

**STUDENT MANUAL
ECONOMIC CRIME AND JUSTICE STUDIES
UTICA COLLEGE
315.792.3055
Main Office: Room 205 DePerno Hall
1600 Burrstone Road
Utica, NY 13502**

MISSION OF THE COLLEGE

The mission of Utica College is to educate students for rewarding careers, responsible citizenship and fulfilling lives by integrating liberal and professional study, by creating a community of learners with diverse experience and perspectives, by balancing its local heritage with a global perspective, by encouraging lifelong learning and by promoting scholarship in the belief that the discovery and application of knowledge enrich teaching and learning.

PROGRAM MISSION

The mission of Economic Crime and Justice Studies (ECJS) is to create a community of learners for careers in the field of criminal justice through the integration of liberal and professional courses that reflects current knowledge, high ethical standards and personal responsibility. We also foster attention to national and global perspectives, critical-thinking, problem-solving, teamwork, written and oral communication and the role of technology as they relate to the administration of justice.

VALUES

The values for ECJS are based on the following:

Individual attention to students

Student responsibility for learning and course planning

Pragmatic and innovative approaches to teaching

Fostering diversity of perspectives in our global society

Community and professional service

Open communication and the sharing of ideas

Dedication to the well being of others

Lifelong learning that may occur in future training and academic experiences

PROGRAM VISION

Our vision is to be a national renowned professional program that is known for academic excellence, innovative teaching and highly creative and skilled students.

GENERAL PROGRAM LEARNING OUTCOMES

A student who graduates from programs sponsored by ECJS will master the following general knowledge and skill areas:

An understanding of major professional concepts in the disciplines of criminal justice, economic crime, and cybersecurity and information assurance

The ability to critically think and apply information to problems

The ability to communicate information orally and in writing

An understanding of the role of technology in field operations

An understanding of research design and how one prepares and executes a research project. Included in this is a review of basic quantitative and qualitative skills that are used in the field

An understanding of how ethical issues impact decision making

An understanding of how diversity issues relate to criminal justice operations and policy

An understanding of major issues in a global environment

ORGANIZATION OF THE DEPARTMENT

ECJS offers the following programs: Major in Criminal Justice (BS Degree), Major in Criminal Justice – Economic Crime Investigation (BS Degree), Major in Criminal Justice – Cybersecurity and Information Assurance (BS Degree), Graduate Degree in Economic Crime Management (MS).

The programs are part of the School of Business and Justice Studies headed by Dean John Johnsen.

At this time Dr. McBride serves as Executive Director for ECJS and Director of the Economic Crime Management Program.

Dr. Rebovich is Chair of the Economic Crime Program and Executive Director for the Center for Identity Management and Information Protection (CIMIP).

Dr. Sharma is Chair of the Criminal Justice Program.

Professor Ryan serves as chief advisor for online students.

Professor Nichols is Chair of the Cybersecurity and Information Assurance Program and Director of the Computer Forensics Research and Development Center.

Dr. Curtis is Executive Director for the Economic Crime Institute.

ACADEMIC ADVISOR

Each student is assigned an academic advisor. The role of the advisor is to assist the student in academic planning issues related to the program. Each student is responsible for planning and completing all coursework in a timely manner.

The advisor is required to approve the courses to be taken by the students as presented in the campus registration process. Students must meet with their advisor either in group or individual settings for registration purposes.

ACADEMIC INTEGRITY AND PLAGIARISM

Academic integrity is central to the learning and teaching process. Students are expected to conduct themselves in a manner that will contribute to the maintenance of academic integrity by making all reasonable efforts to prevent the occurrence of academic dishonesty. **Academic dishonesty** includes, but is not limited to, obtaining or giving aid (electronically or in person) on an examination, having unauthorized prior knowledge of an examination, doing work for another student, and plagiarism of all types.

Plagiarism is the intentional or unintentional presentation of another person's idea or product as one's own. Plagiarism includes, but is not limited to, the following: copying verbatim all or part of another's written work; using phrases, charts, figures, illustrations, or mathematical or scientific solutions without citing the source; paraphrasing ideas, conclusions, or research without citing the source; and using all or part of a literary plot, poem, film, musical score, or other artistic product without attributing the work to its creator. Students can avoid unintentional plagiarism by following carefully accepted scholarly practices. Notes taken for papers and research projects should accurately record sources to material to be cited, quoted, paraphrased, or summarized, and papers should acknowledge these sources. The penalties for plagiarism range from a zero or a **grade of F on the work** in question to expulsion from the program or college. Students may learn more about Utica College's formal policies at:

<http://www.utica.edu/academic/catalog/academicregulations.pdf>

ACADEMIC REQUIREMENTS

Academic regulations and course requirements for each degree are published in the college catalog and are outlined on a planning sheet used for by the advisor. Each student is responsible for completing the program course requirements.

Each student is required to maintain a 2.5 academic average to maintain good standing in program majors. This average is calculated for major and major related courses in the program and serves as the benchmark for admittance to CRJ 461 Senior Seminar and CRJ 470 Internship. Students who fall below this average may continue to take courses in the program to raise their average. Please see the Admissions and Retention Policy regarding maintaining enrollment in the programs.

ATTENDANCE

Attendance will be taken in order to comply with college administrative requirements. Grading penalties may be imposed for excessive lack of attendance. We have defined “excessive” as more than **three (3) unexcused absences** from classes that meet three times a week, **two (2) unexcused absences** from class that meets twice a week, or **one (1) unexcused absence** from class that meets once a week. The penalty for additional unexcused absences is the demotion of one letter grade for each additional unexcused absence.

Unexcused attendance(s) affects negatively both your individual participation grade and your team’s performance. Those involved in sports please contact your respective coaches to provide your professors with a written schedule for practice sessions and games so that you do not get marked absent.

CELL PHONES / PALM PILOTS / PAGERS / CDROM / DVD PLAYERS

Turn off all your electronics “GADGETS” before entering our class. These devices are enormously disturbing and rude to your fellow students and me. Frankly, We are more important! Use of these devices during class or especially during an exam, may earn you an **F** for the class session or on your test. Further, you may need to show cause why you should remain in class for the balance of the semester.

CLASS DISCUSSIONS

We bring differing points of view to each class. Participation is not only encouraged but many times purposefully initiated to explore topics holistically. Challenge yourselves – especially when solving asymmetric team problems. *Respect* and *professionalism* are the operative guidelines for our discussions.

COMPREHENSIVE EXAMINATION

Senior students are required to take CRJ 461 Senior Seminar. During this course, a number of assessments of specific program learning outcomes will be conducted including a comprehensive examination. This examination will test student mastery of basic concepts, processes, and theories as they relate to criminal justice, economic crime investigation, and cybersecurity and information assurance. The examination, which consists of both multiple choice and essay questions, is specific to the student's program of study. The comprehensive examination is graded on a Pass/Fail basis. Students must receive a total of at least 70 points to pass the comprehensive examination. Students who fail to attain this grade will be required to take either a second version of the entire written examination or an oral examination. Students must pass a version of the comprehensive examination to graduate from the program. Please consult your instructor for specific content mastery areas and examination format.

COURSE EVALUATIONS

Feedback on each undergraduate course and instructor is important to the College, your professor, and to all students. Utica College has the responsibility to assess the effectiveness of classroom instruction, and each student has the responsibility to provide accurate and timely feedback through completion of the course evaluation form.

DISABILITIES

Any student who needs an accommodation due to a disability should make an appointment to discuss the accommodation. A memo from the Coordinator of Learning Services authorizing the accommodation is required (Kateri Henkel, khenkel@utica.edu, 315-792-3032).

EMAIL PROTOCOL

Email Messages Please remember to put your course name and number in the Subject of every email. In online courses, the volume of email and attachments is significant. Begin your message with an appropriate salutation such as, "Professor _____"

ENROLLMENT IN ON-LINE COURSES

Enrollment in online courses sponsored by ECJS is reserved for those majors enrolled in online programs related to Economic Crime Investigation and Cybersecurity and Information Assurance. Campus based students will be allowed entry into these courses based on availability and approval by the online program advisor and the executive director.

FACULTY OFFICE HOURS

Faculty members are required to maintain office hours during the regular semester. These hours are posted on the front doors and advertised in course syllabi. They are also kept on record with the department secretary.

Students should avail themselves to discuss course and program concerns and issues during regularly scheduled times or by appointment.

FAMILY EMERGENCY/STUDENT ILLNESS

In the event of extended illness or family emergency, please notify your academic advisor and the office of Student Affairs at x3100. They will prepare a notice that will be sent to all instructors for the semester. Upon return to campus or recovery, please meet with your academic advisor.

For on-campus emergencies call Campus Security at: 792-3046 or 611.

INTERNSHIP PROGRAM

The Internship program emphasizes the merger of theory and practice. Criminal justice-economic crime investigation / cybercrime investigations and information assurance students are required to complete a full-time internship. Interns perform entry-level work and are generally afforded the opportunity to experience all aspects of the agency or corporation that focuses on economic crime. Internship positions are available in a variety of public agencies and corporations and are offered every semester under the direction of a faculty member. Students who are eligible to intern must meet the following requirements:

1. Have an overall college grade point average of 2.3 or better and have completed 90 credit hours.
2. Have a 2.5 grade point average in courses that are required for the major in Criminal Justice, Cybersecurity and Information Assurance, and Economic Crime Investigation, including major, major-related, major elective, and concentration courses.
3. Be reviewed and approved by the Criminal Justice faculty. In addition to academic concerns, the student's character, ethical behavior, and professionalism will be considered. Students may be requested to meet with the faculty to discuss specific concerns.
4. A list of students scheduled to be engaged in internships during the next semester will be circulated among the faculty. Each faculty member will be given the opportunity to express any concerns he or she might have concerning a particular student. If there is a disagreement among the faculty, a meeting will be held at which time the student's record will be discussed. In accordance with the college policy as set forth in the undergraduate catalog, a student has the right to appeal any decision to the Academic Standards Committee.

5. All student internship opportunities must be reviewed by an Internship Coordinator. Internship placements must be approved by the Internship Coordinator before the internship begins. Students must procure a “commitment letter” from the internship sponsor that stipulates sponsor commitment to the internship, starting and ending dates of the internship and anticipated responsibilities.

PERSONAL CONDUCT

ECJS expects students to conduct themselves in accordance with the campus code of student conduct, state laws and the laws of the United States. Because of the need for security clearances for most positions in criminal justice, cybersecurity and information assurance, and economic crime investigation, the faculty reserves the right to alter a student’s status and to deny continued enrollment in the program, and participation in course and program related activities if serious conduct issues should arise for on and off campus incidents. Additionally, the Executive Director will be informed of serious on-campus incidents by the Office of Student Affairs.

TIMELINESS

It is expected that all course work will be presented on time and error free. Assignments are due on the established due date whether a student is present or not. Work submitted online should follow standard procedures for formatting and citations. Many of our classes use teams to do work. When assignments are performed in *team format*, students have a responsibility *to their team* and their class. They must make arrangements with the team leader for missed participation.

Except for military service, verifiable medical leave or bereavement leave, there will be no late grading unless arrangements are made with the professor in the course.

Students should respect the learning atmosphere of others by not coming in late or leaving early.

WRITING STANDARDS

Effective managers, leaders, and teachers are also effective communicators. Written communication is an important element of the total communication process. Utica College recognizes and expects exemplary writing to be the norm for course work. To this end, all papers, individual and group, must demonstrate college level writing and comply with the format requirements of the *Publication Manual of the American Psychological Association, (5th Edition)*. Special attention should be given to spelling, punctuation, source citations, references, and the presentation of tables and figures.

**APPENDIX - FULL TIME FACULTY MEMBERS - LOCATION/PHONE/EMAIL
FOR FALL 2008**

George Curtis	DePerno Rm. #106	3143	gcurtis@utica.edu
Joe Giordano	DePerno Rm. #121	2521	jgiorda@utica.edu
Richard Kelly	Gordon Rm. #190	223-2541	rkelly@utica.edu
Qingkai Ma	DePerno Rm. #101	3774	qma@utica.edu
Bruce McBride	FAC 209	3808	rmcbride@utica.edu
Randall Nichols	Hubbard Rm. #B4	223-2501	rnichols@utica.edu
Donald Rebovich	DePerno Rm. #101	3231	drebovich@utica.edu
Thomas Ryan	Gordon Rm. #190	223-2513	tryan@utica.edu
Divya Sharma	DePerno Rm. #110	3170	dsharma@utica.edu
Jennifer Trost	DePerno Rm. #117	3369	jatrost@utica.edu
Gregory Walsh	DePerno Rm. #125	3027	gewalsh@utica.edu
William Virkler	DePerno Rm. #117	223-2559	wvirkler@utica.edu

The phone number for the campus is 315.792.3111. Our office number is 315.792.3055. Most faculty phones use prefix 792 unless otherwise noted.

Note: these locations and phone numbers will change in January 2009 with the completion of the new Economic Crime and Justice Studies building.

ADJUNCT FACULTY MEMBERS

Adjunct faculty members are professionals in the field who generally teach one course to assist in delivery of the program. They do not have offices on campus. In order to meet with them, please contact the instructor before or after class. If you need a phone number, please consult your class syllabus or contact Mrs. Kaleta in the School of Business and Justice Studies at 792-3056.