STEVE SULLINS  
E-mail: ssullins2@uco.edu  
Time:  7:30-10:15 P.M. Thursday  
Room:  Liberal Arts 120  
Office Location and Hours: None  
Instructor Telephone Number: None  
Sociology Department  

Communication with class regarding handouts, special announcements, etc. will generally be via e-mail. Please check your e-mail regularly.  

ADA Statement regarding special accommodations: The University of Central Oklahoma complies with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. Students with disabilities who need special accommodations must contact the assistant director of Disability Support Services, Kim Fields, in room 309 of the Nigh University Center, (405) 974-2549

UCO Policy: No tobacco, food and/or drinks may be used in classroom during class. CELL PHONES/PAGERS: Please turn off cell phones and pagers during class sessions.

FOR INFORMATION ON THE CATEGORIES FOLLOWING THIS STATEMENT, READ THE ATTACHED STUDENT INFORMATION SHEET AND SYLLABUS ATTACHMENT:

1. Academic Integrity Statement  
2. UConnect Statement  
3. ADA Statement regarding special accommodations  
4. Incomplete Grades  
5. Withdrawing from all classes  
6. Withdrawing from all classes – Federal Aid Recipients  
7. Emergency Individual Class Drop or Complete Withdrawal  
8. Important Dates  
9. Semester Holidays  
10. Library Hours  
11. Weather Related Information  
12. Emergencies During Finals Statement  
13. Final Exam Daily Limits  
14. How to Contact a Faculty Member  
15. Class Attendance is Important  
16. Expectation of Work  
17. We’re here for you!  
18. Helpful Numbers  
19. Course Evaluations  

COURSE TEXT:


COURSE OBJECTIVES: After completion of this course, the student will:
1. Explain the sociological perspective for the study of criminology.

2. Identify and analyze various approaches to defining criminology.

3. Have a basic knowledge of criminal offenses and crime statistics.

4. Explain and understand seriously deviant and antisocial behavior committed by criminals in terms of its etiology.

5. Examine and identify the various theories dealing with the origin of criminal behavior.

6. Explain aspects of criminal activity within the context of collective behavior, that is, specific groups.

7. Learn, identify, describe and understand Oklahoma and national criminal court processes and examine the criminal's experience within the criminal system.

8. Identify and understand the major treatment and prevention strategies employed by society to control and rehabilitate criminals.

9. Do some original thinking that will prepare you to participate in the social quest to better understand, reduce and control crime.

SOME PERSONAL THOUGHTS ON STUDYING AND UNIVERSITY LIFE:

A suggestion on studying....... First, read the materials for class in a leisurely manner without underlining or taking notes. After we have covered all of the materials, read the materials a second time, underlining and/or putting notes in your book. This will enable you to have a ready outline for the tests and will shorten your review (anxiety)

You should always take university work seriously; however, let me give you thoughts on the process. First, have a good time while you are in college. Second, spend a little time each day for you without thinking about school or work – walking is always good exercise. Third, spend a longer period each week when you do things with your friends, significant other, etc., such as, going to a movie, bowling, etc. Remember the motto: All work and no play make a person rather dull! Finally, college and university endeavors are not for everyone; do not be ashamed to say, "Hey, this is not for me!" Nor is success at the university a measure of what you are worth as a person. If you need counseling for a particular problem or situation, it is always available at UCO and if you do not know how to access it, come see me and I will assist you. There are a number of resources that will assist you in your academic studies; if you are unaware of them, visit with me and I’ll point you in the right direction. Finally, my door is always open to you to discuss university work and/or personal situations. Having been a student formerly (I know that is hard to believe!), I know that situations and time schedules challenge a person at times. But, remember, there is never a situation that cannot be remedied or handled! A good suggestion is talk with someone about the problem, situation or wait 72 hours before reacting to something that upsets you.

READING:

Attached to this syllabus is a projected weekly schedule of your reading assignments and lecture topics. Approximate times for the exams are also given. Specific dates for the exams and other assignments will be given in a timely fashion as per announcements in class. YOU SHOULD COMMENCE YOUR READING ASSIGNMENTS FROM DAY ONE AND READ THE MATERIALS PRIOR TO CLASS. Class participation is very vital and will be considered in grading. If you are called upon to answer a question and you answer, "I do not know" without a knowledgeable attempt to answer the question, you may be penalized "5
percentage points," or if you answer, "I have not read the material," you may be penalized "5 percentage points." PLEASE COME TO CLASS PREPARED.

LECTURE MATERIALS:

Lecture materials will parallel but not repeat your class reading assignments. Please do not ask me to repeat materials covered in class if you are absent as you will be responsible for obtaining those notes from another student. If there is a point that you do not understand, please ask the question in class and I will be diligent in explaining that during class session. A good suggestion is to form a "buddy" relationship with someone in class and obtain those notes from that person if you miss class or have that person tape the class.

EXAMS/GRADING:

The tests will be conducted according to the projected reading and exam schedule which denotes the value of the tests, however, these are approximations and announcements will be made in class about specific dates for tests. Grading will be according to a percentage of the total number of points for the semester, including the writing assignment and class presentations. All exams are Multiple Choice, True – False and Matching. Final Grades will be based on the average of your 5 tests and your term paper. You are allowed to drop your lowest grade from an exam with a term paper. Each exam and the term paper are all worth 100 points. Therefore your final grade will be based on a percentage of the total possible points for the class of 500.

MAKEUP EXAMS:

Since you are allowed to drop one test from your final total, no make up exams will be allowed unless there are exceptional circumstances. For example, if you have a statement from a physician stating that you could not attend/should not have attended class, a statement from other personnel of the University stating that you were involved in another project for the University, or if you consult with me DURING OFFICE HOURS about a compelling reason for missing an exam, I may excuse the absence in addition to allowing you to make up the exam. YOU SHOULD MAKE EVERY EFFORT TO ATTEND A SCHEDULED EXAM! You must contact me immediately upon your return to the campus after an illness, etc., in order to be permitted to make up an examination, and in no event should you wait more than three days to contact me about the makeup examination after you have returned to the campus. Permission to take a makeup exam will be within my discretion and usually, all makeup exams are all essay questions. Any exam taken other than on the date of the scheduled exam is subject to a point deduction of 10-25%.

ATTENDANCE:

The University of Central Oklahoma recognizes that attendance is an important part of any course; however, I believe that class attendance and participation are an important and integral part of the university learning experience. I will reserve the right to excuse an absence for a "bona fide" reason without it being assessed against you, such as, having a car wreck. IF YOU COME IN LATE TO A CLASS, IT IS YOUR OBLIGATION TO ADVISE ME AT THE END OF THE CLASS OF YOUR ATTENDANCE. Likewise, if you attend a class only part of the class period, I reserve the right to not give you credit for attending the full class period. If you must leave early or arrive late at the class, please advice me before doing so and I will be aware of why you are arriving/leaving other than the regularly scheduled time. If you are persistently tardy (3 or more times) OR leave the class without permission (3 or more times), you may be penalized 5 points for each infraction, not given credit for that class period, or asked to drop the class if excessive, unless you make arrangements with me. You should arrange your schedule so that you can attend the class on time. If I am not in class within fifteen minutes
from the starting time, you may assume that I am ill, etc., and that class will not meet for that period.

Students are responsible for the timely completion of all assignments and for being prepared each week for class discussion. According to OSRHE 11-2-34, full-time students are expected to spend approximately 40 hours per week of classroom activities. This translates to roughly two to three hours outside of class for each credit hour per week. You should devote 6 to 9 hours per week working toward the mastery of the material in this course.

Attendance: If your absences exceed 30% of the legal class periods, fail to discuss your absences with me, request some or all of the absences excused for legitimate reasons, you may be subject to receiving a grade of “F” or a lower the grade for the class. If I choose to lower the grade, it will be based upon the following:

- 20% - 1 lowered grade level (e.g. if an “A,” then the grade would be a “B”)
- 30% - 1 lowered grade level (e.g. if an “A,” then the grade would be a “C”)
- 40% - 1 lowered grade level (e.g. if an “A,” then the grade would be a “D”)

ACADEMIC INTEGRITY:

I assume that you will exercise academic integrity concerning all exams, papers and assignments. Academic dishonesty eventually catches up with a person. If you should be caught "cheating," the penalties may range from failure on the assignment to expulsion from the University of Central Oklahoma. If you should be caught "cheating" (that is, having someone write your term paper, purchasing a term paper, writing sections from sources without giving them credit, etc.), I may give you an "F" for the semester, give you no grade for the assignment and/or recommend your expulsion from the university. Having someone to critique your paper, advise you on grammar, research, etc. and/or comment on the paper is very wise and is not what the above comments are about.

Academic dishonesty includes, but is not confined to: plagiarizing; cheating on tests or examinations; turning in counterfeit reports, tests, and papers; stealing tests or other academic material; knowingly falsifying academic records or documents of the institution; accessing a student’s confidential academic information without authorization; disclosing confidential academic information without authorization; and, turning in the same work to more than one class without informing the instructors involved. Each student is expected 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 academic dishonesty will be subject to disciplinary action. More information concerning this policy can be found on page three of the UCO Student Code of Conduct located at:

http://bronze.uco.edu/ssvp/UCOStudentRights.pdf

TERM PAPER:

The Board of Regents and the College of Liberal Arts require writing assignments for 3000, 4000 and 5000 level classes. Aside from those requirements, compiling information and writing a term paper, critique, etc. are excellent practices for you to improve your skills as most every job that you will encounter in the future will depend upon oral and/or written communication. Be true to yourself and improve your skills. I am not looking for expert work, only good efforts so that I can assess where you are at in your writing skills and offer suggestions, if needed, to you.

I welcome any suggestions for completing a written assignment that is different than that set forth below, alternatives/variations to the materials below or topics, etc. that you might have in improving the following material.
**Term Paper:** 5 Pages in length (not including the cover page, table of contents and Works Cited page), and must be in format according to the Criminal Justice Student Writer’s Manual (latest edition). At the end of the fourth week, I will ask you to turn in your topic for the term paper. Your textbook can not count as one of the 5 mandatory references from academic sources (professional journals, interview with professional, certain magazine articles, books by professionals in the field, etc.).

All term papers must be consistent with the criteria in The Criminal Justice Student Writer’s Manual listed at the beginning of this syllabus. The paper (100 Points maximum), must be turned in as set forth on the attached schedule. I have attached an assessment sheet that will state the requirements of writing a term paper and the points for each section. You should use the assessment sheet as a review to guide you in order to determine if you have included the appropriate categories in the term paper.

If you wish to retain a copy of any papers submitted to me, please make yourself a copy before submitting the final version for grading.

**Deadlines:** Term paper 13th Week April 18th

**Plagiarism:** All writing assignments that you submit for this course must either be entirely your own or properly referenced/cited in the paper. Violations constitute plagiarism. A case involving plagiarism is usually referred to the Discipline Committee, which can recommend in extreme cases dismissal from the University. There are two major types of plagiarism:

1. Word-for-word copying, without acknowledgment, of another writer. Having another person write or dictate all or part of one’s composition is plagiarism. In addition, you should not copy a printed passage, no matter how brief, without acknowledging its source.

2. The unacknowledged paraphrasing of an author’s ideas. You should not take credit for another person’s thoughts. Any distinctive, original idea taken from another writer should be credited to its author. If you are uncertain about the distinctiveness of an author’s idea, it is best practice to acknowledge the author.

**PROPER DOCUMENTATION IS ALWAYS IMPORTANT!**

**CLASS POLICY:**

I hope that you will be courteous toward me and other students in class. Talking during the lecture or discussion is distracting to everyone. Please try to be on time for class.

**CRIMINOLOGY PROJECTED CLASS SCHEDULE AND GRADING SCALE**

<table>
<thead>
<tr>
<th>CHAPTERS</th>
<th>POINTS</th>
<th>DATE OF TEST</th>
<th>TEST</th>
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<tbody>
<tr>
<td>Chapters 1-3</td>
<td>100</td>
<td>January 31st</td>
<td>1</td>
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<tr>
<td>Chapters 4-6</td>
<td>100</td>
<td>February 21st</td>
<td>2</td>
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<tr>
<td>Chapters 7-9</td>
<td>100</td>
<td>March 14th</td>
<td>3</td>
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<tr>
<td>Chapters 9-12</td>
<td>100</td>
<td>April 11th</td>
<td>4</td>
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</table>
Your final examination is May 9th at 7:30 p.m.

Class Participation is considered in regard to points necessary to move from one category to another. For example, if you are near an “A” and have participated in class discussions, I would be likely to award the “A.” I do not just automatically “bump” you up to the next highest grade if there is not class discussion.

*PROJECTED GRADING SCALE:

90-100 = A  
80-89 = B  
70-79 = C  
60-69 = D  
59 = F

I WANT YOU TO BE SUCCESSFUL IN YOUR ACADEMIC ENDEAVORS IN THIS CLASS. TO THAT END, I AM ALWAYS AVAILABLE TO ASSIST YOU. I ENCOURAGE YOU TO TALK WITH ME BEFORE A SIGNIFICANT PROBLEM ARISES, BUT THAT IS NOT ALWAYS POSSIBLE, SO, PLEASE FEEL FREE TO VISIT WITH ME ANYTIME. REMEMBER, IF YOU DECIDE TO DROP MY CLASS OR OTHER CLASSES AT THE UNIVERSITY OF CENTRAL OKLAHOMA, PLEASE WITHDRAW OFFICIALLY AT THE UNIVERSITY CENTER BUILDING. IF YOU ARE EXPERIENCING DIFFICULTIES AND/OR THINKING ABOUT WITHDRAWING, PLEASE TALK WITH ME BEFORE YOU DO THAT BECAUSE, I DO NOT WANT YOU TO LOSE MONEY AND/OR COURSE CREDIT IF I CAN WORK OUT AN ALTERNATIVE SITUATION WITH YOU. BEST WISHES TO YOU FOR AN EXCELLENT SEMESTER!
# CLASS: Criminology

**TERM PAPER REQUIREMENTS/ASSESSMENT FORMAT**

<table>
<thead>
<tr>
<th>CATEGORY</th>
<th>POINTS</th>
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<tbody>
<tr>
<td><strong>Cover Page:</strong></td>
<td>10</td>
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<tr>
<td>Title of Paper</td>
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<td>Name of student</td>
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<td>Course number - Title of Class</td>
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<td>Time of class</td>
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<td>Date submitted</td>
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<tr>
<td><strong>Table of Contents</strong></td>
<td>10</td>
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<tr>
<td>Introduction</td>
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<tr>
<td>Sections (Expand in detail)</td>
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<tr>
<td>Conclusion</td>
<td></td>
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<tr>
<td>References</td>
<td></td>
</tr>
<tr>
<td>Page Number for each section</td>
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<tr>
<td><strong>Table of Contents followed clearly</strong></td>
<td>5</td>
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<tr>
<td>Headnotes in body of paper must match the table of contents</td>
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<tr>
<td><strong>Conformity to margins</strong></td>
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<td>1 inch left margin,</td>
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<td>top, bottom &amp; right margin.</td>
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<td>1 ½ on left side if using a binder on left side</td>
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<tr>
<td><strong>Justified Margins - Left &amp; Right</strong></td>
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<tr>
<td><strong>Documentation of points in paper</strong></td>
<td>15</td>
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<tr>
<td>Document every source in text of paper</td>
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<tr>
<td>(e.g. Brown 2005:84-89) - at a minimum</td>
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<td>at least every paragraph</td>
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<tr>
<td><strong>Use of CJ Writer’s Manual Guidelines</strong></td>
<td>10</td>
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<tr>
<td>on Documentation (See Johnson, et al)</td>
<td></td>
</tr>
<tr>
<td><strong>References in CJ Writer’s Manual format</strong></td>
<td>10</td>
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<tr>
<td>(See Johnson, et al)</td>
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<tr>
<td><strong>Overall style and content</strong></td>
<td>20</td>
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<tr>
<td>(word usage, sentences, paragraphs, correct citations, good flow of content, neat work, spelling &amp; typing errors)</td>
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<tr>
<td><strong>Theoretical strength and validity</strong></td>
<td>15</td>
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<tr>
<td>of the issues presented in scholarly manner (sources 10 years old or less generally and academic - professional journals, etc.)</td>
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<tr>
<td><strong>TOTAL</strong></td>
<td>100</td>
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I will return the original paper and assessment to you for review before the end of the semester, but you must return those to me for credit to be entered in my grade book. You may not retain the original paper submitted to me as those have to be retained in my
ATTACHED STATEMENTS ON TERM PAPERS & READING THIS SYLLABUS:

Attached is a "Statement" regarding your term paper and reading this syllabus. PLEASE read the contents of this syllabus and conditions on submitting a term paper, articles reviews, etc. The statement below will need to be signed and returned to me on the second class period.

ADDITIONAL STATEMENTS ON TERM PAPER/PROJECT AND READING OF SYLLABUS

"STATEMENT"

I hereby certify that I have read and understood the syllabus for Criminology and:

I further state that:

1. The assignments required in this class will be my own original work,

2. I will not copy, borrow or buy any portion of the term paper/project,

3. I will not submit a term paper/project for any other university level class unless I have advised both professors of the dual submission,

4. I will not submit a term paper that I have submitted in another class unless I receive written permission to use the term paper or a portion thereof for the term paper in this class;

5. If I violate this statement, I may be subject to penalties ranging from academic discipline by the professor of this class (being given an "F" for the entire class or for the term paper, or my grade may be lowered by the professor of this class. I understand that I may also be subject to other penalties from the university.

______________________________
Printed Name of Student

______________________________
Signature of Student

______________________________
Student ID Number

DATED:_______________________