

MSCJ 577

Law Enforcement Administration

January 2012 Session (11-53)

Monday, January 9, 2012 – Saturday, March 3, 2012

Course Description

An examination of selected criminal justice system management issues and problems focusing specifically on law enforcement, agency management including policy planning, forecasting, human resource management and project implementation.

Prerequisite: Graduate standing

Proctored Exams: None

Instructor Information

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Textbooks

Ortmeier, P.J. & Joseph J. Davis (2012) *Police Administration: A Leadership Approach*. McGraw Hill, NY, NY10020.

- ISBN-13: 978-0-07-338000-1

Textbooks for the course may be ordered from MBS Direct. You can order

- online at <http://direct.mbsbooks.com/columbia.htm> (be sure to select Online Education rather than your home campus before selecting your class)
- by phone at 800-325-3252

For additional information about the bookstore, visit <http://www.mbsbooks.com>.

Please note that the use of an eBook carries certain risks: information may be missing due to copyright restrictions, the book cannot be resold to MBS Direct, and an eBook purchase cannot be refunded.

Course Overview

Welcome to *Law Enforcement Administration (MSCJ 577)*! Material in this course is presented from a legal, managerial and public service perspective so that the student will develop an understanding of the derivation and mechanical operation of managing a law enforcement organization and sworn and non-sworn personnel. Included in this course are issues involving the recruitment, hiring, promotion, discipline, termination and over management of law enforcement personnel. The student should, upon course completion, be able to explain how law enforcement organizations are structured from a

managerial perspective and articulate the responsibilities of the law enforcement manager from a practical and operational perspective. Each week we'll focus on a different aspect of law enforcement management with virtual tours, videos, podcasts, class discussion, and other activities that will help us understand the issues, and problems encountered in law enforcement administration.

Each week we will focus on different situations, issues, court cases, and problems encountered in law enforcement. Through our Online Discussion Assignments, Class Quizzes, and Dropbox Assignments we will examine law enforcement issues, procedures and court decisions that have impacted law enforcement. These are reinforced and expanded in our readings in our text, *Police Administration: A Leadership Approach*.

Technology Requirements

Participation in this course will require the basic technology for all online classes at Columbia College:

- A computer with reliable Internet access,
- a web browser,
- Acrobat Reader,
- Microsoft Office

You can find more details about standard [technical requirements](#) for our courses on our site.

Course Objectives

- To understand current issues in the administration of modern law enforcement organizations.
- To understand the legal, practical, political and operational nature of managing law enforcement organizations.
- To understand the training and policy and the extent the two interact and relate to one another.
- To critically analyze trends and issues in hiring, discipline and supervision of police personnel.

Measurable Learning Outcomes

- Identify specific problems, trends and issues in the management of law enforcement organizations.
- Distinguish between line-level supervision and the functions of command staff.
- Demonstrate a practical and working knowledge of the hiring and promotional process; disciplinary proceedings and daily supervision of personnel.
- Predict, explain, and support likely future developments in law enforcement management and supervision.

Grading

Grading Scale

GRADE	POINTS	PERCENT
A	450-405	100-90
B	404-360	89-80
C	359-315	79-70
F	314-000	69-0

Grade Weights

ASSIGNMENT	POINTS	PERCENT
Discussions	120	27
Quizzes (6)	120	27
Dropbox Assignments (2)	40	9
Midterm Exam	60	13
Research Paper	50	11
Final Exam	60	13
TOTAL	450	100

Schedule of Due Dates

(All assignments are due by 11:59 pm CT)

Week	Assignment	Points	Due
1	Discussion 1a	7.5	Wednesday
	Discussion 1b	7.5	Sunday
	Quiz 1	20	Sunday
2	Discussion 2	15	Wednesday
	Dropbox Assignment 1	20	Sunday
	Quiz 2	20	Sunday
3	Discussion 3	15	Wednesday
	Quiz 3	20	Sunday
4	Discussion 4	15	Wednesday
	Midterm Exam	60	Sunday
5	Discussion 5	15	Wednesday
	Quiz 4	20	Sunday
	Dropbox Assignment 2	20	Sunday
6	Discussion 6	15	Wednesday
	Quiz 5	20	Sunday
7	Discussion 7	15	Wednesday
	Quiz 6	20	Sunday
	Research paper	50	Wednesday
8	Discussion 8	15	Wednesday
	Final Exam	60	Saturday
Total		450	

Assignment Overview

Note: Before you are able to view the Weekly Content of the course in Desire2Learn, you must complete the Tutorial and Quiz about Plagiarism. You will find the Tutorial in the Content area of our D2L course.

Reading Assignments: Complete your weekly reading assignments before engaging in Discussion, Dropbox assignments, or quizzes. The textbook takes the place of classroom lecture. To receive a good grade, I must see evidence that you have read and understand the material. A brief summary of a topic tells me very little and is a strong indicator that the material was skimmed and not read in detail. The more detail - the higher the grade.

Media Assignments: Each week there will be a media assignment consisting of a video, podcast or other media. The students are expected to review this media and integrate and synthesize its content into the week's readings and assignments.

Discussion: Each week you will be assigned a topic to discuss in the Discussions area. Discussion topics may or may not be rooted in the textbook. Discussions are worth 15 points. You are expected to thoroughly research the assigned topic before posting your Discussion comments, and you must include a minimum of two references with your posting. You are also expected to respond to at least two other students' postings for each topic. Your posts should be submitted in paragraph form (rules of grammar and writing do apply) by midnight Central Time Wednesday of each week. Posts after that time are not permitted, but you can and should still read postings up through midnight Sunday.

Read what others have posted. You must read comments made by others in the class to get full credit for that discussion. While you will be restricted from posting comments to the discussion after each midnight Wednesday deadline, you can (and must) read the "vast majority" of what others have posted. Discussion posts will be available to read all week long until Sunday each week. This is part of the learning process.

Quizzes: There will be 6 quizzes during the course of the eight week session. Each quiz consists of 20 questions and is worth a total of 20 points. There are 10 multiple-choice questions and 10 matching questions. There is a 15-minute time limit and once the quiz is started, it cannot be stopped. Should the quiz be exited, the quiz cannot be retaken and points will be lost for each unanswered question. Because of this, students are encouraged to click "save" after responding to each question. Quizzes must be taken within the week the quiz is assigned. Quizzes close on Sunday and will be unavailable thereafter. If it is not taken by the deadline it cannot be made up. Quizzes cannot extend beyond the 15-minute time limit. They can be accessed in the Quizzes area of the course.

Midterm and Final Exams: There will be both a Midterm and Final exam. The Midterm exam consists of 60 multiple-choice questions and will be available during Week 4 (worth 60 points). The Midterm exam covers chapters 1-7. The Final exam consists of 60 multiple-choice questions and will be available during Week 8 (also worth 60 points). The Final exam covers chapters 8-15 and must be taken during Week 8. Students have 50 minutes to successfully complete each exam. The exams can be accessed through the Quizzes area of the course.

Dropbox Assignments: On two occasions during the session, you will be expected to complete a two-page (minimum), double-spaced essay on an assigned research topic. Dropbox assignments are worth 20 points each. At least two research references must be included and they should be in APA format. Research sources must also be properly cited in the body of your essay and the citations must match the listed references and visa versa. For information on APA formatting, visit the Columbia College Writing Center: <http://web.ccis.edu/Offices/AcademicResources/WritingCenter>.

Each Dropbox assignment must be posted to the appropriate folder in the Dropbox area of the course by midnight Sunday of the assigned week. Late submissions are not accepted so plan ahead. Be sure to submit a title page, reference page and a minimum of full two pages of meaningful discussion. Papers must be prepared in MS Word. Meeting the two-page minimum is insufficient if the topic is not properly addressed. These papers are not thought

papers so do not write in first person. Dropbox assignments not properly submitted (uploaded) will not be accepted.

Paragraphs: Students are required to answer assignments in paragraph form. A paragraph is a distinct division of written matter, a single idea, containing one or more sentences with the first line indented. **Three** points are deducted when paragraph form is not used.

Use your knowledge gained from the assigned reading to create very specific, detailed responses. Examples: It is insufficient to only list names of different types of search warrants without explaining requirements for each search warrant. Another example would be listing names of different strategies used to combat illegal drugs without explaining each strategy.

Some may say that I expect you to “regurgitate” what is in the textbook but this is not the case. Rather, information in the textbook is the basis for the course and the material you will need to know upon completion of this course.

Research paper: During Week 7 you will submit a Research Paper. It is worth 50 points and must be prepared in MS Word, double-spaced and be properly cited and referenced in APA format. The paper must include a title page, reference page and a minimum of 15 pages of meaningful discussion. Students are not to write in first person. The paper must include a minimum of 10 references (with citations) and four of those must be from peer-reviewed academic journals. APA formatting is compulsory for this course.

Note on Research References: *Research references may come from the World Wide Web, library, other textbooks, individuals currently employed or retired from the criminal justice system, and other valid resources. All research references must be listed with each assignment and presented in **APA format**. Research references must identify the specific web site from which information was obtained. Listing a generic web site is not acceptable such as www.google.com, www.wikipedia.com etc. Five points are deducted when research references are not appropriately listed. Research is required for every Discussion and Dropbox assignment after the first week of class, and a minimum of two references are required for each.*

Note on Writing Assignments: *All writing assignments must be prepared in MS Word and be properly submitted through the Dropbox utility. No emailed papers will be accepted. Furthermore, “Turnitin” will evaluate all papers for originality. Should the instructor deem the “Originality Index” too high, the paper may not be accepted. Therefore, students must turn in original work and any material taken from outside sources must be properly cited.*

Note on All Assignments: *All assignments for this course are subject to change. Discussion and Dropbox assignment topics contained in the course syllabus are only examples of what may appear in the course. Students must only answer the topics that are posted to the course.*

Course Schedule

Week 1 – Getting Started, Getting Acquainted, Police Administration: A Perspective

Plagiarism Tutorial and Quiz:

Before you are able to view the Weekly Content of the course in Desire2Learn, you must complete the Tutorial and Quiz about Plagiarism. You will find the Tutorial in the Content area of our D2L course.

Readings:

- Chapter 1
- **Website/Article:** Go to the American Correctional Association website and download/read

the article titled, "Security and Technology: The Past 30 Years." The link to the article can be found in the Content area of the course under Week 1.

Key Terms:

Ethical leadership, ethics, law enforcement code of conduct, Robert Peel, profession, August Vollmer.

Class Activity:

During this first week, become familiar with how D2L (Desire to Learn) works, make yourself a copy of the syllabus, review assignments and assignment schedules. This is not a graded assignment.

Media Assignment:

(Podcast) - "America's Top Cop Bows Out Gracefully." Los Angeles Police Chief Bill Bratton has called himself "America's Top Cop." Bratton led police departments in Boston and New York before moving to L.A. Now, after seven years leading the LAPD, he's leaving his post. Host Michel Martin speaks to Bratton about policing, protecting the community, and how cops can make a difference. This podcast can be found in the Content area under Week 1.

Discussion 1:

Please post your original answers and responses to two of your classmates' original answers by midnight Wednesday; read all postings by midnight Sunday.

- **Discussion 1a:** Introduce yourself in the "Introductions" topic found in the Discussions area, our "virtual classroom." Please give us more than your name. Include your profession, hobbies, interest in criminal justice, and any other information that can help us get to know you. Read the posted Welcome Letter and notify me via this topic.
- **Discussion 1b (example):** Why is ethical leadership important in a law enforcement agency?

Quiz 1:

20-points possible. The quiz consists of 20 questions over Chapter 1. This assignment is due by midnight *Sunday*.

Dropbox:

No Dropbox assignment this week.

Week 2- Police Strategies & Challenges

Reading:

- Chapters 2 & 3

Key Terms:

Community policing, intelligence-led policing, problem-oriented policing, SWOT analysis, strategic policing, zero-tolerance policing, biased-based policing, interagency politics, National Incident Management System, political correctness.

Media Assignment

(Podcast) - Listen to the podcast, "Police Shootings Put Cities, Cops on Alert." It's been a bloody start to 2011 for law enforcement. In a bizarre sequence of events, 11 officers in five states were shot in a 24-hour period between Sunday and Monday of this week. The most brazen attack happened in Detroit where a gunman opened fire inside a police precinct. Host Michel Martin talks about the uptick in violence against law enforcement with Jon Shane an assistant professor in the Department of Law, Police Science and Criminal Justice Administration at John Jay College. This podcast can be found in the Content area under Week 2.

Discussion 2:

Discuss whether different policing strategies can be applied simultaneously to the same neighborhood. How about in the same city? Why or why not? Please post your original answers and responses to two of your classmates' original answers by midnight Wednesday; read all postings by midnight Sunday. Include information from your text and the website.

Quiz 2:

20-points possible. The quiz consists of 20 questions over Chapters 2 & 3. This assignment is due by midnight *Sunday*.

Dropbox Assignment 1:

20 points possible. After listening to the podcast, discuss the impact of video cameras/video on cell phones and how this technology impacts the efficiency and effectiveness of a law enforcement organization. This assignment is due by midnight *Sunday*.

Research Paper:

The research paper will be assigned during Week 2 and is due by the end of Week 7. Full assignment details will be posted in the Content Area of the course.

Week 3- Planning & Budgeting

Reading:

- Chapters 4 & 5

Key Terms:

Alternate courses of action, community mapping, CompStat, contingency plans, crime analysis, mission, activity-based budget, audit, block grant, capital budget, closed-end grant, financial audit, line-item budget, maintenance of effort.

Discussion 3:

What kinds of events would necessitate a contingency plan for a law enforcement agency? This assignment is due by midnight, *Wednesday*. Include information from your text and your research.

Quiz 3:

20-points possible. The quiz consists of 20 questions over Chapters 4 & 5. This assignment is due by midnight *Sunday*.

Dropbox Assignment:

No Dropbox assignment this week.

Week 4- Organizational Design, Performance & Evaluation

Readings:

- Chapters 6 & 7
- **Website/Article:** Go to the American Correctional Association website and download/read the article titled, "Changing times in Community Corrections." The link to the article can be found in the Content area of the course under Week 4.

Key Terms:

Chain of command, incremental change, non-directed change, organizational culture, organizational learning, span of control, unity of command, assessment, continuous evaluation, effectiveness, efficiency, evaluation, quality control, total quality leadership.

Media Assignment:

(Podcast) - Listen to the podcast: "This is the Police: Put Down Your Camera." There are

more than 280 million cell phone subscribers in the U.S., and many of those phones can record video. With so many cameras in pockets and purses, clashes between police and would-be videographers may be inevitable. For example, in a video from 2010, a state trooper in Maryland flashed his gun while pulling over motorcyclist Anthony Graber for speeding. When Graber posted the video from his helmet cam on YouTube, prosecutors charged him with breaking the state's wiretapping law because he recorded the trooper's voice without consent. A judge dismissed the case. But that hasn't changed the opinion of some in the law enforcement community who say video recording is potentially dangerous for cops. This podcast can be found in the Content area under Week 4.

Discussion 4:

Discuss what "leader officers" are and how they differ from "street officers." Can one be a leader officer and a street officer at the same time? This assignment is due by midnight *Wednesday*. Include information from your text, the article assigned, and the podcast.

Dropbox Assignment:

No Dropbox assignment this week.

Midterm Exam:

60-points possible. The mid-term consists of 60 multiple choice questions over Chapters 1-7. You have 45 minutes to complete the exam. This exam must be completed by midnight *Sunday*.

Week 5- Hiring & Communication

Readings:

- Chapters 8 & 9
- **Website/Article:** Go to the American Correctional Association's website and download and read the article titled, "Using Technology to Monitor Offenders: A Community Corrections Perspective." The link to the article can be found in the Content area under Week 5.

Key Terms:

Brand image, civil work environment, competency-based compensation, diversity, indirect compensation, negligent hiring and retention, rewards-based compensation, communication, cross-cultural communication, facilitation, feedback, persuasion.

Media Assignment:

(Video) - Watch the video on Community Policing. In any city, relations between communities and police can sometimes be tense. However, any community cares about safety. It is because of this the Austin Texas Police Department has started a program to make its officers known and trusted by the community, rather than a source of fear. This video can be found in the Content area under Week 5.

Discussion 5:

When hiring officers, police agencies must identify the qualities and skills they desire in candidates. Identify five qualities or skills that a police officer candidate should demonstrate. Why are these important to a law enforcement agency? This assignment is due by midnight *Wednesday*. Use information from the text, the article assigned, and the video.

Quiz 4:

20-points possible. The quiz consists of 20 questions over Chapters 8 & 9. This assignment is due by midnight *Sunday*.

Dropbox Assignment 2:

20 points possible. Read your assigned chapter. By synthesizing information from your assigned chapter and the assigned article, discuss modern correctional alternatives.

Week 6- Development of Human Resources & Supervision

Readings:

- Chapters 10 & 11
- **Website/Article:** Go to the American Correctional Association's website and download and read the article titled, "A New Era in Inmate Re-entry." The link to the article can be found in the Content area under Week 6.

Key Terms:

Career plan, police-community partnerships, deployment of human resources, field training officer, succession planning, task force, team, role model, servant leadership, situational theory, toxic management, trait theory, transactional theory.

Media Assignments:

(Podcast) - Listen to the podcast, "How do you Dismantle a Meth Lab?" Methamphetamine seizures are on the rise, and a crackdown on the drug during the last decade has led to a need for more technical training for law enforcement. This podcast can be found in the Content area under Week 6.

(Video) - Watch the video of an actual police deployment briefing from the City of Evanston, Illinois. This video can be found in the Content area under Week 6.

Discussion 6:

Why is it important for line officers to develop leadership skills? Present a scenario (not one presented in our textbook) in which an officer would need to demonstrate leadership. This assignment is due by midnight *Wednesday*. Use information from the text, the article assigned, and the video.

Quiz 5:

20-points possible. The quiz consists of 20 questions over Chapter 10 & 11. This assignment is due by midnight *Sunday*.

Dropbox:

No Dropbox assignment this week.

Week 7- Human Relations & Legal Aspects

Readings:

- Chapters 12 & 13

Key Terms:

Agency politics, citizen review board, discipline, early warning system, general orders, morale, performance appraisal, policies, stress management, administrative law, binding arbitration, breach of contract, confidential information, direct liability, good faith, grievance, negligence, tort, vicarious liability.

Media Assignments:

(Podcast) - Listen to the podcast "Police Push for More Access to E-Communications." This podcast can be found in the Content area under Week 7.

(Video) - Watch the 30 minute video titled: Life in Prison. This documentary examines three California prisons and their aging inmate population who are serving life in prison. Consider

how practical it is to continue to incarcerate these aging offenders and whether justice is best serviced by the enormous cost to taxpayers. This video can be found in the Content area under Week 7.

Discussion 7:

Why is discipline necessary in a law enforcement agency and what are the benefits of a “progressive discipline” model? This assignment is due by midnight, *Wednesday*. Use information from the text and the video.

Quiz 6:

20-points possible. The quiz consists of 20 questions over Chapters 12 & 13. This assignment is due by midnight *Sunday*.

Research Paper:

Research Paper Due. Please submit to appropriate folder in the Dropbox area of the course.

Course Evaluation:

I would appreciate it if you would take a few minutes to evaluate this course. Course evaluations are anonymous. To access the evaluation site please login in to eServices, go to the Academics section and then click on the link for Course Evaluation. You will have access through Wednesday of Week 8 (5pm CT).

Week 8- Facilities Management & the Future of Police Administration

Reading:

- Chapters 14 & 15

Key Terms:

Facilities manager, lease, outsourcing, purchasing, service contract, site survey, constructive engagement, futuristics, knowledge management, radicalization, virtual reality.

Media Assignment

(Podcast) - Listen to the podcast, “Lessons from Two Decades of Policing in a Small Town.” NPR's Brian Naylor visits the small town of Lowell, Mass. For veteran police officer Dan Brady, the biggest change in his 19 years on the force has been the federal program that gave towns like Lowell money to hire 100 additional officers. With a 60% drop in the rate of serious crime since the early 1990s and new immigrant communities including a large Cambodian population, the police have learned to work closely with the community. This podcast can be found in the Content area under Week 8.

Discussion 8:

What innovative approaches might a law enforcement agency use to assess and evaluate its own overall performance as an organization? This assignment is due by midnight, *Wednesday*. Use information from the text and the article assigned.

Final Exam:

60-points possible. The final exam consists of 60 multiple-choice questions over Chapters 8 - 15. You have 50 minutes to complete the exam. This exam must be completed by midnight *Saturday*.

Course Policies

Student Conduct

All Columbia College students, whether enrolled in a land-based or online course, are responsible for

behaving in a manner consistent with Columbia College's [Code of Student Conduct](#) and [Ethics Code for Computer Users](#). Students violating these codes will be referred to the Campus Life Office for possible disciplinary action. The Code for Student Conduct and the Ethics Code for Computer Users can be found in the Columbia College *Student Handbook*. The *Handbook* is available online; you can also obtain a copy by calling the Campus Life Office at 573-875-7400. The teacher maintains the right to manage a positive learning environment and all students must adhere to the conventions of online etiquette.

Plagiarism

Your grade will be based in large part on the originality of your ideas and your written presentation of these ideas. Presenting the words, ideas, or expression of another in any form as your own is plagiarism. Students who fail to properly give credit for information contained in their written work (papers, journals, exams, etc.) are violating the intellectual property rights of the original author. For proper citation of the original authors, you should reference the appropriate publication manual for your degree program or course (APA, MLA, etc.). Violations are taken seriously in higher education and may result in a failing grade on the assignment, a grade of "F" for the course, or dismissal from the College.

Collaboration conducted between students without prior permission from the instructor is considered plagiarism and will be treated as such. Spouses and roommates taking the same course should be particularly careful.

All required papers may be submitted for textual similarity review to Turnitin.com for the detection of plagiarism. All submitted papers may be included in the Turnitin.com reference database for the purpose of detecting plagiarism. This service is subject to the Terms and Conditions of Use posted on the Turnitin.com site.

Note: The similarity review in Turnitin should not exceed 50% and all information used that is not the author's own must be properly cited and referenced via APA formatting.

Non-Discrimination

There will be no discrimination on the basis of sex, race, color, national origin, sexual orientation, religion, ideology, political affiliation, veteran status, age, physical handicap, or marital status.

Disability Services

Students with documented disabilities who may need academic services for this course are required to register with the Coordinator for Disability Services at (573) 875-7626. Until the student has been cleared through the disability services office, accommodations do not have to be granted. If you are a student who has a documented disability, it is important for you to read the entire syllabus before enrolling in the course. The structure or the content of the course may make an accommodation not feasible.

Online Participation

You are expected to read the assigned texts and participate in the discussions and other course activities each week. Assignments should be posted by the due dates stated on the grading schedule in your syllabus. If an emergency arises that prevents you from participating in class, please let your instructor know as soon as possible.

Attendance Policy

Attendance for a week will be counted as having submitted a course assignment during that week of the session. A class week is defined as the period of time between Monday and Sunday (except for Week 8, when the week and the course will end on Saturday at midnight). The course and system deadlines are all based on the Central Time Zone.

Cougar E-mail

All students are provided a CougarMail account when they enroll in classes at Columbia College. You are responsible for monitoring e-mail from that account for important messages from the College and from your instructor. You may forward your Cougar e-mail account to another account; however, the College cannot be held responsible for breaches in security or service interruptions with other e-mail providers.

Students should use e-mail for *private* messages to the instructor and other students. The class discussions are for *public* messages so the class members can each see what others have to say about any given topic and respond.

Late Assignment Policy

An online class requires regular participation and a commitment to your instructor and your classmates to regularly engage in the reading, discussion and writing assignments. Although most of the online communication for this course is asynchronous, you must be able to commit to the schedule of work for the class for the next eight weeks. You must keep up with the schedule of reading and writing to successfully complete the class.

No Late Assignments Will Be Accepted! You cannot post Discussions after the midnight Wednesday deadline. You can and should continue to read them however. Quizzes and Dropbox assignments must be submitted by the Sunday midnight deadline. You can (and are encouraged to) submit them any time during the week, but they will not be accepted after the deadline.

Course Evaluation

You will have an opportunity to evaluate the course near the end of the session. Course evaluations will open on Monday of the Week 7 and remain open until 5 pm Wednesday of the Week 8. You will be able to access the link from your eServices page. Be assured that the evaluations are anonymous and that your instructor will not be able to see them until after final grades are submitted.





Additional Resources

Orientation for New Students

This course is offered online, using course management software provided by Desire2Learn and Columbia College. The [Student Manual](#) provides details about taking an online course at Columbia College. You may also want to visit the [course demonstration](#) to view a sample course before this one opens.

Technical Support

If you have problems accessing the course or posting your assignments, contact your instructor, the Columbia College Helpdesk, or the D2L Helpdesk for assistance. Contact information is also available within the online course environment.

 CCHelpDesk@ccis.edu	 helpdesk@desire2learn.com
 800-231-2391 ex. 4357	 877-325-7778

Grading Criteria

Discussions

Criteria	Description	Points
Content	The posting develops a central point, idea, or thesis that is clearly defined and supported by concrete substantial and relevant evidence. The posting clearly depicts that you researched the assigned topic and can synthesize information from your additional resources. Students must respond to at least two other student postings. Students are also expected to read what others have written. This is an important part of the learning process and points will be taken off if not accomplished.	12
Organization	The posting is organized in paragraphs that are unified, coherent, and effective, with transitions between ideas. The sentences are correctly constructed, logical and complete.	1.5
Research	References are appropriately listed and written in APA format. Information from multiple research sites will provide a more complete understanding of the topic.	1.5
Total		15

Dropbox Assignments

Criteria	Description	Points
Content	The essay develops a central point, idea, or thesis that is clearly defined and supported by concrete substantial and relevant evidence. The body of the essay depicts that you have read and clearly understand the material from the textbook and can synthesize information from your additional resources.	10
Organization	The essay is organized in paragraphs that are unified, coherent, and effective, with transitions between ideas. The sentences are correctly constructed, logical and complete. The essay must be two pages and double-spaced. Note that cover pages and reference pages do not count as pages of text.	5
Research	References are appropriately listed in APA format. Information from multiple research sites will provide a more complete understanding of the topic.	5
Total		20

Research Paper

Grade	Criteria
90-100 = A	Paper submitted on time; answers well thought out, organized, addresses all required elements, spelling and grammatical errors are rare. Prepared in MS Word. Well written in proper APA format, demonstrates mastery of concepts and their application. Sources cited and align with references listed in references section.
80-89 = B	Submitted on time but does not address all required elements, poor organization, unclear thoughts presented. Some spelling or grammatical errors, paper does not flow, not well organized. References lacking.
70-79 = C	On time but too brief, poorly written, does not address required elements or topic. Demonstrates lack of understanding of concepts and their application. A confused

	paper, too short to address topic.
0-69 = F	Incomplete paper that fails to address the topic; lacks required elements and fails to demonstrate any knowledge of the concepts. Poor grammar or frequent misspellings. A very poor paper.
	Late assignments and papers not prepared in MS Word will not be accepted and will not receive any points.