**ELECTRONIC NECESSITIES**

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| Since this course will be conducted over the internet, there are certain requirements that students must be able to meet and guidelines that will be required. Failure to comply with either the requirements or guidelines will result in a class that is difficult and unpleasant for all.  The following information may be of some help to you: |

**SKILLS:**  Enrollment in an online course assumes several things:
1.  That you are familiar with computers.
2.  That you know the basics of word processing.
3.  That you know how to access the internet (use a browser, send e-mail, etc.)

**COMPUTER ACCESS**:
It is desirable that you have a computer at home with internet access.  It does not matter who your internet service provider is, however, it needs to be reliable and your connection should be quick.
The computers on campus have an adequate connection, but they are not always available due to classroom schedules.

**E-MAIL:
An e-mail address is essential**.  If you do not currently have one, you may set one up through State Center Community College District (www.scccd.org).  These e-mail accounts are free to district students and give you 10 MB of mailbox space that can be accessed from any computer with internet access; you will also qualify for low-cost internet access at home if you do not currently have that.  Microsoft Hotmail and Yahoo also provide free e-mail accounts, but each allows only about 5 MB of space.  These accounts are also available through any computer that has internet access**.  I WILL OCCASIONALLY USE E-MAIL TO COMMUNICATE WITH THE CLASS AS A GROUP, AND WITH INDIVIDUALS.  YOU SHOULD PLAN ON CHECKING YOUR E-MAIL EVERY DAY.**

**ASSIGNMENTS:**
The **COURSE MAP** contains the weekly reading and activity assignments.  **Follow it at the beginning of each week like a map for the course**.  Because we do not have the advantage of face to face discussions, it is essential that information, commentary and discussions be included as reading assignments in the course.  These are essential.  It is a convenient way for an instructor to bring the benefit of his/her experiences to the student.  In the discipline of Criminal Justice, it is imperative that students be provided an opportunity to share in the real life experiences of their instructor.  Simply reading a textbook without opportunities to ask question and to read about how others have actually experienced the principles and concepts taught in the text does not provide a sufficient learning experience.  It should be remembered that these courses are designed, not only to inform interested students but to prepare students for careers in the Criminal Justice System; and that these careers often require instantaneous life and death decisions.  The education and training must provide sufficient information from actual experiences, not just empirical research information, for the professional to be able to make those critical choices and decisions in the real world. (Empirical research is a way of gaining knowledge by means of direct and indirect observation or experience. Empirical evidence is where the record of one's direct observations or experiences can be analyzed quantitatively or qualitatively. In this course we try to implement this concept through the presentation of a series of commentaries/discussions containing statements and questions that require the reader to apply the principles of CRITICAL THINKING, along with the sharing of thoughts and opinions with other students in the class as measured against reality.

**THE DISCUSSION BOARD**:

The Discussion Board is our primary device for interacting with one another.  It has been divided into Forums to coincide with the Reading Assignments. There is a forum called **The Squad Room**, for other interaction and information.  Students will need to post messages and responses to the assignments every week, as per assignment.  This is a great opportunity to read about the feelings and opinions of other students, to share your own opinions and to read the instructors input.  You can pretty well jump in whenever you want, as long as you make your response (Post) by the due date for each assignment.  **Please respond in a courteous manner and use civil, decent, language**.  I will not **disrespect** you with crude or inappropriate words or language and I will not allow you to use this course forum to demonstrate your lack of respect for others.  **Remember, you will be graded by the content of your responses**.  Be sure to do your own work and put some thought into it. It really is for your benefit.

**FORMAT**:

The most common word processing format is **Microsoft Word.  It is preferred.**  If you use another word processing program, you will need to find out how to save your work as either a Word file (\*.doc) or Rich Text Format (\*.rtf).  Please do not use Microsoft Works or any other program that does not allow for easy conversion.

**VIRUS PROTECTION**:

Protecting your files... and our computers from viruses is essential.  This cannot be stressed enough.  If you are using multiple computers, please SCAN your disks and files early and often with an antivirus program, such as McAfee or Norton Anti-Virus.  If this becomes a problem we will have to discontinue using the Discussion Board, and the logistics of sharing our work will become nearly impossible.  Please refrain from opening e-mail attachments that look suspicious.  There is nothing worse than a computer which cannot be used because it has been contaminated by a bad practical joke or worse, a thoughtless, evil-minded individual who’s only enjoyment in life it making someone else as miserable as they are.

**ADOBE ACROBAT READER**

Adobe's Acrobat Reader is a wonderful program, and it is free!  Most of our computers on campus have the program installed.  If you are working at home and have not already downloaded the Reader, please do so by visiting the Adobe site (www.adobe.com).  The program will allow you to read the articles and supplemental information contained in Course Documents or those submitted in PDF format.

**RESPONSIBILITY**

**It is your responsibility to not only have access to a computer in good working order, but to see to it that you can use it properly at all times. Your inability to present a response to an assignment is not excused. However, if you cannot get your assignment to me in the proper format, you may get it to me by email, or snail-mail, if you can get it to me by the due date.**

**In like manner, because you are “out of town” is not an excuse for missed assignments. This course is accessible from just about anywhere in the world if you can get up on the internet. I have students taking this course from all over the United States and some in foreign countries. Not only that… but you have an entire week to complete the required assignments.**

**Please contact your instructor if and when you are experiencing problems that will interfere with your ability to complete this course as established.**

**Email:** **elray.clarkson@reedleycollege.edu**