

CRIJ 4355 – Senior Seminar
Spring 2025 Section 001
Tuesday/Thursday 9:30am-10:50am

Cowen Fine Arts Center Rm. 1009
University of Texas at Tyler

Dr. Jennifer Wooldridge
Office: CAS 135

Office Hours: Tuesday/Thursday 11:00-12:30pm (in-person or by Zoom)

Appointments Available Upon Request

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Course Prerequisite:

All core Criminal Justice major requirements. Course to be taken in the semester of graduation.

Course Description:

CRIJ 4355, Senior Seminar, is one of the final courses you will take as an undergraduate criminal justice student at the University of Texas at Tyler. This course is very different from other courses you have completed thus far. While this course will still be academically demanding, it is meant to help students with the transition from college student to working professional in the criminal justice system. One of the major goals of this course is to help students prepare for job searches, interviews, and employment in policing, corrections, law adjudication, and other related fields.

This course will focus on three main areas of study: Employment, Research, and Policy Application. We will focus on these topics throughout the semester, but they are interwoven throughout the course in terms of assignments and class meetings. In terms of employment, students will have the opportunity to create and improve resumes, find current employment opportunities, and even mock apply to these positions. The research and policy aspects of the course are interconnected. Beginning with research, students will apply the concepts and knowledge learned in CRIJ 4322 (Research Methods) and individually research the effectiveness of a current policy.

Within the Research Methods course, you should have already been exposed to survey creation, data collection, analysis and interpretation of the results in written format. Instead of the group work encountered in the Research Methods course, you'll be on your own in Senior Seminar. The research portion of the class will be an individual requirement and by the end of the semester, students will have completed their own research evaluation of a current criminal justice policy. Within the policy section of the course, students will use the findings from their research project to make suggested changes to the policy to improve that policy's efficacy. While this course does have a reputation for being work intensive, by the end of the semester, students

will have the tools to gain employment, evaluate research and promote efficient and ethical criminal justice policies.

Furthermore, this course is an exercise in real-world problem solving. Our policy analyses – while smaller in scale – provide real-world application of statistical findings to make policy recommendations and changes. This is a similar research endeavor that takes place in universities, think tanks, legislators’ offices, in large corporations, in state and federal agencies and more. There are so many applicable skills to be learned that would apply to problem solving during a real-world scenario.

Required Course Materials:

- 1) There are no course materials required for this course. This class has been designed as a *no cost* course in which students are provided the course materials they need through Canvas. Students DO NOT have to purchase any required materials.
- 2) Total estimated cost of required course materials: \$0

Recommended Resources:

- 1) You can purchase this---American Psychological Association. (2019). *Publication Manual of the American Psychological Association* (7th edition). Washington, DC: American Psychological Association. ISBN: 978-1-4338-3217-8
- 2) Want a no cost option?
 - a. Purdue Owl instead of the APA Manual—it is free and easy to navigate.
 - i. https://owl.purdue.edu/owl/research_and_citation/apa_style/index.html
 - b. APA website – also free and walks you through every time of citation/reference option
 - i. <https://apastyle.apa.org/>

Course Objectives: During the semester, students will be expected to:

- 1) Develop an understanding of the job market for criminal justice graduates.
- 2) Create a quality resume and cover letter for a job application.
- 3) Learn how to successfully interview for a variety of positions.
- 4) Evaluate published research for its scientific merit and real-world implications.
- 5) Develop a polished research project, and learn how to present and report findings.
- 6) Understand that as UT Tyler graduates they have the potential to affect policy.
- 7) Learn how to discuss policy issues in a variety of situations.
- 8) Practice presenting arguments related to criminal justice policy.

Research Specific Objectives: In the completion of the research project, students will be able to apply their research skills to real-world problem solving within the criminal justice system. In addition:

- 1) Students will be able to construct a clearly defined problem statement with evidence of relevant real-world contextual factors.
- 2) Students will be able to identify multiple approaches to address the problem within a specific real-world context.

- 3) Students will be able to evaluate potential/proposed solutions based upon discipline-specific and real-world contextual factors.
- 4) Students will be able to propose one or more solutions/hypotheses based upon discipline-appropriate support and/or evidence.
- 5) Students will be able to implement the identified solution to address the problem.
- 6) Students will be able to evaluate results/outcomes relative to the identified problem, with a discussion of further work within a real-world context.

Course Policies

Class Conduct: Students are expected to conduct themselves in a courteous manner, both in their interactions with other students and with the professor. As we are meeting as a group, you are expected to come to class on time and be prepared for the day's materials. Please be respectful of your classmates' thoughts and opinions. Furthermore, this class is an exercise in professionalism in the workplace. As you are preparing to enter into the workforce (you may even be there already), it is important that you treat this class as though it were your job. Late work and poor attitudes are not acceptable in this class or any other. Please be respectful of others' opinions and experiences, and do not be aggressive or combative over the topics being discussed in the course. You are all adults and are expected to act appropriately while working.

Repeat Student Clause: While it is rare, I do have some students repeat this course for one reason or another. Primarily, students repeat this course because they do not complete the Capstone Exam or the Major Field Test (MFT). I will discuss those two exams in more detail later in the syllabus. *Please note that if you are a repeat student, you will need to complete this course from scratch.* That means all of the assignments you submit must be original work completed this term. If you resubmit assignments from last term that are verbatim, this is considered self-plagiarism and you will receive zeros for those assignments. This rule applies to all assignments (the small ones through the major research project). Please note that you must also pick a new research topic to study this term. You will not be permitted to complete the same research project two semesters in a row.

Course Grade

Your course grade for the semester is dependent on the work that you put into the class. I do not curve grades, nor do I offer extra credit at the end of the semester. I am a firm believer in the idea that you earn the grade that you earn. I do not "give" grades; you are the ones to earn your grade in this class. **Please do not ask for extra points at the end of the semester that would boost you to the next letter grade – they will not be given.**

Beginning of the Semester Quizzes/Assignments

Syllabus Quiz: To ensure you are prepared for the semester, you will have two activities to do in the first days of class. First, I require that students read this syllabus thoroughly and completely outside of class. You will then take an online quiz to test your comprehension of the material covered here. Think of this syllabus as a binding contract – if you violate its rules and regulations, you will be penalized.

Plagiarism Tutorial: Each semester, I encounter multiple instances of plagiarism in all of my classes. Some of you may think that you are writing papers correctly and are not guilty of plagiarism, but are unaware of what really constitutes this violation. Therefore, you will be required to review material on plagiarism and APA citation skills before this class begins in earnest. If – after you review this material – you plagiarize in my class, you will automatically fail the assignment and possibly the entire course as that is within my discretion as a professor. This is your one warning. The plagiarism materials can be found with the other Week One work, and will be worth 20 points toward your final grade. You must submit the plagiarism certificate by the deadline. Late submissions will not be accepted.

Class Attendance:

While I believe that class attendance is an important part of the learning process, I know that students often have conflicts or are unable to attend some weeks. I do place a small assignment value on Tuesdays' lecture attendance (5 points per lecture session). On some Thursdays, students will complete in-class assignments either with a partner or in a group setting. Other Thursdays serve as work days in which students have the opportunity to focus on specific aspects of the research project while having access to me and others for help. These days will vary between 5-10 points and will be identified as such in the grade book.

Research and Policy Assessment

As part of your final semester experience here at UT Tyler, students are required to demonstrate that they can analyze data, apply it to problem-solving issues, and critically think about solutions to real world problems. This semester, you will be investigating community member perceptions of a topic of your choosing. You will need to collect data, and analyze that data. Then you will need to write a literature review, and present your methodology and results at the end of the semester. While more instructions will be provided on Canvas, you will find a list of all assignments related to this project below. Please be aware that all assignments described below are not group assignments.

Research Project Before getting into the descriptions of the semester assignments, please note that each step of the research project requires specific approval from me before you can move on to the next step of the project. If you do not receive approval from me and you choose to move on to the next step of the project, all subsequent assignments will result in a zero. For example, if

you do not receive approval from me on the topic selection, and you move on to survey creation, you will receive a zero on the survey creation assignment because you did not get approval to move forward with your research.

Project Topic Selection: The first step in this project is to choose a topic. This semester, you will be allowed to choose your own topic. Your topic must have a criminal justice focus AND it must focus on the bigger picture of the CJ system. This is a very early assignment and you must submit by the listed due date. This assignment is worth 10 points toward your final grade. If you do not submit on time, you must still complete this portion of the assignment regardless as it will shape the entire remainder of the semester. Think about this topic choice a little bit as you will not be allowed to change topics later.

Outline: This is the second step in the project and it is an outline of your paper. Provide as much detail in this outline as possible. The outline will help you organize and write your paper! This assignment is worth 15 points toward your final grade.

Literature Review: In the first assignment for your research project, you will be required to examine your chosen topic/policy as it currently exists. This is essentially, a literature review that examines any current legislation and background research as it pertains to your topic. This section of the paper will need to be completed before you can begin the research component of the project. This section of the paper is worth 50 points toward your final grade. I will provide feedback on the paper and that feedback must be incorporated before the paper submission at the end of term. Please see Canvas for instructions regarding the formatting and word limits of the literature review.

Methodology: In the second section of your research project, you will need to describe your methodology and analysis plan for the research paper you completed. This section of the paper is worth 50 points toward your final grade. This will be done before your survey is created and before data collection occurs. Again, all feedback I provide must be incorporated before the submission of the before the paper submission for the end of term. Please see Canvas for instructions regarding the formatting and word limits of the methodology.

Survey Creation: As part of this project, you will need to individually create a survey that asks questions regarding your chosen topic. Largely this project will focus on your participants' views toward your chosen topic. Therefore, your measures must examine how people view the topic in general. The survey must be created using Google Forms, and must submitted by the due date listed. The survey must follow the principles you learned in CRIJ 4322 (Research Methods) regarding survey creation and measurement. This assignment is worth 25 points toward your final grade. If you do not submit on time, you must still complete this portion of the assignment regardless. Once the survey is created, I will provide feedback for you. You are NOT permitted to collect data until you have my written approval for you to do so.

Data Collection: Once your survey is approved, you will be permitted to begin data collection. You must collect your data based on the collection technique described in the methodology section you wrote earlier in the semester. You must collect a minimum of 10 participants. You can ask family, friends, or complete strangers to take the survey, but you must have at least 10 people complete it. The data must be submitted through Canvas by the due date listed. I encourage you to go above and beyond in this area – the more data the better. Within this section of the course, I will offer an extra credit opportunity for you all. For every 10 additional participants you collect responses from, I will give you 1 extra credit point (not to exceed 10 points, or 110 participants). For instance, if you submit responses from 50 participants, you will get 3 points of extra credit. As extra incentive, the one student who collects the MOST participants for the semester will earn an additional 5 points extra credit (15 points total). The course record to beat is 1,431 participants. This assignment is worth 25 points toward your final grade. If you do not submit on time, you must still complete this portion of the assignment regardless as you will need it for the final presentation and data analysis portion of the research project.

Code Book: Before you can complete your data analysis, you must create a code book for the different variables you included in the survey. This code book must contain the original measures and response options, and must also show the codified response options that you will use in your data analysis. This assignment is worth 25 points toward your final grade. Example code books can be found on Canvas.

Data Analysis: After collecting data from at least 10 participants (but hopefully way more than that), it will be time to analyze the data and present it in table form. This analysis will require you to complete univariate and bivariate statistics for your final paper presentation. I will provide you with a refresher on how to complete these analyses, but again, these are concepts you should have learned in Research Methods. This portion of the presentation will be included in the final presentation grade, but I am not requiring you to submit it separately to me.

Results and Interpretation: In the final section of the research project, you will be required to complete a results section, and recommendations based on your findings. You will need to provide several concrete recommendations and changes to your policy program, and be prepared to orally discuss ways in which these changes would improve the criminal justice system from a political, economic and social perspective. In addition to submitting the results and policy recommendations, you will be submitting the revised versions of your literature review and methodology sections for a complete and final paper presentation submission. This total final paper is worth 100 points toward your final grade and will be due the last week of the regular semester.

QEP Summary Assignment: Additionally, you will need to create a brief summary of the final paper that will be used as an assessment tool for QEP review. As mentioned earlier in the syllabus, this is a Quality Enhancement Plan (QEP) designated course which focuses on real-world problem solving. This assignment will be graded with a specific QEP generated grading rubric just for this assignment. What does this mean for you? It is your opportunity to put your best solutions forward and summarize how you would improve the broken policies presented in your final paper. This summary is worth 50 points toward your final grade.

Exams:

Capstone Assessment: Because this is the Criminal Justice Program's Capstone Course, it is appropriate to assess students' comprehension of the learning objectives of all core (required) CJ courses. This examination will consist of 10 objective style questions from each of the core courses (excluding Ethics) in the CJ program and a short essay section. I will provide you with recorded lectures through Canvas which will provide you with reviews from the core classes. You are responsible for watching these reviews, taking notes, and preparing for the exam. There will be no review sheets provided.

The Capstone Assessment is worth 100 points toward your final grade. **If you do not take the Capstone Assessment Exam, you will fail the entire course.** This exam cannot be made up even for medical reasons. This exam is part of our assessment purposes and it is imperative that all students take it during the same time. **The Capstone exam will be administered in person on Tuesday, April 15th. I have it scheduled for 2.0 hours but you are welcome to leave once you are finished.**

In semesters past, I have administered the Capstone online through Canvas. Due to the increased use of AI and our desire to really assess your knowledge at UT Tyler, I am administering your exam in person. This not only prevents technology issues but allows me to assess you based on your knowledge – not the Internet's. That being said, I'm not that cruel... Because it is a comprehensive program assessment, I will let you use a cheat sheet on the exam which you will submit with your exam after you complete it.

As the Capstone assessment is an internal exam, I will allow you to make up the exam with documentation only. Avoidable absences are not considered emergencies (i.e. non-emergency medical appointments or work shifts). Due to the timing of the exam, you will have to make it up by the Thursday class session. Please understand there is more flexibility for other course work, provided that the student has documentation for the emergency.

Major Field Test (MFT): The second assessment exam of the semester is a national standardized exam covering key elements about the criminal justice system. While this exam is required for assessment purposes, it will not count toward your final grade. However, it must be

completed in order for students to graduate from the Criminal Justice program at UT Tyler. This is a mandatory assessment no matter what and students are responsible for completing it on the scheduled date. **If you do not take the MFT Exam, you will fail the entire course.** Bonus points will be added to the student's semester average for each standard deviation above the national mean for that student's score.

In semester's past, we have administered the MFT online through the testing company's proctoring system. Due to their system upgrades, it has caused chaos with our students who struggle to find a computer with all of the required components. Therefore, we are going to switch to an in-person format to administer this exam. **Your MFT exam will be administered on Thursday, April 17th. This exam takes 2.5 hours to complete and you should be prepared to complete this exam during that time.**

For the MFT, you will be tested on the same system areas as the Capstone but this exam will be standardized and you will not be permitted a cheat sheet of any time. I will serve as your proctor and you must complete the exam in one sitting. There are no scheduled make-ups available for this exam barring a life-threatening illness or injury. Please DO NOT schedule anything else during this time. If you have class after my class, please communicate with your instructors that you will be in this exam instead. I am happy to confirm with that faculty member and discuss the situation. When you finish the exam, you may leave.

Other Online Assignments:

This semester, there will be some online lectures that are administered via pre-recorded videos. Some weeks you may not have a lecture and other weeks you might have multiple lectures. The nature of this course is different from those classes you may have taken with me in the past. These online lectures and readings enable us to cover some material from your textbooks, but also allows us to broaden the discussion surrounding employment, research, and policy. Please check your course schedule to determine when reading and lecture quizzes are due.

Reading Quizzes (10 points each): Each reading quiz will consist of 10 multiple choice/true-false questions derived from the text. This will assess how well you are reading the chapters and digesting the information. Reading quizzes will be worth 10 points per quiz and cannot be made up unless there are extenuating circumstances.

Online Weekly Activities: Each week you will be required to complete an online activity that corresponds with the materials presented in the textbook or in lecture for the week. These will be online activities that will be completed individually. You will be provided with instructions for each activity, and they will differ based on what is required for the week. Each activity, no

matter the assignment, will be worth 10 points toward your final grade. Please refer to the course schedule to see the format in which these activities will take place.

Extra Credit Opportunities: Our final issue to address is the idea of extra credit. There are two extra credit opportunities for you to be able to earn bonus points. As mentioned earlier, you can get up to 10 points extra credit when collecting your data. If you plan the survey out in advance and do well on that assignment, you can collect data early. Giving yourself the most amount of time possible will help you increase the number of people you collect surveys from. Also, have a good plan to distribute the survey to the most amount of people. Get that 10 points of extra credit if you can!

Next, if you do well on the MFT exam that is taken toward the end of term, you have the opportunity to earn up to 3 points extra credit on that exam as well. This occurs when you score above the national average on this exam. In the past, I have had students earn all 3 points and do very well on this exam. But remember, this one does not count toward your final grade. It's completion is for assessment purposes only. However, it is mandatory that you still take it in order to pass the class and graduate on time.

Final Grading Scale

Your grade will consist of points awarded to the successful completion of the following components:

- | | | |
|---|--|------------|
| • | Syllabus Quiz | 20 points |
| • | Plagiarism Activity | 20 points |
| • | Attendance Activities (14 x 5 points each) | 70 points |
| • | In-Class activities (5 x 10 points each) | 50 points |
| • | Project Topic Selection | 10 points |
| • | Paper Outline | 15 points |
| • | Survey | 25 points |
| • | Codebook | 25 points |
| • | Data Collection | 25 points |
| • | Literature Review | 50 points |
| • | Methodology | 50 points |
| • | Results and Final Paper | 100 points |
| • | QEP Summary Assignment | 30 points |
| • | Capstone Assessment | 100 points |

(590 total points)

Letter Grades will be assigned as follows:

Total Points	Grade Percentage	Letter Grade	Grade Points
590 – 531	100 – 90%	A	4.0

530.5 – 472	89.9 – 80%	B	3.0
471.5 – 413	79.9 – 70%	C	2.0
412.5 – 354	69.9 – 60%	D	1.0
353.5 – below	59.9% and below	F	0.0

Additional Policies

Late Assignment Policy

As a general rule, I do not accept late assignments. I never spring any last-minute assignments on you – from the first day of class, you will know what is due and when it is due to me. It is up to you to plan accordingly as you have ample time to complete these assignments. If you do not turn in your assignments on time, it is a zero in the gradebook and I will not grade the assignment. If you are severely ill, you must inform me of your illness within 2 days of the missed assignment and it is mandatory for you to provide medical documentation to me in order to be eligible for a make-up. The same policy goes for a death in the family. I know this may sound strict to you, but time management is your responsibility in a university class. There will be leniency for first responders who have unavoidable employment responsibilities.

Email Policy

I like to keep open lanes of communication between students and myself. If you need to ask any questions or discuss anything class related, please do not hesitate to email me or call me during office hours. As I said before, please include [CRIJ 4355](#) in the subject line so I know that it is class related. You may also email me through Canvas, but please do not leave comments in the assignments themselves. I do not go back and check for those. My preferred method of contact is through email, please try that first. Also, it is polite to address your instructors by their chosen title. Do not email and simply say “Hey,” as it does not make me the happiest of professors. Proper introductions to emails and a little professionalism go along way with me and with all of your other instructors and professors as well.

You are responsible for checking your email daily. I frequently email students individually or as a group – if I send you an email I assume that you have read it and are informed with the message. It is a pet peeve of mine when students do not check their email – I will not hound you trying to get you to reply to my emails. At most, I will send you two emails and if I do not have a response in a reasonable amount of time then I will assume you have chosen not to reply to me and I will act accordingly. For instance, if you submit a paper and I cannot open the attachment I will email to send me another copy of the paper. I will always include a reasonable deadline – if you do not respond by that deadline that I will not grade the paper and you will not receive credit for it. So please check your email.

Instructor Expectations

Just as I have certain expectations of you, you should have certain expectations of me. Every semester I have an open-door policy with students. I will be available during the office hours

listed and if I am unavailable, you will be notified. If you email or call me, you will receive a response within 48 hours during the business week and business hours. Email responses during late hours and the weekend are not a guarantee, so late minute questions for assignments may not receive answers if they are sent during those times. As for grading, you will receive feedback on all assignments within 2 weeks. Please do not email within a day or two of the assignment submissions looking for a graded assignment. If there is a technological issue, please get in touch with the university IT department. I am unable to fix Canvas issues that are system based.

University Policies

Students may [withdraw](#) (drop) from this course using the [Withdrawal Portal](#). Withdrawing (dropping) this course can impact your Financial Aid, Scholarships, Veteran Benefits, Exemptions, Waivers, International Student Status, housing, and degree progress. Please speak with your instructors, consider your options, speak with your advisor, and visit the One-Stop Service Center (STE 230) or email enroll@uttyler.edu to get a complete review of your student account and the possible impacts to withdrawing. We want you to make an informed decision. UT Tyler faculty and staff are here for you and often can provide additional support options or assistance. Make sure to carefully [read the implications for withdrawing from a course and the instructions](#) on using the [Withdrawal portal](#).

Texas law prohibits students from dropping more than six courses during their entire undergraduate career*. The six courses dropped include those from other 2-year or 4-year Texas public colleges and universities. Consider the impact withdrawing from this class has on your academic progress and other areas, such as financial implications. We encourage you to consult your advisor(s) and Enrollment Services for additional guidance. **CAUTION #1:** Withdrawing before census day does not mean you get a full refund. Please see the [Tuition and Fee Refund Schedule](#). **CAUTION #2:** All international students must check with the [Office of International Programs](#) before withdrawing. All international students are required to enroll full-time for fall and spring terms. **CAUTION #3:** All UT Tyler Athletes must check with the Athletic Academic Coordinator before withdrawing from a course. **CAUTION #4:** All veterans or military-affiliated students should consult with the [Military and Veterans Success Center](#).

* Students who began college for the first time before 2007 are exempt from this law.

Artificial Intelligence Statement

UT Tyler is committed to exploring and using artificial intelligence (AI) tools as appropriate for the discipline and task undertaken. We encourage discussing AI tools' ethical, societal, philosophical, and disciplinary implications. All uses of AI should be acknowledged as this aligns with our commitment to honor and integrity, as noted in UT Tyler's Honor Code. Faculty and students must not use protected information, data, or copyrighted materials when using any AI tool. Additionally, users should be aware that AI tools rely on predictive models to generate content that may appear correct but is sometimes shown to be incomplete, inaccurate, taken without attribution from other sources, and/or biased. Consequently, an AI tool should not be considered a substitute for traditional approaches to research. You are ultimately responsible for the quality and content of the information you submit. Misusing AI tools that violate the guidelines specified for this course is considered a breach of academic integrity. The student will be subject to disciplinary actions as outlined in UT Tyler's Academic Integrity Policy. Refer to the About This Course section of the UT Tyler Syllabus Module for specific information on appropriate use of AI in your course(s).

For this course, AI is encouraged during the course, and appropriate acknowledgment is expected.

a. Example 1: I encourage you to explore using artificial intelligence (AI) tools, such as ChatGPT, for all assignments and assessments. Any such use must be appropriately acknowledged and cited, following the guidelines established by the APA/MLA/Chicago Style Guide, including the specific version of the tool used. The submitted work should include the exact prompt you used to generate the content and the AI's complete response as an appendix. Because AI-generated content is not necessarily accurate or appropriate, you must assess the validity and applicability of any submitted AI output. You will not earn full credit if inaccurate, invalid, or inappropriate information is found in your work. APA Style Citation Information
MLA Style Citation Information
Chicago Style Citation Information

b. Example 2: You can use AI programs (ChatGPT, Copilot, etc.) in this course. These programs can be powerful tools for learning and other productive pursuits, including completing assignments in less time, helping you generate new ideas, or serving as a personalized learning tool. However, your ethical responsibilities as a student remain the same. You must follow UT Tyler's Honor Code and uphold the highest standards of academic honesty. This applies to all uncited or improperly cited content, whether created by a human or in collaboration with an AI tool. If you use an AI tool to develop content for an assignment, you must cite the tool's contribution to your work.

c. Example 3: Students can use AI platforms to help prepare for assignments and projects. You can use AI tools to revise and edit your work (e.g., identify flaws in reasoning, spot confusing or underdeveloped paragraphs, or correct citations). When submitting work, students must identify any writing, text, or media generated by AI. In this course, sections of assignments generated by AI should appear in a different colored font, and the relationship between those sections and student contributions should be discussed in a cover letter that accompanies the assignment when submitted.

Final Exam Policy

Final examinations are administered as scheduled. If unusual circumstances require that special arrangements be made for an individual student or class, the Dean of the appropriate college, after consultation with the faculty member involved, may authorize an exception to the schedule. Faculty members must maintain student final examination papers for a minimum of three months following the examination date.

Incomplete Grade Policy

If a student, because of extenuating circumstances, is unable to complete all of the requirements for a course by the end of the semester, then the instructor may recommend an Incomplete (I) for the course. The "I" may be assigned in place of a grade only when all of the following conditions are met: (a) the student has been making satisfactory progress in the course; (b) the student is unable to complete all coursework or final exam due to unusual circumstances that are beyond personal control and are acceptable to the instructor, and (c) the student presents these reasons before the time that the final grade roster is due. The semester credit hours for an Incomplete will

not be used to calculate the grade point average.

The student and the instructor must submit an Incomplete Form detailing the work required and the time by which the work must be completed to their respective department chair or college dean for approval. The time limit established must not exceed one year. Should the student fail to meet all of the work for the course within the time limit, then the instructor may assign zeros to the unfinished work, compute the course average for the student, and assign the appropriate grade. If a grade has yet to be assigned within one year, then the Incomplete will be changed to an F, or NC. If the course was initially taken under the CR/NC grading basis, this may adversely affect the student's academic standing.

Grade Appeal Policy

Disputes regarding grades must be initiated within sixty (60) days from the date of receiving the final course grade by filing a Grade Appeal Form with the instructor who assigned the grade. A grade appeal should be used when the student thinks the final course grade awarded does not reflect the grades earned on assessments or follow the grading scale as documented in the syllabus. The student should provide the rationale for the grade appeal and attach supporting document about the grades earned. The form should be sent via email to the faculty member who assigned the grade. The faculty member reviews the rationale and supporting documentation and completes the instruction section of the form. The instructor should return the form to the student, even if a grade change is made at this level. If the student is not satisfied with the decision, the student may appeal in writing to the Chairperson of the department from which the grade was issued. In situations where there is an allegation of capricious grading, discrimination, or unlawful actions, appeals may go beyond the Chairperson to the Dean or the Dean's designee of the college from which the grade was issued, with that decision being final. The Grade Appeal form is found in the [Registrar's Form Library](#).

NOTE: The Grade Appeal Form is different from the Application for Appeal form submitted to the Student Appeals Committee, which does not rule on grade disputes as described in this policy.

Disability/Accessibility Services

In accordance with Section 504 of the Rehabilitation Act, Americans with Disabilities Act (ADA) and the ADA Amendments Act (ADAAA), the University of Texas at Tyler offers accommodations to students with learning, physical, and/or psychological disabilities. If you have a disability, including a non-visible diagnosis such as a learning disorder, chronic illness, TBI, PTSD, ADHD, or a history of modifications or accommodations in a previous educational environment, you are encouraged to visit <https://hood.accessiblelearning.com/UTTyler/> and fill out the New Student application. The Student Accessibility and Resources (SAR) office will contact you when your application has been submitted and an appointment with the Assistant Director Student Accessibility and Resources/ADA Coordinator. For more information, including filling out an application for services, please visit the SAR webpage at <https://www.uttyler.edu/disability-services>, the SAR office located in the Robert Muntz Library, LIB 460, email saroffice@uttyler.edu, or call 903.566.7079."

Military Affiliated Students

UT Tyler honors the service and sacrifices of our military-affiliated students. If you are a student who is a veteran, on active duty, in the reserves or National Guard, or a military spouse or dependent, please stay in contact with your faculty member if any aspect of your present or prior service or family situation makes it difficult for you to fulfill the requirements of a course or creates disruption in your academic progress. It is important to make your faculty member aware of any complications as far in advance as possible. Your faculty member is willing to work with you and, if needed, put you in contact with university staff who are trained to assist you. The [Military and Veterans Success Center \(MVSC\)](#) has campus resources for military-affiliated students. The MVSC can be reached at MVSC@uttyler.edu or via phone at 903.565.5972.

Students on an F-1 Visa

To remain in compliance with Federal Regulations requirements you must do the following:

- Traditional face-to-face classes: Attend classes on the regular meeting days/times.
- Hybrid Classes: Attend all face-to-face classes convened by the instructor according to the schedule set for your specific course.
- Online course: Only one online course can count toward your full-time enrollment. Students are expected to be fully engaged and meet all requirements for the online course.

Academic Honesty and Academic Misconduct

The UT Tyler community comes together to pledge that "Honor and integrity will not allow me to lie, cheat, or steal, nor to accept the actions of those who do." Therefore, we enforce the [Student Conduct and Discipline policy](#) in the Student Manual Of Operating Procedures (Section 8).

FERPA

UT Tyler follows the Family Educational Rights and Privacy Act (FERPA) as noted in [University Policy 5.2.3](#). The course instructor will follow all requirements to protect your confidential information.

Absence for Official University Events or Activities

This course follows the practices related to [Excused Absences for University Events or Activities](#) as noted in the Catalog.

Absence for Religious Holidays

This course follows the practices related to [Excused Absences for Religious Holy Days as noted in the Catalog](#).

Absence for Pregnant Students

This course follows the requirements of Texas Laws SB 412, SB 459, SB 597/HB 1361 to meet the needs of pregnant and parenting students. Part of the supports afforded pregnant students includes excused absences. Faculty who are informed by a student of needing this support should make a referral to the Parenting Student Liaison. NOTE: Students must work with the Parenting Student Liaison in order to receive these supports. Students should reach out to the Parenting Student Liaison at parents@uttyler.edu and also complete the [Pregnant and Parenting Self-Reporting Form](#).

Campus Carry

We respect the right and privacy of students who are duly licensed to carry concealed weapons in this class. License holders are expected to behave responsibly and keep a handgun secure and concealed. More information is available at <http://www.uttyler.edu/about/campus-carry/index.php>.

Course Schedule

Below is a schedule that outlines each of the course modules. Under each module heading is a list of all the readings, lecture videos, and assignments you must complete by the end of the calendar week. Use the checkboxes embedded in this document to help you keep track of your progress during each module.

Week 1	1/13 – 1/19
<i>During class on Tuesday, you will:</i>	<i>During class on Thursday, you will:</i>
<input type="checkbox"/> Meet Dr. Wooldridge and your classmates	<input type="checkbox"/> Discuss Policy Papers and QEP
<input type="checkbox"/> Review the course syllabus	<input type="checkbox"/> Complete attendance activity (5 points)
<input type="checkbox"/> Complete attendance activity (5 points)	
<i>Online Readings for the Week</i>	
<input type="checkbox"/> Pickett (2019)	
<input type="checkbox"/> Mauer (2004)	
<i>Complete by 11:59PM on Sunday:</i>	
<input type="checkbox"/> Thoroughly Read the Course Syllabus	
<input type="checkbox"/> Complete Syllabus Quiz (20 points)	
<input type="checkbox"/> Complete Plagiarism Quiz and Upload Certificate in Canvas (20 points)	
<input type="checkbox"/> Submit Policy Topic (10 points)	
<i>Total Points Available this Week: 60 points</i>	

Week 2	1/20 – 1/26
<i>During class on Tuesday, you will:</i>	<i>During class on Thursday, you will:</i>
<input type="checkbox"/> Discuss evidence-based practices	<input type="checkbox"/> Complete Class Activity: Runaway Legislators (10 points)
<input type="checkbox"/> Complete attendance activity (5 points)	
<i>Online Readings for the Week</i>	
<input type="checkbox"/> Martinson (1972)	
<input type="checkbox"/> Evidence Based Policy Collaborative (2016)	
<input type="checkbox"/> The Foundations for Evidence-based Policy Making Act of 2018 (2018)	
<input type="checkbox"/> Bipartisan Policy Center (2017)	
<i>Total Points Available this Week: 15 points</i>	

Week 3	1/27 – 2/2
<i>During class on Tuesday, you will:</i>	<i>During class on Thursday, you will:</i>

- Discuss research findings from credible sources
- Complete attendance activity (5 points)

Online Readings for the Week

- Using Boolean Logic – Video (2020)
- Using Keyword Searches for Literature Reviews – Video (2020)
- Accessing Library Databases (UT Tyler) – Video (2017)

Complete by 11:59PM on Sunday:

- Submit Paper Outline (15 points)

Total Points Available this Week: 25 points

Week 4: Literature Reviews	2/3 – 2/9
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During class on Tuesday, you will:

- Discuss the formatting of a literature review
- Complete attendance activity (5 points)

During class on Thursday, you will:

- Complete attendance activity (5 points)

Complete by 11:00AM on Tuesday:

- Read How to Write a Literature Review (Tewksbury)
- Read UCLA Research Lab - How to Write a Literature Review
- AI Literature Review Tools

Complete by 11:59PM on Sunday:

- Submit Literature Review (50 points)

Total Points Available this Week: 60 points

Week 5: Methodologies	2/10 – 2/16
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During class on Tuesday, you will:

- Focus on different data collection techniques
- Complete attendance activity (5 points)

During class on Thursday, you will:

- Complete attendance activity (5 points)

Online Readings for the Week

- How to Plan and Write a Quantitative Research Methodology Section

- Fox & Jennings (2014)
- Cooper & Klein (2018) – Example paper for methodology purposes

Complete by 11:59PM on Sunday:

- Submit Methodology (50 points)

Total Points Available this Week: 60 points

Week 6: Career Services and Employment	2/17 – 2/23
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During class on Tuesday, you will:

- Career Services visit
- Complete attendance activity (5 points)

During class on Thursday, you will:

- Complete Class Activity: Peer review resumes and cover letters (10 points)

Online Readings for the Week

- Example resumes
- UT Tyler Career Success – Resume Resources
- UT Tyler Career Success – Cover Letter Resources
- UT Tyler Career Success – Networking Resources

Complete by 11:00AM on Tuesday:

- Submit your cover letter and resume online (5 points)

Complete by 11:00AM on Thursday:

- Submit Two Career Openings (10 points)

Total Points Available this Week: 30 points

Week 7: Survey Building	2/24 – 3/2
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During class on Tuesday, you will:

- Focus on creating survey questions and working in Google Forms
- Complete attendance activity (5 points)

During class on Thursday, you will:

- Work on survey building (bring device to class)
- Complete attendance activity (5 points)

Online Readings for the Week

- Weisel (1999)
- Survey Monkey – How to Design a Survey
- Survey Monkey – Survey Best Practices
- Qualtrics – How to Create a Survey

Complete by 11:59PM on Sunday:

- Submit Final Survey (25 points)

Total Points Available this Week: 35 points

Week 8: Data Collection, Code Books and Mock Interviews

3/3 – 3/9

During class on Tuesday, you will:

- Discuss codebooks
- Complete attendance activity (5 points)

During class on Thursday, you will:

- Complete Mock Interview Activity (10 points)

Online Readings for the Week

- Designing an Effective Codebook
- Harvard Business Review – 10 Common Job Interview Questions
- University of North Georgia – Tips for a Successful Interview
- University of Michigan – Interviewing Resources

Complete by 11:59PM on Sunday:

- Complete Codebook (25 points)
- Distribute survey according to your methodology

Total Points Available this Week: 40 points

Week 9: Data Analysis - Univariate

3/10 – 3/16

During class on Tuesday, you will:

- Explore how to complete a frequency and descriptive statistics
- Download a sample data set
- Attendance activity (5 points)

During class on Thursday, you will:

- Complete univariate analysis activity (10 points)

Online Readings for the Week

- Statistical Analysis in JASP: A Guide for Students

Complete by 11:59PM on Tuesday:

- Download JASP on your laptop or other device (bring device to class)

Total Points Available this Week: 15 points

Week 10: Data Analysis - Bivariate**3/24 – 3/30*****During class on Tuesday, you will:***

- Explore how to complete a bivariate analysis
- Work with sample data set to show bivariate analyses
- Attendance activity (5 points)

During class on Thursday, you will:

- Complete Cross-Tabs Activity (10 points)

Online Readings for the Week

- Statistical Analysis in JASP: A Guide for Students

Complete by 11:59PM on Tuesday:

- Download JASP on your laptop or other device (bring device to class)

Complete by 11:59PM on Sunday:

- Submit Completed Data Collection (25 points)

Total Points Available this Week: 40 points + extra credit

Week 11: Capstone Reviews**3/31 – 4/6**

There is NO CLASS this week so that you can prepare for the exams.

Complete by 11:59PM on Sunday:

- Corrections Review
- Criminal Law Review
- Research Methods Review

Week 12: Capstone Reviews Continued**4/7 – 4/13**

There is NO CLASS this week so that you can prepare for the exams.

Complete by 11:59PM on Sunday:

- Policing Review
- Courts Review
- Criminology Review

Week 13: MFT and Capstone Exams**4/14 – 4/20*****During class on Tuesday, you will:******During class on Thursday you will:***

- Complete the Capstone Exam
- You should budget 2 hours for this exam
- Complete the MFT Exam
- You should budget 2.5 hours for this exam

Total Points Available this Week: 100 points + extra credit

Week 14: Final Submissions	4/21 – 4/25
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During class on Tuesday, you will:

NO CLASS ON THURSDAY

- Review final submission formatting
- Ask any questions you have
- Open office hours

Complete by 11:59PM on Friday 4/25/25

- Submit your final papers (100 points)
- Submit your QEP Summary (30 points)

Total Points Available this Week: 130 points

Week 15: Finals Week
There is nothing due during Finals Week. The submission of the final paper completes the course.