

University of North Texas at Dallas
Spring 2025
Syllabus for CJUS 5350-0071: Capstone Seminar

Department of	Criminal Justice	School of	Liberal Arts and Sciences
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Office Hours:	T, R- 10-11:30 F (virtual) 9-12		
Classroom Location:	Online		
Class Meeting Days & Times:	Online		
Course Catalog Description:	This fully online course provides the capstone experience for graduate students taking the non-thesis option. The goal of this capstone course is for students to be able to demonstrate the ability to a) conduct a thorough and critical review of the research literature on an existing justice-related policy or program and b) formulate strong recommendations for improving and revising existing policy or program and framing an agenda for future research.		
Prerequisites:	CJUS 5300, 5301, 5302, and 5303; course must be taken in final semester		
Required Text:	Readings will be posted on Canvas		
Access to Learning Resources:	<p>UNT Dallas Library: phone: (972) 780-1616 web: http://www.untDallas.edu/library email: library@untDallas.edu</p> <p>UNT Dallas Bookstore: phone: (972) 780-3652 web: http://www.untDallas.edu/bookstore e-mail: untDallas@bkstr.com</p>		

<p>Supported Browsers: Chrome 67 & 68 Firefox 60 & 61 Flash 29, 30 (for audio/video) Respondus Lockdown Browser Safari 10, 11</p> <p>Supported Devices: iPhone Android Chromebook <i>(Tablet users can use the Canvas app)</i></p> <p>Screen Readers: VoiceOver (Safari) JAWS (Internet Explorer) NVDA (Firefox)</p>	<p>Access Canvas via untdallas.instructure.com</p> <ul style="list-style-type: none"> Username: your EUID # Password: your password <p>Getting Help with Canvas:</p> <p>Canvas 24/7 Phone Support for Students: 1-833-668-8634</p> <p>Canvas Help Resources: Web: Canvas Student Guide</p> <p>For additional assistance, contact Student Assistance (Distance Learning): DAL 1, Rm 157 phone: (972)338-5580 email: distancelearning@untdallas.edu</p> <p><i>If you are working with Canvas 24/7 Support to resolve a technical issue, make sure to keep me updated on the troubleshooting progress.</i></p>
<p><i>Note: There is no screen reader support for Canvas in Chrome</i></p>	<p><i>If you have a course-related issue (course content, assignment troubles, quiz difficulties) please contact me during office hours or by email.</i></p>
<p>Course Goals or Overview:</p>	
<p>The goal of this capstone course is for students to be able to demonstrate the ability to a) conduct a thorough and critical review of the research literature on an existing justice-related policy or program and b) formulate strong recommendations for improving and revising existing policy or program and framing an agenda for future research.</p>	
<p>Learning Objectives/Outcomes: At the end of this course, students will be able to:</p>	
1	Select and evaluate a policy or program within the criminal justice system.
2	Identify appropriate research sources and techniques.
3	Gather, analyze, and interpret data and report findings in a literature review.
4	Propose reforms or changes to the policy or program.
5	Apply APA referencing and formatting to the final paper.
6	Demonstrate appropriate academic writing in the final paper.

Online/Hybrid Course Outline

This schedule is subject to change by the instructor. Any changes to this schedule will be communicated in class or via class email or Canvas announcement. Additional readings and activities may be added, these will be noted in the Readings and Activities/Assignments sections.

		Course Schedule	
Schedule	Topic	Activities	Due Dates(11:59 pm unless otherwise specified)
Week 1	Module 1	Assigned Readings, Topic Proposal (Friday),	10-24
Week 2	Module 2	Assigned Readings, Discussion1, Draft Introduction/ Source list	11-2
Week 3	Module 3	Assigned Readings, Discussion 2, Annotated Bibs	11-9
Week 4	Module 4	Assigned Readings, Discussion 3, Draft Literature Review/ Edited Introduction	11-16
Week 5	Module 5	Assigned Readings, Updated Literature Review	11-23
Week 6	Module 6	Assigned Readings, Discussion 4, Draft Proposed Reforms	11-30
Week 7	Module 7	Assigned Readings, Discussion 7, Final Paper	12-7
Week 8	Module 8	Editing final paper (<i>if necessary</i>)	12-10

Course Evaluation Methods

This course will utilize the following instruments to determine student grades and proficiency of the learning outcomes for the course.

GRADING MATRIX

Grading Matrix	
Assignment	Points
Discussions (5)	5 points
Topic Proposal	5 points
Draft Introduction	10 points
Source finding	5 points
annotated bibs	10 points
Edited Introduction	5 points
Draft Literature Review	10 points
Updated intro and Lit Review	10 points

Draft Proposed Reforms	10 points
Final Paper (final intro, lit review, and reforms)	30 points
Total	100 points

Instrument Total Points

GRADE DETERMINATION:

A = 90% or better

B = 80 – 89 %

C = 70 – 79 %

D = 60 – 69 %

F = less than 60%

Policy on Late Work

NO LATE WORK WILL BE ACCEPTED. Emergencies will be considered on a case-by-case basis, and you must request permission to submit late work at the earliest opportunity. Requests may or may not be granted (they probably won't). Forgetting to turn in an assignment on time, accidental deletes, uploading the wrong file, not uploading the right format, not having “access to the internet,” not being able to use the lockdown browser, etc are not acceptable emergencies. Please double-check that any file you turn in on Canvas is readable. Any files that cannot be read will not be accepted.

Missing assignments- Missing more than two assignments (discussions do not count in this tally) will result in an automatic fail for the course. Additionally, not turning in the final paper on time will result in an automatic fail for the course.

AI Policy for Course: Complete Prohibition of AI Usage

Objective:

The primary goal of this policy is to maintain academic integrity by prohibiting the use of AI tools and services in completing assignments for this course. This includes, but is not limited to, **Grammarly** and other AI-based writing assistance tools. **Assignments submitted with evidence of AI usage will receive a grade of 0 and are subject to further point penalties.**

Rationale:

The decision to prohibit AI tools is based on the desire to assess and develop students' independent critical thinking and writing skills. The use of AI tools can compromise the

authenticity of the learning experience and undermine the purpose of assignments, which is to evaluate individual understanding and mastery of the subject matter.

Policy Details:

1. No AI Usage:

- Students are strictly prohibited from using any form of AI, **including Grammarly** or similar tools, in the creation and completion of assignments.
- This policy extends to *any* technology that automatically generates, edits, or suggests content (**basically ANYTHING besides basic spell check**).

2. AI Detection:

- Assignments will be subject to scrutiny through **several AI detectors** to identify any potential use of AI.
- Detected use of AI will result in an automatic grade of 0 for the assignment and up to a 10-point penalty (a whole letter grade).

4. Student Responsibility:

- It is the responsibility of each student to ensure that their work complies with the class policies.
- Students are expected to thoroughly check their assignments for any unintentional use of AI tools before submission.
- Ignorance or inadvertent use of AI will not be considered as a valid excuse.

5. Awareness of Detectors:

- Students should be aware that various AI detectors are available and will be employed to enforce this policy.
- Ignorance of the existence or capabilities of these detectors will not be considered as a valid defense.

Consequences of Policy Violation:

- Any violation of this policy will result in a minimum penalty of a grade of 0 for the affected assignment and likely a high point penalty of up to 10 points.
- Repeated violations may lead to further disciplinary actions, as deemed appropriate by the instructor.

Note:

This policy is in effect for the entire duration of the course, and students are expected to adhere to these guidelines. **Any concerns or questions regarding this policy should be directed to the instructor.**

University Policies and Procedures

Students with Disabilities (ADA Compliance):

Chapter 7(7.004) Disability Accommodations for Students:

The University of North Texas at Dallas makes reasonable academic accommodation for students with disabilities. Students seeking accommodations must first register with the Disability Services Office (DSO) to verify their eligibility. If a disability is verified, the DSO will provide you with an accommodation letter to be delivered to faculty to begin a private discussion regarding your specific needs in a course. You may request accommodations at any time, however, DSO notices of accommodation should be provided as early as possible in the semester to avoid any delay in implementation. Note that students must obtain a new letter of accommodation for every semester and must meet/communicate with each faculty member prior to implementation in each class. Students are strongly encouraged to deliver letters of accommodation during faculty office hours or by appointment. Faculty members have the authority to ask students to discuss such letters during their designated office hours to protect the privacy of the student. For additional information see [Disability Services Office](#). You may also contact them by phone at 972-338-1777; by email at UNTDisability@untdallas.edu or at Building PL, room 1104.

Disruptive Behavior in an Instructional Setting:

Students are expected to engage with the instructor and other students in this class in a respectful and civil manner at all times to promote a classroom environment that is conducive to teaching and learning. Students who engage in disruptive behavior will be directed to leave the classroom. A student who is directed to leave class due to disruptive behavior is not permitted to return to class until the student meets with a representative from the Dean of Students Office. It is the student's responsibility to meet with the Dean of Students before class meets again and to provide the instructor confirmation of the meeting. A student who is directed to leave class will be assigned an unexcused absent for that class period and any other classes the student misses as a result of not meeting with the Dean of Students. The student is responsible for material missed during all absences and the instructor is not responsible for providing missed material. In addition, the student will be assigned a failing grade for assignments, quizzes or examinations missed and will not be allowed to make up the work.

The Code of Student's Rights, Responsibilities, and Conduct (Policy 7.001) describes disruption as the obstructing or interfering with university functions or activity, including any behavior that interferes with students, faculty, or staff access to an appropriate educational environment. Examples of disruptive behavior that may result in a student being directed to leave the classroom include but are not limited to: failure to comply with reasonable directive of University officials, action or combination of actions that unreasonably interfere with, hinder, obstruct, or prevents the right of others to freely participate, threatening, assaulting, or causing harm to oneself or to another, uttering any words or performing any acts that cause physical injury, or threaten any individual, or interfere with any individual's rightful actions, and harassment. You are encouraged to read the Code of Student's Rights, Responsibilities, and Conduct for more information related to behaviors that could be considered disruptive.

Canvas Instructure Accessibility Statement:

University of North Texas at Dallas is committed to ensuring its online and hybrid courses are usable by all students and faculty including those with disabilities. If you encounter any difficulties with

technologies, please contact our ITSS Department. To better assist them, you would want to have the operating system, web browser and information on any assistive technology being used. [Canvas Instructure Accessibility Statement is also provided.](#)

NOTE: Additional instructional technology tools, such as Turnitin, Respondus, Panopto, and publisher cartridge content (i.e. MyLab, Pearson, etc.) may NOT be fully ADA compliant. Please contact our Disability Office should you require additional assistance utilizing any of these tools.

Course Evaluation Policy:

Student's evaluations of teaching effectiveness is a requirement for all organized classes at UNT Dallas. This short survey will be made available to you at the end of the semester, providing you a chance to comment on how this class is taught. I am very interested in the feedback I get from students, as I work to continually improve my teaching. I consider students' evaluations to be an important part of your participation in this class.

Assignment Policy: (According to the instructor's discretion while working in concert with the division/program's guidelines).

Exam Policy: (Online exams and the ability to retake is solely at the instructor's discretion). **NOTE:** Online exams may be proctored on campus per instructor's discretion.

Academic Integrity:

Academic integrity is a hallmark of higher education. You are expected to abide by the University's code of Academic Integrity policy. Any person suspected of academic dishonesty (i.e., cheating or plagiarism) will be handled in accordance with the University's policies and procedures. Refer to [UNT Dallas' Student Code of Academic Integrity](#) for complete provisions of this code.

Academic dishonesty includes, but is not limited to, cheating, plagiarizing, fabrication of information or citations, facilitating acts of dishonesty by others, having unauthorized possession of examinations, submitting work of another person or work previously used without informing the instructor, or tampering with the academic work of other students.

Web-based Plagiarism Detection: Please be aware in some online or hybrid courses, students may be required to submit written assignments to Turnitin, a web-based plagiarism detection service, or another method. If submitting to Turnitin, please remove your title page and other personal information.

Classroom Policies

Online Attendance and Participation:

The University attendance policy is in effect for this course. Class attendance in the Canvas classroom and participation is expected because the class is designed as a shared learning experience, and because essential information not in the textbook will be discussed in the discussion board. Online presence and participation in all class discussions is essential to the integration of course material and your ability to demonstrate proficiency.

Attendance for this online or hybrid course is considered when you are logged in and active in Canvas, i.e., posting assignments, taking quizzes, or completing Discussion Boards. To maintain financial aid award eligibility, activity must occur before the census date of the session or term of the course. Refer to [UNT Dallas' Registrar](#) for specific dates. If you are absent/not active in the course shell, it is YOUR responsibility to let the instructor know immediately, upon your return, the reason for your absence if it is to be excused. All instructors must follow university policy 7.005 covering excused absences; however, it is the instructor's discretion, as outlined in the course syllabus, of how unexcused absences may or may not count against successful completion of the course.

Inclement Weather and Online Classes: Online classes may or may not be effected by campus closures due to inclement weather. Unless otherwise notified by your instructor via e-mail, online messaging, or online announcement, students should assume that assignments are due as scheduled.

Online “Netiquette”:

In any social interaction, certain rules of etiquette are expected and contribute to more enjoyable and productive communication. Emails, Discussion Board messages and/or any other forms of written communication in the online environment should use proper “netiquette” (i.e., no writing in all caps (usually denotes yelling), no curse words, and no “flaming” messages (angry, personal attacks). Racial, ethnic, or gender slurs will not be tolerated, nor will pornography of any kind.

Any violation of online netiquette may result in a loss of points or removal from the course and referral to the Dean of Students, including warnings and other sanctions in accordance with the University's policies and procedures. Refer to [UNT Dallas Student Code of Conduct](#). Respect is a given principle in all online communication. Therefore, please be sure to proofread all of your written communication prior to submission.

Diversity/Tolerance Policy:

Students are encouraged to contribute their perspectives and insights to class discussions in the online environment. However, offensive & inappropriate language (swearing) and remarks offensive to others of particular nationalities, ethnic groups, sexual preferences, religious groups, genders, or other ascribed statuses will not be tolerated. Disruptions which violate the Code of Student Conduct will be referred to the Dean of Students as the instructor deems appropriate.

Technology Assistance: In order to successfully access the materials in an online or hybrid course, UNT Dallas advises that your computer be equipped with the minimum system requirements listed on the first page of the syllabus.

If you experience difficulty accessing or using components of the course, try using Google Chrome browser. If you still experience technical difficulties, first, notify your instructor.

If the problem is still not resolved, call Student Assistance (Distance Learning) at the phone number listed on the first page of the syllabus. Also, no matter what browser you use, always enable pop-ups. For more information see:

- [UNT Dallas Canvas Technical Requirements](#)
- [Canvas Instructure Supported & Unsupported Operating Systems](#)