

**San José State University**  
**Justice Studies/CASA**  
**10054, JS 114 Methods, 1, Winter, 2015**

**Course and Contact Information**

<b>Instructor:</b>	Sang Hea Kil, PhD, Assistant Professor, Justice Studies
<b>Office Location:</b>	By email, google hangout, skype appointments
<b>Office Hours</b>	By email, google hangout, skype appointments
<b>Telephone:</b>	I will not be using the telephone during winter session.
<b>Email:</b>	sangheakil@gmail.com
<b>Classroom:</b>	<a href="http://www.sjsu.edu/at/ec/canvas/">http://www.sjsu.edu/at/ec/canvas/</a>
<b>Prerequisites:</b>	Prerequisite: Upper Division Standing; JS 10, 11, 12, or 25; 100w; Stat 95 or equivalent. Note: A grade of "C" or better is required for Justice Studies majors.

**Course Description**

This course is an introduction to qualitative and quantitative research methods used in Justice Studies. Includes relationship of theory to empirical evidence; logic underlying methods of inquiry; ethics in conducting empirical research; and methodological design, operationalization, and data analysis.

**Learning Outcomes**

The goals for this course are simple. This course is designed to improve your critical reading, writing, discussion, and analytical skills. Below are the learning objectives for this course.

Upon successful completion of this course, students will be able to:

LO1 read at a proficient academic level and apply key ideas and concepts to the work assigned. You will achieve LO1 with your Chapter Outlines.

LO2 write in an academically clear and organized manner with research integrated and cited in APA style. You will achieve LO2 with your Discussion Board assignments.

LO3 verbalize in a professional manner about key concepts and ideas, ask relevant questions, and participate robustly with the class on discussion projects. You will achieve LO3 with your Discussion Board assignments.

LO4 analyze concepts and ideas critically and skillfully. You will achieve LO4 with your Discussion Board assignments, and Online Quizzes.

**Required Texts/Readings**

Online resources:

[http://www.sjsu.edu/at/ec/canvas/student\\_resources/index.html](http://www.sjsu.edu/at/ec/canvas/student_resources/index.html)

Telephone support is (408) 924-2377. The Help Desk is located in Clark Hall. Do not contact eCampus directly—they will refer you to the Help Desk. **Do not contact the instructor with technical issues. Contact the Help Desk.**

You are responsible for all Canvas activity so check it frequently.

You are responsible for access to a computer with reliable online (high speed) access (on campus or personal computer), Word/ word processing software, powerpoint/presentation software, and video viewing software and capabilities.

## Library Liaison

Higgins, Silke

Phone: (408) 808-2118

Email: [Silke.Higgins@sjsu.edu](mailto:Silke.Higgins@sjsu.edu)

## Course Requirements and Assignments

SJSU classes are designed such that in order to be successful, it is expected that students will spend a minimum of forty-five hours for each unit of credit (normally three hours per unit per week), including preparing for class, participating in course activities, completing assignments, and so on. More details about student workload can be found in [University Policy S12-3](#) at <http://www.sjsu.edu/senate/docs/S12-3.pdf>. For Winter Session, this expectation is condensed into 10 academic days.

## Late Policy

Late assignments will not be accepted without a 3<sup>rd</sup> party, documented, legitimate excuse. In addition, **if you place an assignment in the wrong dropbox, your grade will be deducted by 10%**. So please double check to make sure you are following directions and placing assignments in the correct place in CANVAS.

## Assignments and Grading Policy

**A minimum grade of C is required to receive credit for graduation.**

**Chapter Outlines (CO):** These writings will demonstrate to me that the student has read the assignments from start to finish. Generally, the student should identify the main points, key terms, and relevant examples. These notes should be in the form of a detailed outline. Assignments must be typed. These are unique COs, crafted by your own effort. Assignments are due on Canvas in a Word format (.doc or docx). They must be attached documents. Do not cut and paste the assignment in the submission box or points will be deducted. Clearly indicate the chapter title, book info, due date of the assignment, and your name (see below). I am looking for about 2-2.5 pages, single spacing, 12 font, one inch margins for each chapter. Late work is not permitted without an official, third-party document (ex. Dr. note) that indicates you were unable to the work around the time the assignment was due. Please see the student example posted under "files" in Canvas.

**Discussion Board (DB):** These assignments are designed to help the student collaborate with other students by means of discussion in developing a more thorough understanding of research method concepts. Students should apply concepts from the course to their response posts in order to make them critical and meaningful. Students are asked to post original contributions based on a discussion prompt and then post responses to other students' posts. Please follow the instructions on CANVAS *carefully* for each DB assignment. Use APA in-text citation only. Do not plagiarize other students' posts or you will be subject to SJSU Academic Integrity Policy (see below). Do not copy other students' format and follow the instructions exactly instead.

**Lecture Notes (LN):** For each chapter, I will review the major concepts with a recorded lecture. Take notes on these sessions to help you study for your quiz as a certain number of quiz questions will come from information highlighted the lecture. These notes must be placed in the dropbox by the deadline. I am expecting **notes in an outline format** with proper title and identification information, single-spaced, 12 font, one-page minimum.

**Online Quizzes (OQ):** These are timed exams and correspond with the chapters assigned and lectures given. Students will get 45 minutes for 30 questions. Generally, the quizzes cover two chapters, 15 questions each chapter. Students need to review their COs as well as review their lecture notes before they take the chapter quiz. Quiz questions are derived from the information in the chapters and the lectures. Quizzes are mostly multiple-choice questions and some true or false prompts. You may use your outline and lecture notes during the exam but please review your materials prior to the quiz.

Assignment Weight:

Assignment:	% of Grade
Chapter outlines (CO)	25
Online quizzes (OQ)	35
Discussion board (DB)	25
Lecture notes (LN)	15
Total	100

NOTE that [University policy F69-24](http://www.sjsu.edu/senate/docs/F69-24.pdf) at <http://www.sjsu.edu/senate/docs/F69-24.pdf> states that “Students should attend all meetings of their classes, not only because they are responsible for material discussed therein, but because active participation is frequently essential to insure maximum benefit for all members of the class. Attendance per se shall not be used as a criterion for grading.”

**Grading Policy**

**Grading: Assignments will be graded as described below:**

A-/A/A+(90-92/93-96/97-100)[excellent]: The paper (or project) contains no grammatical, spelling, or typographical errors. It is outstanding in clarity, style, and organization. The depth and accuracy of the information covered are appropriate for the assignment. The style and format of the paper are appropriate for the assignment. Paper demonstrates sharp analytical ability.

B-/B/B+ (80-82/83-86/87-89)[very good]: The paper (or project) contains a few minor grammatical, typographical and spelling errors. For the most part, it is clearly written and logically organized. The topic is covered in reasonable depth and the information presented is accurate. The style and format of the paper are appropriate for the assignment. Paper demonstrates good analytical ability.

C-/C/C+(70-72/73-76/77-79)[acceptable, ok]: The paper (or project) contains grammatical, typographical, or spelling errors. It could be more clearly written and logically organized. For the most part, the depth of coverage of the topic is thin and the information’s accuracy is questionable. The style and format of the paper need improvement. Paper demonstrates ordinary analytical ability.

D-/D/D+(60-62/63-66/67-69)[below average/unacceptable]: One of these grades will be received for ANY of the following reasons, with the specific grade assigned depending on the severity of the problems. The paper contains significant or serious grammatical, typographical, or spelling errors. It is not clearly written or logically organized. The train of thought is difficult to follow. The depth of coverage of the topic is not adequate. The information presented is inaccurate. The style and/or format of the paper are not appropriate to the assignment. Project shows dull analytical ability.

F(59 or less)[unacceptable]: A paper (or project) will receive an F if two or more of the following conditions are satisfied: The paper contains significant or serious grammatical, typographical, or spelling errors; it is not clearly written or logically organized; the train of thought is difficult to follow; the depth of coverage of the topic is not adequate; the information presented is inaccurate; the style and/or format of the paper are not appropriate to the assignment. The paper will also receive an F if some or all parts of the paper have been plagiarized, as defined later in this syllabus/syllabus.

Note “All students have the right, within a reasonable time, to know their academic scores, to review their grade-dependent work, and to be provided with explanations for the determination of their course grades.” See [University Policy F13-1](http://www.sjsu.edu/senate/docs/F13-1.pdf) at <http://www.sjsu.edu/senate/docs/F13-1.pdf> for more details.

## Classroom Protocol

Even though this is an online class, I must teach it Monday through Friday and honor campus holidays. Please use your time wisely to get assignments submitted on time. You can access assignments early to help you negotiate your time but deadlines are firm. Technical difficulties are the student’s responsibility (e.g. personal computer glitches, poor internet connection, software compatibility, etc) unless they are beyond the student’s control (CANVAS outage, CANVAS glitch, etc). **In the case that a technical difficulty occurs beyond the student’s control, the student must 1) take a screen shot to document the difficulty 2) seek the help of the help desk and 3) inform the instructor of the issue.** Seek me out by email for extra help to improve your performance in class. If we cannot improve your performance by email, we will do a virtual office appointment via google hangout or skype [www.skype.com](http://www.skype.com). Please submit all assignment in .doc or .docx. **Finally, you must read graded feedback.** If you repeat the same mistakes that have already been pointed out to you, your grade will increasingly suffer.

## University Policies

### Dropping and Adding

Students are responsible for understanding the policies and procedures about add/drop, grade forgiveness, etc. Refer to the current semester’s [Catalog Policies](http://info.sjsu.edu/static/catalog/policies.html) section at <http://info.sjsu.edu/static/catalog/policies.html>. Add/drop deadlines can be found on the current academic year calendars document on the [Academic Calendars webpage](http://www.sjsu.edu/provost/services/academic_calendars/) at [http://www.sjsu.edu/provost/services/academic\\_calendars/](http://www.sjsu.edu/provost/services/academic_calendars/). The [Late Drop Policy](http://www.sjsu.edu/aars/policies/latedrops/policy/) is available at <http://www.sjsu.edu/aars/policies/latedrops/policy/>. Students should be aware of the current deadlines and penalties for dropping classes.

Information about the latest changes and news is available at the [Advising Hub](http://www.sjsu.edu/advising/) at <http://www.sjsu.edu/advising/>.

### Consent for Recording of Class and Public Sharing of Instructor Material

[University Policy S12-7](http://www.sjsu.edu/senate/docs/S12-7.pdf), <http://www.sjsu.edu/senate/docs/S12-7.pdf>, requires students to obtain instructor’s permission to record the course and the following items to be included in the syllabus:

- “Common courtesy and professional behavior dictate that you notify someone when you are recording him/her. You must obtain the instructor’s permission to make audio or video recordings in this class. Such permission allows the recordings to be used for your private, study purposes only. The recordings are the intellectual property of the instructor; you have not been given any rights to reproduce or distribute the material.”
  - It is suggested that the syllabus include the instructor’s process for granting permission, whether in writing or orally and whether for the whole semester or on a class by class basis.

- In classes where active participation of students or guests may be on the recording, permission of those students or guests should be obtained as well.
- “Course material developed by the instructor is the intellectual property of the instructor and cannot be shared publicly without his/her approval. You may not publicly share or upload instructor generated material for this course such as exam questions, lecture notes, or homework solutions without instructor consent.”

### **Academic integrity**

Your commitment, as a student, to learning is evidenced by your enrollment at San Jose State University. The [University Academic Integrity Policy S07-2](http://www.sjsu.edu/senate/docs/S07-2.pdf) at <http://www.sjsu.edu/senate/docs/S07-2.pdf> requires you to be honest in all your academic course work. Faculty members are required to report all infractions to the office of Student Conduct and Ethical Development. The [Student Conduct and Ethical Development website](http://www.sjsu.edu/studentconduct/) is available at <http://www.sjsu.edu/studentconduct/>.

### **Campus Policy in Compliance with the American Disabilities Act**

If you need course adaptations or accommodations because of a disability, or if you need to make special arrangements in case the building must be evacuated, please make an appointment with me as soon as possible, or see me during office hours. [Presidential Directive 97-03](http://www.sjsu.edu/president/docs/directives/PD_1997-03.pdf) at [http://www.sjsu.edu/president/docs/directives/PD\\_1997-03.pdf](http://www.sjsu.edu/president/docs/directives/PD_1997-03.pdf) requires that students with disabilities requesting accommodations must register with the [Accessible Education Center](http://www.sjsu.edu/aec) (AEC) at <http://www.sjsu.edu/aec> to establish a record of their disability.

### **Accommodation to Students' Religious Holidays**

San José State University shall provide accommodation on any graded class work or activities for students wishing to observe religious holidays when such observances require students to be absent from class. It is the responsibility of the student to inform the instructor, in writing, about such holidays before the add deadline at the start of each semester. If such holidays occur before the add deadline, the student must notify the instructor, in writing, at least three days before the date that he/she will be absent. It is the responsibility of the instructor to make every reasonable effort to honor the student request without penalty, and of the student to make up the work missed. See [University Policy S14-7](http://www.sjsu.edu/senate/docs/S14-7.pdf) at <http://www.sjsu.edu/senate/docs/S14-7.pdf>.

### **Student Technology Resources**

Computer labs for student use are available in the [Academic Success Center](http://www.sjsu.edu/at/asc/) at <http://www.sjsu.edu/at/asc/> located on the 1st floor of Clark Hall and in the Associated Students Lab on the 2nd floor of the Student Union. Additional computer labs may be available in your department/college. Computers are also available in the Martin Luther King Library. A wide variety of audio-visual equipment is available for student checkout from Media Services located in IRC 112. These items include DV and HD digital camcorders; digital still cameras; video, slide and overhead projectors; DVD, CD, and audiotape players; sound systems, wireless microphones, projection screens and monitors.

### **SJSU Peer Connections**

Peer Connections, a campus-wide resource for mentoring and tutoring, strives to inspire students to develop their potential as independent learners while they learn to successfully navigate through their university experience. You are encouraged to take advantage of their services which include course-content based tutoring, enhanced study and time management skills, more effective critical thinking strategies, decision making and problem-solving abilities, and campus resource referrals.

In addition to offering small group, individual, and drop-in tutoring for a number of undergraduate courses, consultation with mentors is available on a drop-in or by appointment basis. Workshops are offered on a wide variety of topics including preparing for the Writing Skills Test (WST), improving your learning and memory, alleviating procrastination, surviving your first semester at SJSU, and other related topics. A computer lab and study space are also available for student use in Room 600 of Student Services Center (SSC).

Peer Connections is located in three locations: SSC, Room 600 (10th Street Garage on the corner of 10<sup>th</sup> and San Fernando Street), at the 1st floor entrance of Clark Hall, and in the Living Learning Center (LLC) in Campus Village Housing Building B. Visit [Peer Connections website](http://peerconnections.sjsu.edu) at <http://peerconnections.sjsu.edu> for more information.

### **SJSU Writing Center**

The SJSU Writing Center is located in Clark Hall, Suite 126. All Writing Specialists have gone through a rigorous hiring process, and they are well trained to assist all students at all levels within all disciplines to become better writers. In addition to one-on-one tutoring services, the Writing Center also offers workshops every semester on a variety of writing topics. To make an appointment or to refer to the numerous online resources offered through the Writing Center, visit the [Writing Center website](http://www.sjsu.edu/writingcenter) at <http://www.sjsu.edu/writingcenter>. For additional resources and updated information, follow the Writing Center on Twitter and become a fan of the SJSU Writing Center on Facebook. (Note: You need to have a QR Reader to



scan this code.)

### **SJSU Counseling Services**

The SJSU Counseling Services is located on the corner of 7<sup>th</sup> Street and San Fernando Street, in Room 201, Administration Building. Professional psychologists, social workers, and counselors are available to provide consultations on issues of student mental health, campus climate or psychological and academic issues on an individual, couple, or group basis. To schedule an appointment or learn more information, visit [Counseling Services website](http://www.sjsu.edu/counseling) at <http://www.sjsu.edu/counseling>.