Criminal Justice Online Masters Programs: Instructor Orientation

Topics to Be Covered

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- Syllabus Checklist

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Welcome

The School of Criminal Justice (SCJ) at Michigan State University (MSU) offers online Masters degree programs that cater to professional students seeking a terminal degree, that is, those students not intending to pursue a doctorate degree.

The School of Criminal Justice is committed to providing students with high quality learning experiences. Students enrolled in online Masters degrees typically differ from students enrolled in our on campus Masters degrees in that they seek additional credentials to advance their professional careers and most are not enrolled full-time, but are balancing responsibilities to careers and/or families, in addition to their graduate studies.

As you begin as an instructor in SCJ, we hope you will utilize all of the resources available to you. This orientation is designed to acquaint you with SCJ's online programs and MSU's instructor's resources.

Introduction to the Program

- Michigan State University's School of Criminal Justice is the oldest and one of the most respected criminal justice programs in the nation. Graduate studies in the School of Criminal Justice began in 1956.

- Online Graduate Degree Programs:
    - Masters of Science in Criminal Justice (CJ)
        - Primary Contact Dr. Chris Melde
    - Masters of Science in Law Enforcement Intelligence and Analysis (LEIA)
        - Primary Contact Dr. David Carter
    - Masters of Science in Judicial Administration (JA)
        - Primary Contact Dr. Maureen Conner

- Students must complete the Masters degree within **six years**. The semester in which the first class that can be applied to the degree is taken is considered the student's first semester in the program.

Directors

Director of School of Criminal Justice

- Mary Finn, PhD

Graduate Program Director

- Chris Melde, Ph.D

Faculty, Academic Specialists, and Support Staff

Go to http://cj.msu.edu for a full listing of our Faculty, Academic Specialists, and Support Staff along with their photos and bios.

Textbook & Course Packs

- Textbook selections are due 6 months prior to class starting

- Contact person for textbooks is Peggy Donahue (donahu38@msu.edu). Please contact her to request an instructor copy of your textbook

- Textbook information: http://www.schedule.msu.edu. Select the semester, subject, and course number, and then click on Search for Courses. Once you have found the course, click on the **section number** (usually 730 or 731) to view the textbook information

- For future semesters

  - Ordering Textbooks: https://reg.msu.edu/Forms/DegDef/DegDefMenu.asp

  - Ordering Course Packs (same as above)

    - Vendor: Wes Siegrist at Coursepack+Plus 517-749-3988

Syllabus Checklist

- **MSU Minimum Course Syllabi Content Required** (as set by MSU Office of Faculty and Organizational Development (F&OD).
  - a) instructional objectives
  - b) instructor contact information and office hours
  - c) grading criteria and methods used to determine final course grades
  - d) date of the final examination and tentative dates of required assignments, quizzes, and tests, if applicable
  - e) attendance policy, if different from the University attendance policy and especially when that attendance policy affects student grades
  - f) required and recommended course materials to be purchased, including textbooks and supplies; and
  - g) any required proctoring arrangements to which students must adhere (effective Spring 2013).

- Full Checklist

Access to D2L, Email, NetID

- Access will be provided once your appointment has been completely processed.

- MSU NetID is used for email and for D2L.

- Once you have access, you will need to enable the course

- Whenever possible, please get D2L enabled prior to the first day of class as many online students are employed and earlier access allows them ample time to prepare and coordinate their work schedules.

Using D2L

- Go to: https://d2l.msu.edu/

- Login with MSU NetID and Password

- Your course(s) will be listed, as well as any communities to which you have been added

- Courses for Instructors (enrollment is under Self Registration)
  - If you have never used D2L, it is recommended to complete the **D2L Self-directed Training**
  - Another recommended course is the **Best Practices for using D2L to Deliver Quality Instruction**
  - Other courses are available: Accessibility for Course Content, Teaching Online by Epigeum, and a Student's Getting Started with D2L (for students)

Using Email

- Go to: https://mail.msu.edu/

- Enter MSU NetID and Password

Recording Lectures

- Website: https://mediaspace.msu.edu/

- Click on My Media and Log in with NetID

- Click on Add New
  - Select Webcam Recording a video of yourself, or
  - Select CaptureSpace Recording if you want to show your desktop and your voice, but not yourself.

- Save and download to embed

- Additional Instructions: https://mediaspace.msu.edu/help

Student Referrals

- Student issues and complaints: Dr. Chris Melde, SCJ Graduate Director, melde@msu.edu

- Writing Center Online Consulting

- MSU Library : CJ Resources and CJ Data & Statistics

- Counseling Center

- Accommodations Requests for Students with Disabilities

- Financial Aid

- Graduate Student Rights & Responsibilities

- Academic Honesty & Integrity

- Student Accounts (Office of the Controller) Tuition and Cost Information/ Billing & Fee Payment Schedule

Resources and Websites

- Registrar's Office

- School of Criminal Justice

- Adjunct Faculty Handbook: http://cj.msu.edu/about-us/information-school-criminal-justice-employees/.

- MSU Human Resources

- Getting Paid

- MSU Academic Governance

- Faculty Handbook Index

- Code of Teaching Responsibility

- Faculty Resource Center for Persons with Disabilities (RCPD)

- Final Exam Policy

Additional Resources

- Religious Observance Policy

- Religious Observance Statements

- Grief Absence Policy

- VISA (Verified Individualized Services & Accommodations) Policy

- The Ombudsperson web page on classroom policies

- The Ombudsperson web page on Syllabus FAQ

- Independent Study, Incomplete, and E-Option Applications and Policies

Thank you and Follow-up

- If you have any questions about any of the material in this orientation, please contact Michelle Emerson-Lewis (emerso71@msu.edu)

- Best of luck with your courses in the School of Criminal Justice!