

PBJ 401 – Seminar in Public Justice

M 5:00 – 7:45 p.m.

Mahar Hall – Room 314

Fall 2016

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Office Hours: M 3:00 – 4:30 p.m., TH 11:00 am – 12:30 p.m., or by appointment

COURSE DESCRIPTION

This course is designed to draw together your intellectual, theoretical, and practical experience with the public justice system. At the conclusion, you should have a more complete understanding of the system and your role within it. In this seminar course, you will extensively research topics in public justice and have the opportunity to practice communication skills that will be critical to working in the field. The topics covered throughout the seminar will be a result of student interest and research. The first few class periods will be spent assisting you in developing the skills necessary to fulfill the requirements of the course. We will attend library instruction, discuss proper research paper construction and writing, and review presentation styles and ideas.

REQUIRED TEXTBOOK

There are no required textbooks for this course. Throughout the semester, I may post articles or scans of book chapters that will help you as you prepare your presentations and/or final papers. If I post a reading, I will send an announcement via Blackboard so that you know it is available.

Recommended Textbooks:

Though not required, the following books are highly recommended to help you be successful in the course. The first text is designed to help you with your term paper as it walks you through the steps of writing an academic research paper in criminal justice. Important topics include identifying academic sources, choosing a topic, creating outlines, compiling and formatting references, and plagiarism. The second text is designed to help you understand PowerPoint presentations and how they can be used effectively to engage your audience.

Ferree, C.W., & Pfeifer, H. (2013). *Write and wrong: Writing within criminal justice*. Burlington, MA: Jones & Bartlett Learning. **ISBN-13: 978-1-449-62681-5**

Keyes, J.M. (2011). *Carpe audience: Giving better presentations despite PowerPoint*. Bailey, CO: The Keyes Firm. **ISBN-13: 978-1-460-98031-6**

COURSE POLICIES

Attendance and Participation

Attendance and class participation is mandatory and will be taken into consideration in the grading process. Students should come to each class prepared to engage in class exercises and discussions. Attendance is defined as coming to class, prepared, on time, and staying for the duration of the entire class period. Participation means actively engaging in the course discussion and contributing over the course of the semester. Poor attendance and/or participation will have a negative impact on your grade.

Attendance: You are expected to attend every class. Due to the nature of this course, I reserve the right to fail any student who misses too many courses.

Arriving Late/Leaving Early: Late attendance and leaving early is discourteous to the instructor and other students and demonstrates a lack of responsibility. Please do not come in late or leave early without prior approval from the instructor. If you arrive to class more than ten (10) minutes late or leaving early without prior arrangement, this will be deemed an unexcused absence.

Classroom Conduct: All students are required to act and speak in a civil and courteous manner towards one another and towards the instructor at all times. Talking and whispering to others during class, leaving the room during class, and arriving late are examples of rude, discourteous behavior. Disruptive behavior on the part of the student can result in dismissal from the classroom and filing of charges under the University's Code of Student Rights, Responsibilities, and Conduct.

Blackboard System

This course makes light use of the Blackboard system. Over the course of the semester, I will post announcements, the syllabus, and related material on Blackboard. You also will use it to submit your assignments. Please inform me as soon as possible of any technical difficulties not remedied by Blackboard's help feature. To be successful in the course, you will need access to reliable internet service.

When you submit an assignment, you will receive a confirmation message on your screen after a successful submission. Save this confirmation receipt (either print it or save to your computer as a PDF). If I do not receive an assignment, and you cannot provide this confirmation, you will not receive credit for the assignment. Technology failure is not an excuse for missing an assignment.

Cell Phone Policy

Cell phones will be turned off during class and will be placed face down on the desk in front of you. There will be NO text messaging. If there is an exigent circumstance in which a student is expecting an urgent call or message, see me before class to discuss this. Cell phones will be relinquished to the professor while students take exams if found to be in use.

Students who use cell phones or other electronic devices in class, in violation of this policy, will have 2 points deducted from their final course average for each day that a violation occurs.

Use of Laptop Computers

Laptop computers, iPads, and other forms of computers and electronic devices are strictly prohibited in class. See cell phone policy regarding violations.

Submission Guidelines

APA formatting and writing guidelines should be followed for all written assignments. For assistance with APA formatting, visit <https://owl.english.purdue.edu/owl/resource/560/01/>. The Penfield Library also has helpful resources here: <http://libraryguides.oswego.edu/citingsources>.

Your Grade

Please do not wait until the semester is over to be concerned about your grade. If you are concerned about your grade at any point, please do not hesitate to come discuss this with me during office hours or by making an appointment. I am happy to meet with you to discuss your performance and help you work towards your desired grade, or you may contact me via Blackboard course mail. Grades will not be discussed through your personal email account.

Office Hours

Office hours are available for you to address questions, concerns, and any issues you may wish to discuss about the course. Please do not hesitate to take advantage of this time, especially if you are experiencing a problem with the course. The sooner we address a problem, the more likely we are to resolve it favorably. If you are unable to meet during the office hours for any reason, please feel free to contact me to arrange an appointment.

Contacting Me

Email is the best way to get in touch with me as I am not always on campus or available by phone. Please be sure to include your name and course name in the subject line, and use professional language. I do check email regularly and multiple times per day, and will respond to you within 24 hours unless you have been notified prior that I will be unavailable. If for any reason you do not get a response within 24 hours, I most likely did not receive your email. Please feel free to resend your email or speak with me at the end of class or during office hours.

Your Email Address

From time to time, I will e-mail the class with important information (i.e., instructions for an assignment, announcements, etc.). Emails, especially containing confidential information, only will be sent to a student's SUNY Oswego email account or via the mail tool in Blackboard. Please also be sure you make my e-mail address a safe address on your account so that my e-mails are received and not sent to junk mail.

Retention of Graded Material

Education requires evaluation, both of individual students' performance, as well as the performance of an academic program as a whole. Work you submit for grading in this course may be retained by the Department in order to assess the quality of curriculum we offer to students of Public Justice.

UNIVERSITY POLICIES

Intellectual Integrity

The College Policy on Cheating and Plagiarism applies to all assignments and exams in this course. This also includes academic dishonesty and cheating on the taking of attendance. You should familiarize yourself with that policy, which is reproduced in the College Catalogue and can be accessed in its entirety at the website address below. If it is determined that you have cheated or plagiarized on an assignment or exam in this course, the professor reserves the right to assign a grade of E for that assignment or exam, or a grade of E for the course, depending on the circumstances.

"Intellectual integrity on the part of all students is basic to individual growth and development through college course work. When academic dishonesty occurs, the teaching/learning climate is seriously undermined and student growth and development are impeded. For these reasons, any form of intellectual dishonesty is a serious concern and is therefore prohibited."

(http://catalog.oswego.edu/content.php?catoid=26&navoid=1803#inte_inte)

Disability Services

If you have a disabling condition which may interfere with your ability to successfully complete this course, please contact the Disability Support Services (DSS) located at 155 Campus Center, phone (315) 312-3358, dss@oswego.edu. Please also see me after class or during office hours to discuss your needs.

The Office of Disability Services (ODS) provides support services and adaptive technologies to students who have a legally documented disability or students who suspect that they may have a disability. Students must contact the office before adaptive services can begin. Certain services, such as alternative testing, require advanced notice and are contingent upon the student initiating the process in a timely fashion. Alternative testing may occur at a time other than the time the rest of the class is taking the exam.

University Closings

School closings will be communicated through the SUNY Oswego homepage and local media. Students can call the Oswego Information Line at (315) 312-3333. SUNY Oswego participates in the New York Alert emergency messaging system. This system allows University Police and the SUNY Public Affairs office to contact students in the event of emergencies, including campus-wide closing due to inclement weather. Participation in this system can be set up through the personal information page of students' myOswego accounts. If I must cancel class, I will post a sign on the door, add a message on our course website (ANGEL), and/or send a class email as soon as possible.

Non-Discrimination Policy

SUNY Oswego values the contributions to learning for its members that result from maintaining a diverse student body, faculty, and staff. The goal of SUNY Oswego is to nurture members' abilities and capacities for appreciation of living and working together in a diverse learning environment. Members must not expose others to discriminatory acts of any form related to gender, race, nationality, ethnicity, sexual orientation, marital status, age, or disability since such acts, either active or passive, create a hostile environment.

Members of the college community who experience or observe discrimination, an incident of sexual discrimination, sexual assault, harassment, violence, or exploitation, whether occurring on or off campus, should immediately report the incident. For further information on this policy, and reporting procedures, access the following link:

<http://www.oswego.edu/about/titleix/discriminationpolicy.html>

GRADING

Your grade in the course will be calculated as follows:

Draft Term Paper:	15%
Final Term Paper:	15%
Oral Presentation:	30%
Critical Thinking Evaluation:	20%
Class Participation and Attendance:	20%

Final grades will be calculated as follows:

A	94% - 100%	B	83% - 86%	C	73% - 76%	D	63% - 66%
A-	90% - 93%	B-	80% - 82%	C-	70% - 72%	D-	60% - 62%
B+	87% - 89%	C+	77% - 79%	D+	67% - 69%	E	0% - 59%

Research Paper

This course requires a substantial research paper on a topic of your choosing. Each paper must be 15-20 full pages in length, typed and double-spaced, not counting your cover page, abstract, and references. Your paper is expected to follow the APA style guide. You are expected to draw on at least eight (8) scholarly sources (including at least two [2] must be peer-reviewed academic journal articles) that contribute to and are properly cited within the body of your paper. **You MUST follow all of the guidelines listed in the Public Justice Department's Guidelines for Research Papers.** A copy of this document has been uploaded to Blackboard for you. Papers that do not adhere to these guidelines will not pass – and thus, you will not graduate.

You are required to submit an abstract, annotated bibliography, and outline of your paper prior to producing your first draft. You also are required to submit a first draft prior to submitting the final draft. It is absolutely in your best interest to produce the very best paper you can for the first draft. I will return this draft to you with comments and suggestions for your final paper. Since this course also fulfills a writing requirement, the first draft is mandatory. There are no exceptions. If you do not submit a draft, you will not pass – and thus, you will not graduate.

Both your first and final paper drafts are due by the start of class on the date they are due. All papers must be uploaded through the Dropbox feature in the Learning Modules tab on the Blackboard course website. **You must upload a Microsoft Word document file with the appropriate extension included in the file name (.doc or .docx). Your last name must appear in the file name. Papers in incorrect file formats will be returned and marked late.** Any assignments submitted after the start of class time will be deducted ten (10) points for each day late, up to three (3) days after the due date. Papers submitted more than three (3) days late will not be graded.

Oral Presentation

This course requires a substantial class presentation on a topic in public justice of interest to you (though it must differ substantially from your paper topic). You must prepare a class presentation of approximately seventy (70) minutes. You may use any visual aid(s) you feel is/are appropriate to your presentation. Keep in mind, however, that **YOU** are the presenter; therefore, only ten (10) total minutes of video is allowed. You must hand in an abstract of your presentation plans and an outline of the topics you plan on covering by the due date listed on the course schedule. I will give you feedback on your plans. **You also must submit a bibliography with your presentation.**

Your presentation will be assessed on the following criteria: scholarly content; presentation organization, clarity, and style; how well you have researched your topic; how well the presentation maintained the interest and participation of the class; and overall impressions of the presentation. You will receive a written evaluation within one week of your presentation. This evaluation will include both positive comments and suggestions for how you may improve your presentation style.

Critical Thinking Evaluation

You will be required to evaluate one of your classmates' presentations this semester, as well as critically analyzing scholarly research on **their** topic. A handout will be provided and this assignment will be discussed in detail once everyone has signed up for their presentation slots. This assignment will be due one week after the presentation evaluated. **No late assignment will be accepted for any reason.**

SYLLABUS DISCLAIMER

This syllabus is tentative and may change due to unforeseen circumstances. The best way to stay informed is to check e-mail and to attend class. If there are any changes to the syllabus, I will notify you in writing via Blackboard and will provide you with an updated copy.

It is important for you to keep up with your syllabus and refer to it regularly to keep up with the course schedule and policies. If you lose your syllabus, please e-mail me and I'll send a copy to you via e-mail. A copy of the syllabus is also available on the Blackboard course site. Please note that losing your syllabus does not constitute an excuse for missing assignments or noncompliance with course policies.

COURSE SCHEDULE

- 8/29 Course Introduction
Writing A Research Paper (abstract, annotated bibliography, outline, etc.)
PBJ Research Paper Guidelines
- Presentation date sign-ups due by [Friday, September 2, 2016 at 5 p.m.](#) via the [Google Drive link in Blackboard](#). If you do not sign up for a presentation slot, one will be assigned to you and 5% will be deducted from your oral presentation score. You may only select one date and you may not override another student's choice.**
- 9/5 **** NO CLASS – LABOR DAY ****
- 9/12 Critical Thinking Evaluation Assignment (including sign-up)
Effective Oral Presentations
Practice Oral Presentations (instructor and group feedback will be provided)
- Abstract and outline for Oral Presentation due by [Friday, September 16, 2016 at 5 p.m.](#) Upload your document in the respective dropbox in Blackboard in a Microsoft Word document with a .doc or .docx file extension. Your last name MUST appear in your file name.**
- 9/19 Library Instruction: APA, Introduction to Databases; Finding Scholarly Articles
Meet in Library Classroom # 1
- 9/26 **** NO CLASS – PRESENTATION PREPARATION ****
- Abstract, outline, and annotated bibliography for paper due by [Friday, September 30, 2016 at 5 p.m.](#) Upload your document in the respective dropbox in Blackboard in a Microsoft Word document with a .doc or .docx file extension. Your last name MUST appear in your file name.**
- 10/3 **** NO CLASS – ROSH HASHANAH ****
- 10/10 Oral Presentations 1 & 2
- 10/17 Oral Presentations 3 & 4
- 10/24 Oral Presentations 5 & 6
- 10/31 Oral Presentations 7 & 8
- 11/7 Oral Presentations 9 & 10
First Draft of Paper Due
- 11/14 Oral Presentations 11 & 12
- 11/21 Open for Research / Presentations as Needed
- 11/28 Open for Research / Presentations as Needed
- 12/5 Open for Research / Presentations as Needed
Final Draft of Paper Due