Assignments:
Assignments may be critiqued by your professor on the discussion board. The critique may include areas of deficiency and in need of improvement, as well as positive attributes. The comments are to promote further student learning. No grade will be posted on any assignments where other students can see and will only be posted in the Gradebook within the class.

If for any legitimate reason you are not able to conduct additional research (e.g., due to military deployment), please notify your professor immediately.

All work must be completed using Microsoft Office applications (Word, PowerPoint, Excel). Word Perfect, Word Pad, and other similar products will not be accepted.

The assignments within this class are to be your original work. You are permitted to use no more than 15% of other’s quoted work when completing any assignment or project in this course of study.

Attendance Policy:
Students are expected to view the course modules in the week they are offered and to log on to the course often enough to remain abreast of any communications from the instructor. It is the student’s responsibility to be aware of what is happening in the class online.

Late Policy:
No papers, assignments, test, or other required work will be accepted late. All assignments are due during the week identified in the syllabus or modules and must be posted to the designated discussion board. Assignments posted after 11:59 PM EST/EDT on the required due date or posted to the incorrect discussion board will not receive credit.

If you require an extension, you must notify the professor in writing before the due date of the assignment. If you are hospitalized or prevented from completing an assignment, a doctor’s note or official documentation (orders) must be submitted to the professor. If you submit your work after the time required, and you do not have permission, you will receive a zero for that assignment(s). Exceptions must be documented and acceptance is at the discretion of the faculty member.

Students with Disabilities:
Saint Leo University is committed to a policy which provides an equal opportunity for full participation of all qualified individuals with disabilities in accordance with the Americans with Disabilities Act. Appropriate academic accommodations and services are coordinated through the Office of Accessibility Services. Students with documented disabilities who may need academic accommodation(s) should contact the Director of Accessibility Services at 352-588-8464 or adaoffice@saintleo.edu. For more information, please review the Policy and Procedure Manual on the Accessibility Services web page.
Saint Leo University’s Commitment to Academic Excellence Statement (abbreviated)
Academic excellence is an achievement of balance and growth in mind, body, and spirit that develops a more effective and creative culture for students, faculty, and staff. It promotes integrity, honesty, personal responsibility, fairness, and collaboration at all levels of the university. At the level of students, excellence means achieving mastery of the specific intellectual content, critical thinking, and practical skills that develop reflective, globally conscious, and informed citizens ready to meet the challenges of a complex world.

Academic Honor Code:
The Academic Honor Code is published in its entirety in the Saint Leo University Catalog. The first paragraph is quoted below:

Saint Leo University holds all students to the highest standards of honesty and personal integrity in every phase of their academic life. All students have a responsibility to uphold the Academic Honor Code by refraining from any form of academic misconduct, presenting only work that is genuinely their own, and reporting any observed instance of academic dishonesty to a faculty member.

It is the responsibility of every member of the faculty and student body to cooperate in supporting the Honor Code. Academic misconduct includes but is not limited to the following categories:

Cheating
- Providing or receiving academic work to or from another student without the permission of the instructor/professor.
- Buying or selling academic work.
- Violating test conditions.
- Forging academic documents.
- Copying computer programs.

Plagiarism
- Stealing and passing off the ideas and words of another as one’s own or using the work of another without crediting the source whether that source is authored by a professional or a peer.
- Submitting an article or quoted material from a periodical or the internet as one’s own.
- Retyping or re-titling another student's paper and handing it in as one’s own.
- Intentionally or unintentionally failing to cite a source.

Complicity
- Helping another student commit an act of academic dishonesty.

Misrepresentation
- Resubmitting previous work, in whole or in part, for a current assignment without the written consent of the current instructor(s).
- Having another student complete one’s own assignments, quizzes, or exams.
- Lying to a professor.
- Fabricating a source.

Please refer to the Saint Leo University Academic Catalog for more information on the Honor Code and procedures for adjudication.
Written Assignments and the APA Format:
The Department of Criminal Justice recognizes the value of excellence in writing for students in Criminal Justice. In part, each professor is expected to provide guidance on improving a student’s writing skills. Students are required to use only the APA (American Psychological Association) format to write and develop a scholarly paper for submission in the Social Sciences. APA has been adopted by the Department as its writing standard for all academic written assignments. No other writing style is acceptable.

APA is the American Psychological Association, and the style is one of many in the academic world used to regulate the language, citations, procedure, and formatting of manuscripts and other examples of writing in the social sciences. Please be consistent throughout each written paper. Refer to APA Guide under Resources on the Course Menu for APA specifics.

All projects, assignments, or papers submitted for grading will be required to include an abstract and reference page. All references are to be cited using the American Psychology Association (APA) format (6th edition). Other formats will not be accepted. For each scholarly paper and group assignment(s), the work will be assessed using an individual grading rubric for each assignment. This tool and process helps the students identify and professor measure the key points necessary to successfully complete written or group assignments. Wikipedia is not an appropriate source for any scholarly writing and is not permitted for any assignment in this program.

Plagiarism and Turnitin:
Turnitin is a plagiarism identification service that can also assist students with reference methodology in assignments requiring citing of sources. The Turnitin tool compares your writing against published sources and also checks against a wide range of work. The analysis provided by Turnitin lets the professor see the use of information contained in a submitted item.

The LearningStudio Dropbox allows for integration with Turnitin. This means that for Dropbox baskets that have it enabled, submissions to the Dropbox are also sent automatically to Turnitin. After submission, students can access the results within the course.

Turnitin provides for a wide range of outcomes in its analysis. For the most part, when an analysis links large amounts of un-cited or improperly referenced information, this is problematic. This tool makes it easy to assess whether the student created a paper by using information he or she found in various resources and completed a “cut and paste” job to develop the paper. Papers that are suspected to have been plagiarized shall be submitted along with a written report to the Department Chair to forward to the Academic Standards Committee for review and action.

See the “All About Plagiarism” LibGuide available through the Saint Leo Library website for further information on this topic.
Protection of the Academic Environment:
Disruption of academic process is the act or words of a student in a classroom or online environment which in the reasonable estimation of a faculty member (a) directs attention away from the academic matters at hand, such as distractions or persistent, disrespectful, or abusive interruptions of academic discussions; or (b) presents a danger to the health, safety, or well-being of the faculty member or students. Education is a cooperative endeavor, one that takes place within a context of basic interpersonal respect. We must therefore make the learning environment conducive to the purpose for which we are here. Disruption, intentional and unintentional, is an obstacle to that aim. We can all aid in creating the proper environment, in small ways and in more fundamental ways. So when we speak in class, we can disagree without attacking each other; and no one speaks in a manner or of off-topic content that disrupts the class. Any violation of this policy may result in disciplinary action. Please refer to the Student Handbook for further details.

Cannon Memorial Library Resources for Online Learning Courses:

Cannon Memorial Library
Librarians are available during reference hours to assist you. To contact the librarian on duty, please call 1.800.359.5945 or email reference.desk@saintleo.edu.

Reference Hours**
Monday to Thursday 9 AM—10 PM
Friday 9 AM—5 PM
Saturday/Sunday 10 AM—6 PM
**Subject to change. Click the Ask a Librarian link on the Cannon Memorial Library homepage for current information.

Web Address (URL)
http://www.saintleo.edu/Academics/Library

Online Catalog (All Books, eBooks, and Media)
SLU students, faculty, and staff may borrow books from Cannon Memorial Library through the online catalog. Use the Library Catalog link under Find Info on the library's homepage to access the catalog. Books you can check-out have Location=Cannon Library, Second Floor and Status=Available. Use the Interlibrary Loan link under Services on the library's homepage to place your request.
Online Library Resources (Articles and eBooks)
Saint Leo provides an array of online article databases and eBook collections that support your classes. Use the Databases link under Find Info on the Cannon Memorial Library homepage to access the online resources.

- CQ Researcher (In-depth topical analysis by Congressional Quarterly)
- Dissertations and Theses (A database of published Dissertations and Theses, including those from Saint Leo University)
- EBSCO (Comprehensive all-subject database, includes Business Source Premier, Academic Source Premier, ERIC, ATLA)
- Literature Resource Center (Comprehensive source for literary topics, includes Twayne Authors)
- Newsbank: America’s Newspapers (625 U.S. newspapers)
- ProQuest (Comprehensive all-subject database, includes ABI/Inform Global)
- PsycINFO (APA abstracts and indexing for psychology subjects)
- Westlaw (Comprehensive legal resource)
- Wilson (Includes Education, Science, Humanities, & Business indexes)

Supplemental Library Resources
Saint Leo encourages students to obtain a public library borrowing card at their earliest convenience. Many state libraries grant public library cardholders free remote access to multiple online databases containing full-text articles. For further information, contact your local public library. To find updated links to all state libraries, as well as public libraries, law libraries, and college libraries in your area, go to http://www.publiclibraries.com/.

Library Tutorial
The University strongly encourages all students to review the instructional tools. These tools can be accessed by clicking the links under Get Help. By learning to become more proficient researchers, students will also enhance their academic success. Please review the Library Tutorial by clicking the link under Get Help on the library's homepage and complete the online test which will prepare you for utilizing the library's resources and services. A score of 70 or higher is necessary to pass. Please allow yourself 15-20 minutes to take the test.

Additional Assistance
Graduate Criminal Justice Program questions or concerns should be addressed to Dr. Robert Diemer, Program Director, at robert.diemer@saintleo.edu. Technical questions concerning the course should be addressed to the LearningStudio® Help Desk by clicking the Tech Support button in the upper right corner of the Course Home page.