

UMCP SHADY GROVE CAMPUS FACULTY HANDBOOK

University of Maryland, College Park
Criminology & Criminal Justice Program
2016-2017 Edition



Prepared by CCJS Office Staff
Universities at Shady Grove
Criminology & Criminal Justice Program Office
9630 Gudelsky Drive

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Rockville, MD 20850
301-738-6307
ccjsusg@umd.edu

General Information: Contact Information, Directions, Dining

The Criminology & Criminal Justice Program courses are held in the Universities at Shady Grove campus facilities (www.shadygrove.umd.edu) along the I-270 corridor in Maryland.

Important Contacts

Program Director

Dr. Wendy Stickle

Available Monday-Friday

P: 301.738-6307; F: 301.738.6350

wstickle@umd.edu

Program Coordinator

Rachel Hill

P: 301-738-6031; F: 301.738.6350

ccjsusg@umd.edu

Directions to the Universities at Shady Grove Campus

By car (approximately 20 miles from the UMCP campus; average travel time 40 minutes):

- Take I-270 to Exit 6B – Rt. 28 W, toward Darnestown.
- Follow Darnestown Road as it turns left at the light.
- Turn left onto Shady Grove Road.
- Take the first right onto Gudelsky Way



By Metro:

Take the red line to the Shady Grove stop. Take the number # 43 RideOn Bus, which will bring you to campus. Hours of Operation are 6:45 am to 9:45 pm. For more information, go to www.shadygrove.umd.edu.

A free shuttle is also available from to and from the College Park campus. Shuttle times can be found here: <http://shadygrove.umd.edu/about/visit/public-transportation/faq>

Nearby Restaurants and Cafes

The Green Grove Café, located in SGIII, is open 7 days a week, 8:00 am - 8:30 pm and has daily specials, pizza, sandwiches, snacks and beverages. In addition, there is Corner Bistro located next to Café if you want coffee, smoothie or a sandwich. The availability and variety of food is limited at the Grove Café in the evening. There are also a variety of restaurants including Mamma Lucia, Panera Bread, Chipotle, Cheeburger Cheeburger, Taipei Tokyo, and Jerry's Subs & Pizza in the Fallsgrove Shopping Center on Shady Grove Road as well as additional dining

options in the Trville Shopping Center such as Bageltowne Deli, Potomac Pizza, Cava, and Quench close to campus.

General Information: Parking

As a USG employee or partner institution faculty or staff who parks at USG, you have always paid a parking fee through payroll deduction or through offices charges. With the transition to a new parking system everyone will pay for parking including faculty, staff, students, visitors, auxiliary services and contractors. New campus buildings, increased student enrollment and increased staff and faculty requirements have highlighted the pressing need to transition from a passive parking program to an active parking program at USG. This will ensure available and predictable parking for the entire USG community.

How much will parking cost?

The Universities at Shady Grove has established a tiered parking program for USG employees and USG partner institution faculty and staff based on salary levels. The rates are set as follows:

Salary Tier	Annual Parking Rate
Tier 1: \$0-\$25,000	\$250
Tier 2: \$25,001-50,000	\$350
Tier 3: \$50,001-75,000	\$450
Tier 4: \$75,001+	\$575
All part-time faculty (tenured and tenure track travelling from the home campus and/or adjunct faculty) will be charged the Tier 1 parking rate.	

How do USG Partner Faculty & Staff purchase parking permits?

University partner staff and faculty are expected to pay for their parking. All UMD faculty have the option to have the parking permit fee deducted from their payroll. You can select this option on the registration form, found [HERE](#). All CCJS faculty will pay the Tier 1 rate of \$250 for an annual pass.

You will receive parking permit purchase instructions for the 2016-2017 academic year via email. After registering and paying online, parking permits & gate access cards must be picked up in the Transportation and Parking Services (TAPS) office with a valid USG ID card. The TAPS office is located on the first floor of Building II, Office 1312.

Please note: Employees who park on campus less frequently may choose to pay a flat rate of \$5 per exit instead of paying the permit fee or paying visitor parking rates. You can visit the TAPS office to pre-pay for your reduced visitor parking fees. The parking machines will not be able to offer this rate—it must be pre-paid. You may also make other arrangements such as biking, taking transit, or getting dropped off.

For more information, including registration, please visit
www.shadygrove.umd.edu/about/visit/parking

General Information: Campus, Department & Office Hours

Campus Hours of Operation

Building I SG I	Mon–Fri 8:00 am–11:00 pm Sat 8:00 am – 7:00 pm Sun 8:00 am – 10:00 pm
Building II SG II	Mon-Fri 7:00 am-11:00 pm Sat 8:00 am – 7:00 pm Sun 8:00 am – 6:00 pm
Building III SG III (Camille Kendall Academic Center)	Mon-Fri 8:00 am – 12:00 am Sat 8:00 am – 12:00 am Sun 8:00 am – 12:00 am

Department Hours of Operation

Department	Location	Hours of Operation
Bookstore	Building III Lobby 301-738-6333 sm189@bncollege.com	Mon-Thurs 9:30 am – 6:30 pm Fri 9:30-3:30pm Sat & Sun Closed
Green Grove Café	Building III Lobby 301-738-6321	Mon-Fri 7:45 am–8:30 pm Sat 8:30am-1:30 pm Sun Closed
Campus Recreation Center (CRC)	Building III 2nd Floor 301-738-6299 cmay1@umd.edu	Mon-Fri 9:00 am-8:00 pm Sat 9:00-2:00pm Sun Closed

Career and Internship Services Center (CISC)	Building III Student & Academic Services Suite 301-738-6023 usgcareerservices@umd.edu	Mon-Tues 10:00 am - 6:00 pm Wed-Thurs 9:00 am - 4:00 pm Fri 10:00-5:00 Sat & Sun Closed
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General Information: Campus, Department & Office Hours (continued)

Department	Location	Hours of Operation
Center for Academic Success (CAS)	Building III Student & Academic Services Suite 301-738-6315 sg-cas@umd.edu	Mon, Wed, Thu Fri 9:00 am -5 pm Tue 9:00 am – 7:00 pm Sat & Sun Closed
Computer Labs / IT Helpdesk*	Building I 2nd Floor Building III 2nd Floor 301-738-6363 usg-helpdesk@umd.edu	Mon-Fri 8:00 am – 10:00 pm Sat 9:00 am - 7:00 pm Sun 12:00 pm - 10:00 pm
Conference and Events Office	Building II Lobby 301-738-6059 sg-ces@umd.edu	Mon-Fri 8:00 am-5:00 pm Sat – Sun Event Specific Schedule
Copy Center	Building II Room 1000 301-738-6308 sgcopy@mercury.umd.edu	Mon & Thurs 10:00am - 7:00 pm Tues&Wed 9:00am-6:00 pm Fri 9:00 am – 1:00 pm Sat & Sun Closed
Priddy Library	Building III Lobby 301-738-6020 shadylib@umd.edu	Mon-Fri 8:00 am – 10:00 pm Sat 9:00 am - 7:00 pm Sun 12:00 pm - 10:00 pm
Student & Academic Services	Building III Lobby 301-738-6023 shadygrove@umd.edu	Mon-Thu 9:00 am – 9:00 pm Fri 9:00 am – 5:00 pm Sat & Sun Closed

***Note** Computer Lab - extended hours for Final Exams:

12/1– 12/21 M-Th 8am-11pm, F 8am-10pm, Sa 9am-7pm, Su 12pm-10pm

Office Hours

Instructors must state office hours in their course syllabi (by appointment only is acceptable) and may use the CCJS faculty office in Building III, Room 5101 (5th floor), as needed. Two desks, computers, basic office supplies, and faculty mailboxes are located in this office.

University Resources: Copy Center, Mail, Center for Counseling

Copy Services

Faculty members are responsible for getting their own copies made. We recommend that instead of making copies of handouts that you post them on Canvas or email them to students so they can print their own copies and bring them to class.

Faculty members have access to the copy machine and printers in Building III on the 5th Floor (Work Room 5161). **However, faculty should use the Copy Center if making more than 5 copies. Please inform the Copy Center that all copies should be charged to the UMCP-CCJS Program.**

****Please note that if you are teaching a CCJS class for another UMD program at USG all copy charges should be charged to that program.**



Copy Center Location: Building II Lobby
Manager: Frank Wilson

E-mail:

sgcopy
@merc
ury.um
d.edu
Tel:
301-73
8-6308

Hours:
Monda
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Thursd
ay,
10am
—7pm

Tuesday and
Wednesday,
9am—
6pm

Friday,
9am—
1pm

University Mail Services

Faculty who teach off-site and do not have a mailbox at College Park (all adjuncts) can have their mail sent to the Shady Grove mail room address:

UMCP CCJS Department at the Universities at Shady Grove
9630 Gudelsky Drive
Building II
Rockville, MD 20850

Regular mail will be retrieved from the campus mail room periodically and placed in the appropriate faculty members mailbox in the CCJS faculty office in Building III, Room 5101 (5th floor). Faculty will be notified by email regarding the arrival of packages via FedEx/UPS.

USG Center for Counseling and Consultation

Every situation is different, and each may require a different set of interventions. The following is a guide to where to refer when you are dealing with a student having difficulties. Don't get caught up in trying to diagnose the situation on your own and making the perfect decision. It is more important the student gets the help they need, and that further action can be taken, if needed.

Emotionally Upset or Psychologically Overwhelmed – When a student is having trouble coping with the circumstances of their life, they often will act more emotionally than usual, or may cut themselves off from others. Feelings of helplessness or hopelessness may be exhibited. Changes in the ability to function are likely to appear.

- Contact and/or walk the student over to the USG Center for Counseling and Consultation (CCC; 301-738-6273). The CCC is located at III-1134. The new entrance is located inside the Priddy Library against the left-most wall as you face into the Library from the entrance. Free and confidential psychological services are available for those in need. The CCC is open Monday-Thursday 10am - 7pm and Friday 10am - 2pm.

Psychiatric Concerns – When a student’s level of distress or disruption is more significant and you feel that they may need more immediate attention, or possibly hospitalization:

- Contact the USG Center for Counseling and Consultation (CCC; 301-738-6273) for referral for psychiatric services.
- If the situation occurs when the CCC is closed, please contact the Montgomery County Crisis Center at 240-777-4000. The Crisis Center is open 24/7 and offers free phone and walk-in services for persons in an “immediate crisis situation.” For those in need, the Crisis Center offers translation services in more than 20 different languages. The Crisis Center also provides a “Mobile Crisis Team” (MCT) for situations that require immediate on-site clinical intervention and is available 8am – Midnight.
- You can also contact USG Public Safety (301-738-6065) to facilitate the student’s getting the help they need.

Disruptive, Disorderly, and/or Destructive Acts – If the student of concern is creating a nuisance by their actions, or is defacing/destroying property (campus or individual):

- Contact USG Public Safety (301-738-6065) to report the situation if you feel immediate intervention is needed.

- Refer the situation to the USG Behavioral Assessment Team (BAT) by contacting either of the co-chairs:
 - John Brandt, USG Public Safety Coordinator (jbrandt@umd.edu, 301-518-4907)
 - Robyn Dinicola-Wagle, USG Director of Student & Academic Services (rdwagle@umd.edu, 301-738-6073)

Threat of Immediate Harm – If the student is making verbal threats of violence, or acting in a way that leads you to believe that such harm is imminent:

- Remove yourself from the harmful situation and contact 911 to report the situation and ask for help. Also call USG Public Safety (301-738-6065) to alert them to the situation.

Unsure of How to Proceed/Behavioral Assessment Team (BAT) – Many situations are complex and do not lend themselves to easy decisions about how to proceed. Straight-forward circumstances, such as cases of immediate threat of violence or harm needing a 911 call, or a student dealing with psychological concerns (e.g., anxiety, depression, grief, relationship issues) being referred to the CCC, are relatively easy to handle. When you are unsure of what your next step is, please contact the USG Behavioral Assessment Team (BAT). BAT is designed to deal with situations that have no easy answers and may require multiple levels of intervention.

To refer someone to BAT, or if you have any questions about the Team, please contact either of the co-chairs:

- John Brandt, USG Public Safety Coordinator (jbrandt@umd.edu, 301-518-4907)
- Robyn Dinicola-Wagle, USG Director of Student & Academic Services (rdwagle@umd.edu, 301-738-6073)

Schedule: Fall 2016/Spring 2017 Term Dates

Fall Semester 2016

First Day of Classes	August 29 (Monday)
Labor Day	September 5 (Monday)
Thanksgiving Recess	November 24-27 (Thursday-Sunday)*
Last Day of Classes	December 12 (Monday)
Reading Day	December 13 (Tuesday)
Final Exams	December 14-20 (Wednesday-Tuesday)
Commencement - Main Ceremony	December 20 (Tuesday)
Commencement - College/Department Ceremonies	December 21 (Wednesday)

Spring Semester 2017

First Day of Classes	January 25 (Wednesday)
Spring Break	March 19-26 (Sunday-Sunday)
Last Day of Classes	May 11 (Thursday)
Reading Day	May 12 (Friday)
Final Exams	May 13-19 (Saturday-Friday)
Senior Day	May 20 (Saturday)
Commencement - Main Ceremony	May 21 (Sunday)
Commencement - College/Department Ceremonies	May 22 (Monday)

*While The University of Maryland, College Park is technically open on Wednesday, November 23rd, there are to be NO classes held on that date. **Please do not schedule any classes, exams, or assignments on Wednesday, November 23rd.**

Course Number	Section Number	Course Title	Time	Instructor
CCJS300	SG91	Criminological and Criminal Justice Research Methods	W 9:30-12:00	Stickle
CCJS310	SG91	Criminal Investigations	TH 11-1:30	Eastman
CCJS340	SG91	Policing	W 12:30-3:00	Romeiser
CCJS345	SG91	Courts and Sentencing	M 11:30-2:00	Drew
CCJS350	SG91	Juvenile Delinquency	T 11-12:15/online	Shusko
CCJS451	SG91	Crime and Delinquency Prevention	T 11-1:30	Alexander
CCJS453	SG91	White Collar and Organized Crime	M 2:30-5:00	Drew
CCJS455	SG91	Dynamics of Planned Change in Criminal Justice	TBD	Stickle
CCJS498P	SG91	Environmental Criminology	T 5-6:15/blended	Morlier
CCJS498E	SG91	The Social Construction of Homicide	T 2-4:30	Alexander
CCJS498I	SG91	Computer and Digital Forensics	W 12:30-3	Conroy
CCJS498K	SG91	Child Abuse Investigations	T 6:30-9	Morlier
CCJS498X	SG91	Forensic Investigations in the Criminal Justice System	TH 9:30-12	Bresee
BSST338C	SG91	The Hostage Negotiator: Crisis Communication Skills	W 9:30-12	Pallas
ENGL398C	SG91	Topics in Professional Writing; Writing Case Studies and Narratives	T/TH 9:30-10:45	Wappel
ENGL398C	SG92	Topics in Professional Writing; Writing Case Studies and Narratives	T/TH 12:30-1:45	Wappel
GVPT319L	SG91	Legal Advocacy	W 6:30-9	Trusty
GVPT409Q	SG91	Globalization and the Future of Politics	W 3:30-6	Korossy
GVPT423	SG91	Elections and Electoral Behavior	W 3:30-6	Davis

GVPT439W	SG91	Women, Gender, and Law	M 3-5:30	Groudine
PSYC355	SG91	Developmental Psychology	M 11-1:30	Maiden

Schedule: Fall 2016 Schedule

Spring 2017: TBD

Classroom Information: Location, Availability, Equipment

Classroom Locations

Classroom scheduling occurs one semester prior to the course offering and any special requests must be made in advance to the program director (i.e. computer classroom, specific software requests, etc.). Please do not try and place such requests (this includes re-scheduling of one or more classes) to OIT or the Office of Scheduling, as all requests must be made by the program director.

Classroom Assignments



To find your assigned classroom, go to <http://shadygrove.umd.edu/academics/schedule-classes>, Select the term for which you are teaching, click on the prefix for your course (ex. CCJS, GVPT, etc.) and then scroll down to your class.

Room Availability before Class

Classrooms should be available 10-15 minutes before classes begin for office hours, class preparation, student conferences, or other meetings.

Additionally, each faculty member is also welcome to use the faculty office for office hours located in **Building III - Room 5101 (5th Floor)**.

Computer and Audiovisual Equipment for Classroom or Student Use

Each classroom is equipped with whiteboards, a PC with ceiling-mounted projector and internet access and DVD/VCR.

Faculty who teach at Shady Grove will have a personal login account to access the Shady Grove classroom computers. The Shady Grove IT staff will assign new login information to faculty each semester for security. The MPO will arrange for the login accounts to be created, and will send login information to faculty in advance of each semester.

Shady Grove Office of Information Technology (OIT) suggests that you put data on either a USB drive or CD so that it will be compatible with the Shady Grove equipment. It is the faculty's responsibility to inform guest speakers and substitutes of the equipment procedure so their presentations will be compatible with existing equipment.

Faculty Preparation: Email, Login, Rosters, Textbooks

E-mail Accounts

Every instructor is assigned a Directory ID and UMD e-mail account on the University's e-mail system. If you are a new instructor or did not teach last semester, please visit www.OIT.umd.edu/faculty to set-up your directory ID and email account. Your e-mail can also be forwarded to another account that you already use if this is more convenient. If you wish to do so, please contact IT at (301) 738-6363 or usg-helpdesk@umd.edu.

Desktop Login



Faculty who teach at Shady Grove will have a personal login account to access the Shady Grove classroom computers. The Shady Grove IT staff will assign new login information to faculty each semester for security. The MPO will arrange for the login accounts to be created, and will send login information to faculty in advance of each semester.

Faculty can login to any classroom or faculty office PC using this login.

Class Rosters and Student E-mail Lists

UMEG (www.umeg.umd.edu) is used to obtain a list of e-mail addresses for the students registered in your class. Note that you must activate your Directory ID. UMEG also provides a link to photos of students which you can print out for your convenience. UMEG is also where you will submit mid-semester (if applicable) and final grades.

Textbooks



Faculty should place book orders and arrange for the production of course packets through the Program Coordinator. It is required that you request your course texts the semester before you are teaching. Books are sold at the Universities at Shady Grove Barnes & Noble Bookstore located in the lobby of Building III and online at <http://shadygrove.bncollege.com>.

Faculty are responsible for contacting publishers to obtain instructor/desk copies of textbooks.

Course Preparation: Canvas & Syllabi

Canvas

The **Canvas** system is used to access online course materials. Your primary communication with students outside of class should be through Canvas and e-mail. All faculty are expected to use Canvas to communicate with their students, and students are aware that their course material will be posted on Canvas. The user interface is web-based, easy to use and will be of benefit to students and instructors in offering course material. *Course information should be posted on **Canvas** at least one month before the first day of class.*

Faculty should go to www.elms.umd.edu and look under announcements to find information on how to set up and access a **Canvas** account. This provides information on requesting a space, webinars, and other training opportunities.

Please note, faculty will not be able to access their Canvas space until they have completed the payroll process.

Syllabus Preparation and Posting

*A course syllabus should be posted on **Canvas** at least one month prior to the first day of class.* Although there will be variations, a syllabus should contain the following information:

- A general description of the course
- Required textbooks and course packets (including ISBN)
- Course outline, organized by week, if possible
- Grading procedures
- Due dates for papers/projects and exam dates
- Expectations of students
- Attendance policy, including handling of religious holidays, inclement weather, and excused absences
- Office hours
- Reminders about academic integrity
- Arrangements for students with disabilities

For full documentation of the University's policies on syllabi and classroom management, please visit the Faculty Policies and Resources page at www.faculty.umd.edu

On the first day of class instructors should bring a few extra copies of their syllabus for those students who did not print them out from **Canvas** (for information on photocopying, see the appropriate section). Specific questions pertaining to your course should be referred to your department chair.

During the Semester: Changing or Cancelling Class

Changing or adding class times



Canvas and email.

It is important that class meeting dates/times are not changed once the semester has begun. Classrooms are scheduled tightly at the Shady Grove campus. If an emergency arises and a change of date/time is needed, faculty must contact the Program Director to request a room for the make-up class. There is no guarantee that the regular classroom will be available. It is also the responsibility of faculty to communicate the change to the class via

Cancelling Class

For Inclement Weather or National Emergencies

The Shady Grove Campus follows the University System of Maryland, Universities at Shady Grove Campus (**not** College Park) policies and decisions regarding delays and closures. To avoid any confusion related to cancellation of CCJS classes, faculty, students, and staff are directed to the USG website (www.shadygrove.umd.edu), or the designated phone number at each campus. The phone line for information about weather related closings at the Shady Grove campus is (301-738-6000). Faculty can sign up for text alerts on inclement weather at www.shadygrove.umd.edu/alerts/.



There is a possibility that the College Park campus will be open, but the Shady Grove campus will be closed and vice versa.

For Any Other Reason

If you need to cancel a class, you should attempt to make up the class at a time and location that is convenient for all of your students and the facility. However, if you should need to cancel a class unexpectedly, please notify your students via UMEG as well as the program director and program specialist via email/phone. It is essential that we limit the inconvenience caused to our students in these situations. Please contact Wendy Stickle (wstickle@umd.edu) to ensure room availability on campus for the rescheduled class time.

End of the Semester: Final Exams, Grades, Evaluations

Exam Scheduling

Final examinations should be conducted during the assigned time with the University of Maryland, College Park's designated exam week. Final exams for courses that meet at non-standard times must be scheduled in advance with the program director. To confirm exam schedules, call Dr. Wendy Stickle at (301) 738-6307.

Exam Proctors

If proctoring is needed it is up to the faculty member to make the proper arrangements. The campus support staff can reserve a room, but will not provide proctoring services; it is the faculty's responsibility to secure a proctor for an exam.

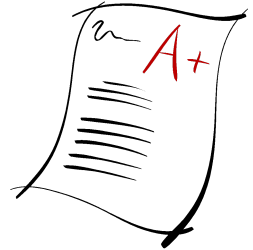
Grading Guidelines - Final Grade Submission

Grades should be submitted within 48 hours of completion of the final exam.

Grades are to be posted electronically through UMEG

(<http://www.umeg.umd.edu>). Please call the UMEG helpline at (301)

314-8267 if you need assistance. *It is important to submit grades in a timely manner, as a number of part-time students require a complete grade report to obtain reimbursements from their employers.*



Returning Graded Papers

Faculty who wish to return graded papers to Shady Grove students once the semester is completed should drop the papers off with Dr. Wendy Stickle in individual, sealed envelopes with each student's name on it, to insure security and privacy. The department cannot accept loose papers from faculty to return to students.

Faculty Evaluations



One or two weeks before the end of classes, UMCP conducts formal teaching evaluations for every course taught during the semester. Evaluations are mandatory.

To facilitate this process, each instructor must encourage all students to submit evaluations online at

www.courseEvalUM.umd.edu

Other Information



For more information on the University of Maryland's Faculty Policies and Resources, please visit www.faculty.umd.edu.

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