial	Chapter 10
Week #11 3/21 3/23	Exam #2 Sentencing	Be On Time - Bring KSU ID Chapter 11
Week #12 3/28 3/30	In-Class Assignment 3-28 Probation, Parole & Intermediate Sentencing Prison and Jails	Chapter 12 Chapter 13
Week #13 4/4 ~ 4/6	University Closed ~ Spring Break	(Sat. 4/1 - Fri. 4/7)

Week # 14 4/11 4/13	Juvenile Justice	Chapter 15
Week #15 4/18 4/20	High Technology Crimes	Chapter 18
Week 16 4/25 4/27	*Tentative* Emerging Issues in Criminal Justice Final Exam Review	Materials Provided by Instructor
Tuesday 5/2 1:00PM ~ 3:00PM	Final Exam ~ Cumulative You are responsible for all class notes and text information. No make-up or early exams allowed. Exam held in Social Sciences Bldg., room 2038	Be On Time: Final Exam is KSU official time: May 2, 2017 Tuesday, 1:00pm ~ 3:00pm <u>Bring your KSU Photo ID</u>

CRJU 1101.13 Syllabus Acceptance Form ~ Spring 2017

Students are asked to read and review CRJU 1101.13 syllabus responsibly, and sign and date the Syllabus Acceptance form. It is due to Dr. Russell by Thursday, February 2, 2017. Students will receive a zero on all assignments, etc. until this form have been received by Dr. Russell.

Students are responsible for following ALL policies and procedures. Read the entire syllabus and ask questions if unclear about policies.

Please feel free to ask me any questions or to discuss any concerns you may have. The syllabus is subject to change if necessary. Any changes will be announced as far in advanced as possible.

Upon reading and agreeing to the aforementioned, please sign and date this syllabus acceptance sheet. Submit this signed Syllabus Acceptance Form to Dr. Russell and keep a copy for your records.

Important Facts for Success in CRJU 1101

- Come prepared for class
- If students are ill (and documentable by a doctor's office) and miss class, it is student's responsibility to get the notes from a classmate and not "plead" on D2L. Dr. Russell Monitors D2L comments and discussions
- No eating or drinking during class
- Once class begins, students are not allowed to leave the classroom as it is a disruption to classmates and Dr. Russell
- Attendance and being on time is monitored and recorded
- There are no make-up assignments, or quizzes
- There is no use of cell phones or computers once class has begun
- If students ask to leave early, it is counted an absence

Student(s) if you have any questions or other concerns regarding this course or syllabus, please feel free to contact me at PRussel6@kennesaw.edu

Print name clearly

Student ID #

Date

Student KSU E-mail Address

Student Contact Cell Number

(Important for emergency use only!)

KSU is now on LiveSafe. It is a mobile device app that contains emergency procedures, a place to report tips/suspicious activity, and SafeWalk (students/faculty can "watch" each other walk places to make sure they arrive safely). It is highly recommended by the Office of Emergency Management.