



CJ636: Computer/Technology Applications
for Criminal Justice
Spring, 2008

Course Syllabus

Instructor: Brian A. Lawton
Telephone: (936) 294-4772
Class Hours: Saturday 8am - 4:50pm
Office Hours: By appointment

Office: C127
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Classroom: CJC 111A

Required Text:

Grauer, Robert T.; Michelle Hulett; Cynthia Krebs; Maurie Wigman Lockley; Keith Mulbery & Judy Scheeren. (2008). *Exploring Microsoft Office 2007 (Volume 1)*. Prentice Hall: Upper Saddle River, NJ.

Course Description: The goal of Computer Applications is to provide the Masters student with the opportunity to conduct secondary data analyses of specific topics within the field of criminal justice. Recognizing that students are consumers of information both inside and outside the classroom, this course is intended to allow students to begin to answer questions on their own. Further, by utilizing common, and widely available, computer software it provides for a foundation for students to conduct the process outside the classroom in their own research endeavors or within their own agencies.

Course Objectives:

1. To utilize widely available software to begin the research process.
2. To conduct secondary statistical data analyses.
3. To prepare summaries of data output intended for a wider audience.
4. To present and discuss the results of data analyses.
5. To lay a foundation to allow students in the future to begin this process for topics of their own interest.

Attendance Policy: In accordance with Academic Policy Statement 800401 (2004)

1.01 *Regular and Punctual class attendance is expected of each student at Sam Houston State University.*

1.02 *It is expected that each faculty member will keep a record of student attendance.*

Grading Policy:

Final Report	40%	A= 90-100
Class Presentation	20%	B= 80-89
Textbook Assignments	30%	C= 70-79
Special Topic Assignment	10%	F= 69 and below

Textbook Assignments: Each class meeting students will be expected to have answered questions and exercises assigned from the Grauer, et al textbook. Because of the limited amount of assignments this semester it is understood that these assignments will be turned in on time. Failure to hand them in by the end of the class will result in a zero for that assignment. Our class exercises and discussion will be based on the idea that these have all been completed prior to the class. Failure to have completed the material will slow the class down and make it difficult when students are asked to work together.

Class Presentation: The final class day (May 3rd) students will make an in-class presentation on their research that they have been working on for the semester. Presentations will be graded both by the professor as well as his/her fellow students. Presentations should be conducted in a professional manner utilizing the tools that we've been working with over the course of the semester. It's expected that Microsoft PowerPoint will be used for the in-class presentation. Students will outline their research question, demonstrate the techniques that they used to examine their data and indicate the results of their research. Finally, students should draw conclusions about the questions they initially outlined.

Final Report: On the last day of class, students will hand in a document outlining the research they conducted over the semester. Reports will include a discussion of the questions asked, and their relative importance, the methods used to answer the questions and the conclusions drawn based on the analytic results. In short, the class presentation will be a summary of this final report.

Special Topic: Over the course of the semester, each student will be asked once to prepare a brief class discussion on a topic for the following week. This is intended to allow the student to do some outside research for the following class. Students will only be asked to do this once a semester.

Class Participation: As a graduate class it is expected that the students will have opinions and knowledge that they would like and be willing to share. While an open discussion is strongly encouraged, it must be done in a respectful manner. Otherwise, we are going to have 5 very long days together...

Academic Honesty: In accordance with Academic Policy Statement 810213(1990)

5.3 Academic Honesty. The University expects all students to engage in all academic pursuits in a manner that is above reproach. Students are expected to maintain complete honesty and integrity in the academic experiences both in and out of the classroom. Any student found guilty of dishonesty in any phase of academic work will be subject to disciplinary action.

5.31 The University and its official representatives, acting in accordance with Subsection 5.32, may initiate disciplinary proceedings against a student accused of any form of academic dishonesty including, but not limited to, cheating, plagiarism, collusion and the abuse of resource materials.

Disabled Student Policy:

"Students with a disability which affects their academic performance are expected to arrange for a conference with the instructor in order that appropriate strategies can be considered to ensure that participation and achievement opportunities are not impaired". The physically impaired may contact the Director of the Counseling Center as chair of the Committee for Continuing Assistance for Disabled Students by telephone (x-1720). Students are also encouraged to discuss any concerns with the instructor.

Services for Disabled Students:

Information on a variety of services available to disabled students can be found at: www.shsu.edu/~counsel/sswd.html

Student Absences on Religious Holiday Policy: In accordance with Academic Policy Statement 861001(2004)

Section 51.911(b) of the Texas Education Code requires that an institution of higher education excuse a student from attending classes or other required activities, including examinations, for the observance of a religious holy day, including travel for that purpose. A student who is excused under this subsection may not be penalized for that absence and shall be allowed to take an examination or complete an assignment from which the student is excused within a reasonable time after the absence.

Students should meet with the instructor in the first two weeks of the course to discuss appropriate times to make up any work to be missed.

Schedule

	Module 1 8:00am-9:50am	Module 2 10:10am-12:00pm	Module 3 1:00pm-2:50pm	Module 4 3:10pm-4:50pm
January 13	Syllabus Review Course Introduction			
February 2	Conducting Online Research	Computer Lab 111A	Office as a tool for analyses	Computer Lab 111A
February 23	Outlining a Research Project	Computer Lab 111A	Microsoft Access Part I	Computer Lab 111A
March 8	Microsoft Access Part II	Computer Lab 111A	Microsoft Excel Part I	Computer Lab 111A
March 29	ArcGIS Part I	Computer Lab 111A	ArcGIS Part II	Computer Lab 111A
April 19	Microsoft Excel Part II	Computer Lab 111A	Reporting Results	Computer Lab 111A
May 3	Final Report Due Class Presentations			

Despite the short time frame for our meetings we will be covering a full semester of work in the seven week format. Our 5 core classes will be broken into four "2 hour" modules. There will be a twenty minute break between modules 1 and 2, and a twenty minute break between modules 3 and 4. In addition, we will have a one hour break for lunch.

This schedule is subject to change.