their "N" marks to the institution. **Students who have received an "N" mark will not be permitted to enter the class, nor will the student be able to drop the class. After the "N" mark has been submitted, a change of grade will not be accepted for the student."**

Instructor's Attendance Policy-- Attendance Is Part of Your Grade (In-Person Course)

Students are required to attend all class meetings unless other arrangements are made with the instructor. Students will be permitted two (2) absences without penalty. Each additional absence will reduce your grade by one half letter grade. Two (2) late arrivals and/or early departures will equal one absence. Absences can be made up with the submission of a two-page essay. If this attendance policy does not conform to your personal and/or work commitments-- drop immediately.

If you miss a class session and wish to be given consideration for an excused absence you must send an e-mail explaining the reason for the absence and requesting a topic for the two-page essay. The due date of the essay will be set by the instructor at the time the topic is assigned. All factors will be considered at the end of the semester to determine the final grade.

Attendance is taken at the beginning of each class session. If you arrive late it is your responsibility to see the instructor after class and personally observe your absence notation being changed to a tardy. The instructor's attendance sheet is the official record of your attendance.

Research Topic and Bibliography

One of the required D2L submissions will be your research **Topic and Bibliography**. To avoid plagiarism, you must document the material you are going to use for your criminal justice presentation. Only include the sources that you use when writing your presentation. This is an organized and formal list of the sources used to support the information presented. Again, follow the procedure discussed in the *MLA Handbook*, 8th Edition. Another required D2L submission will be your final research paper.

Criminal Justice Research / Position Paper

This project will provide you with an opportunity to select **one of 32 provided topics**, conduct scholarly research, **and justify and support your position on your selected topic using information, evidence, and/or examples from the scholarly sources you have found through your research.** The paper must include an introduction of the topic, a detailed description of the topic, and a detailed justification which supports the position you decided to take on the topic you selected. The scholarly resources used must be cited within the paper and listed on the works cited page.

Research Paper Directions

Introduction to Criminal Justice will include a research paper. This is a course requirement and will be completed by all students. The value of this paper is twenty (20) percent of your final grade. This project will provide you with an opportunity to select a topic, conduct scholarly research, and present your findings in a written document.

- **Required**: Works Cited Page: List only the sources you cited, a minimum of five (5) sources is required. Follow the MLA requirements
- **Required**: Paper will include a minimum of six (6) documentations, often referred to as in-text citations. Follow the MLA requirements.

Length of Paper
This is a relatively short paper and will contain between 800 and 1000 words - which is approximately three (3) pages.

Select a Topic
Approved topics for this assignment have been provided.

Submit your topic and bibliography on the D2L Course Site – Assignments Area. If you followed instructions, you should receive an approval notification from D2L.

Hypothesis
A *hypothesis* is a prediction of what you believe will be discovered during your research. It is an educated guess about the presumed results. Since this is guess, your actual findings after research, could be different.

Example: The only reason criminals commit crimes is because they played video games as teenagers. It is a statement, not a question.

Thesis
The *thesis* of your paper could be the same as your hypothesis. This is not always the case. The *thesis* is the actual result of your research. You will state your *thesis* in the first paragraph of your paper. Your paper will support the thesis and will include supporting material.

Scholarly Research
Wikipedia is not scholarly research and will not be used for your research paper.

Google Scholar is a useful source for articles that have been peer reviewed for authenticity: Google Scholar

You also have books and articles that are available to you in the library.

Plagiarism
"One of the main ideas of research is to study what others have published and form your own opinions. When you quote people -- or even when you summarize, or paraphrase information found in books, articles or Web pages -- you must acknowledge the original author.

If you use someone else's words or ideas without crediting them, you are committing a type of theft called plagiarism. Plagiarism can be as obvious as turning in another person's paper or project as your own, or as sly as simply paraphrasing sections of various works. It is also incorrect to copy text from Web pages or other sources and paste it into your paper without identifying the original author.

How to avoid plagiarism
- Take clear, accurate notes about where you found specific ideas
- Write down the complete citation information for each item you use
- Use quotation marks when directly stating another person's words
- Always credit original authors for their information and ideas"
(Source: Skagit Valley College)

Your uploaded project will be filtered through a plagiarism tool (Turnitin) that will verify the originality of your work.

Documenting Sources

To avoid plagiarism, you must document the material you have sourced. The various methods are discussed in the *MLA Handbook*, 8th Edition. Whichever method you select, be consistent and use it throughout your paper.

Works Cited Page

Only include the sources that are documented in your paper. This is an organized and formal list of the sources appearing in your paper. Again, follow the procedure discussed in the *MLA Handbook*, 8th Edition.

Writing the Paper in MS Word Format

- To comply with the *Turnitin* and grading formats, your paper must be written in Microsoft Word.
- Use either the Times New Roman or Arial font, the font size should be 12.
- Double line space all materials, including long quotes.
- Margins should be set at 1 inch all around the paper.
- Page numbers should be included at the bottom of the page.

Please follow these instructions to upload your research paper to D2L:

- Open Class
- Click "Assignments" on the Navigation Bar
- Click "Research Paper"
    - Note: Rubric can be viewed at this location
- Scroll down to "Submit Assignment"
- Click Add a File"
- Drag and drop your Research Paper into the box
- Click "Add"
- Click "Submit"
- You will receive a Confirmation Email

See "Uploading Your Paper" for information about viewing the rubric. You should review the rubric and follow the paper requirements. This will help you earn the highest possible grade.

The grading process requires you to complete each requirement to receive the full number of points. There is no partial credit, either it is all right or all wrong.

Paper Components

- Cover Page
    - Center of first sheet:

Research Paper Title
First M. Last Name
Oakland Community College
Date the Paper is Submitted

- Body of Research Paper
    - First Paragraph will contain the Thesis.
    - Paper will include a minimum of six (6) documentations, often referred to as in-text citations. Follow the MLA requirements.
    - Material presented in an organized manner.
    - A brief summary of your findings.