

[MAJOR] CRJ - CRIMINAL JUSTICE

Criminal Justice Panel

Course Approval Decision Criteria

Course Review Procedures

An institutionally-approved representative syllabus in electronic form is required by the panel for its review. Institutions should submit an actual and recent syllabus. If the course has yet to be taught at an institution, a sample syllabus intended for future students is still required.

Institutions sending a course to this panel for approval must document that the course has gone through that institution's acceptance process and verify that the course is an appropriate submission. The process can begin at the individual instructor level, but it must have received approval of the department, curriculum committee, division, or other administrative group prior to proceeding to the next step of the college's established submission process.

The course syllabus must clearly include the following elements, **regardless of modality**:

- Course prefix, number, and title
- Semester credit hours
- Course description (institution's catalog description recommended)
- Course objectives
- Detailed topical course outline or a detailed a weekly course schedule of material to be covered – **this should go beyond chapter numbers and titles to include items to be discussed in lecture and readings**
- Textbook(s)/Learning Resources used - see textbook and on-line resource information in details below
- Means or methods of evaluation of student learning
- Grading scale

General Coding Practice

A course can only be assigned to one CRJ code/description. Institutions should be clear and careful in determining which IAI code is identified for any syllabus submitted for approval. The institution should also assure that the course meets the minimum semester credit hour requirement.

A student may "count" only one course per code in fulfilling CRJ requirements, even though an institution may assign more than one course to a code. In some cases, however, students at schools on a quarter calendar may need to complete two courses to equate to a one-semester course. An equivalency in this circumstance would be three quarter-credits equals two semester credit hours and five quarter-credits equals three semester credit hours.

Course Descriptions

The course descriptions for each submitted course should compare favorably to the description given on the iTransfer website. Courses that substantially deviate from the suggested description will not be approved.

Course Content

The course content should verify the course description. An outline of the course content describing the sequence in which the course's topics will be covered is required to be included in the syllabus. This outline can be supplemented by a daily or weekly schedule of topics to be discussed. The outline will be used by the panel to determine if appropriate attention is given to the specific topics that accurately match the course description. An outline simply listing "Chapter 1, Chapter 2, etc." is not acceptable. The course topics *must* be listed in this outline.

Course Objectives (Student Learning Objectives)

The course objectives should state measurable learning outcomes for students. The objectives should be stated in such a manner that it is clear how these outcomes will be assessed, such as through objective/subjective examinations, written assignments, oral presentations, etc.

Textbooks/Learning Resources

The syllabus for submitted courses must include a listing of the text(s) that are required for the course. This listing must include the text's author, edition, date of publication, and publisher. It is recommended that the text's ISBN also be included in the textbook description. A fairly recently published text is required for course approval. Supplemental texts or other reading materials required for the course must also be listed. Texts reflect and support writing, speaking or content outcomes and requirements. As institutions pursue the opportunity to expand into online/open resource electronic text material, the panel has sought to provide some necessary guidance on citing these learning resources in submitted syllabi and documents. If any online reading or resource materials are used, provide accessible evidence which may be a complete working url or bibliographic citation. This site/resource must be active, working, and viewable by the panel. Active hyperlinks are acceptable but cannot be embedded in an online learning system.

Methods of Evaluation / Grading Scale

The means of evaluating a student's performance in the course must be included in the submitted syllabus. Means of measurement acceptable to the panel include objective and/or subjective exams, quizzes, written assignments, oral presentations, group projects, and attendance points. Other types of student evaluation or measurement may be accepted on a case by case basis.

A grading scale must also be included in the submitted syllabus and should list any special weighting of particular assignments, quizzes, exams, presentations, or attendance points.

Common Reasons Courses are not Approved

In order to facilitate prompt approval of course submission, it may be helpful to be aware of some common reasons for which courses are not approved:

- Course title does not match course description
- Course content does not match course description
- Course is too broad in scope - outline contains too many topics
- Course is too narrow in scope - outline has too few topics to fulfill course description
- Course is not a lower division course
- Course syllabus has weak or un-measurable objectives
- Course syllabus has no means of evaluation or grading scale