

Undergraduate Public Safety Build Guide

1. Creating the Course Offering:

Course Template should be in school **Public Safety UG**

Course Offering should be in Term **Master Course Offering**

Course Codes will vary

CJ1XX-CJ499, FS1XX-FS498, EG1XX-EG498

2. Home Page Setup- 2020 Course Home Page

Home Page banners to be used for each program - [CS will note on Dev guide program]

VTOC Image Folder – UG_CJ

Masters Banner - UGCJ_Banner.jpg

Add Text - School of Public Safety: Criminal Justice

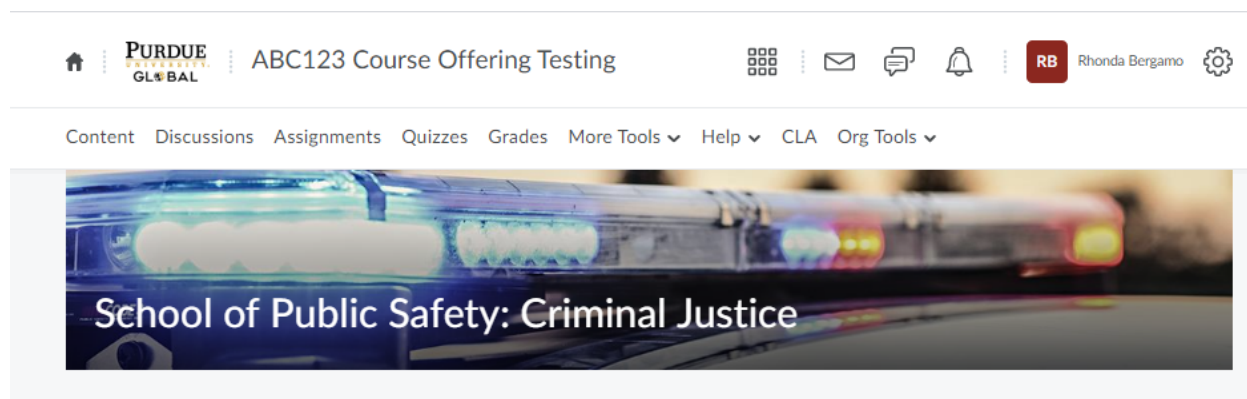


Figure 1 Sample Criminal Justice of Banner

VTOC Image Folder – UG_FS

Masters Banner - UGFS_Banner.jpg

Add Text - School of Public Safety: Fire Science

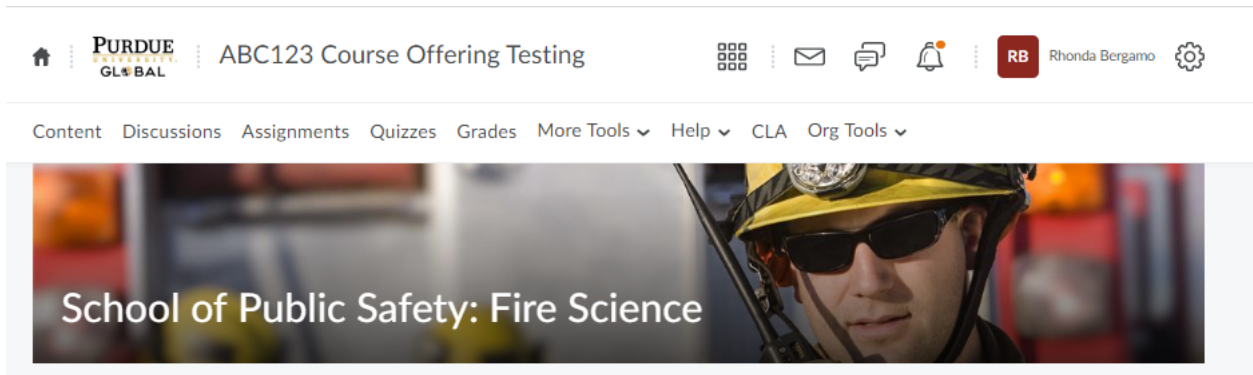


Figure 2: Sample Fire Science Banner

VTOC Image Folder – UG_EM

Masters Banner - UGEM_Banner.png

Add Text - School of Public Safety: Emergency Management

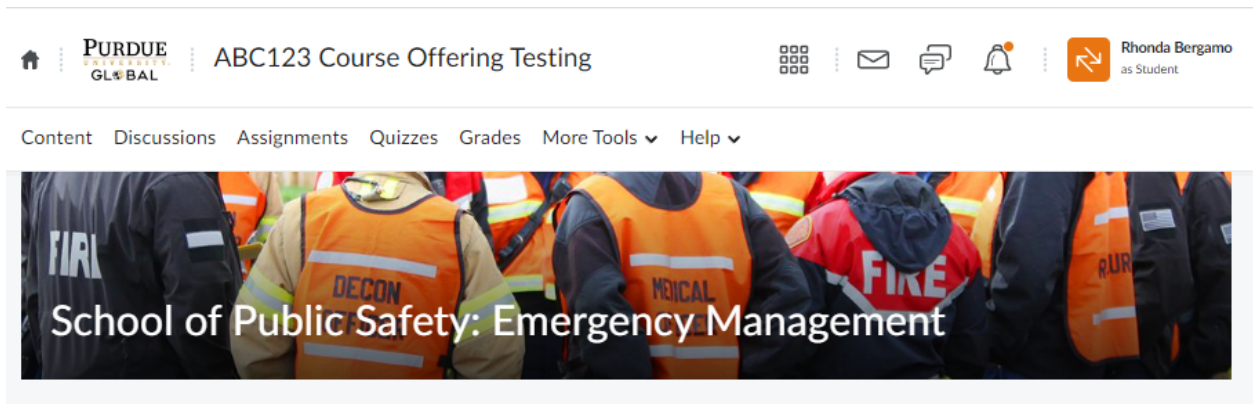


Figure 3: Sample Emergency Management Banner

Visual TOC images - use default images per school by program within Brightspace unless otherwise specified during revision, ADOC approval needed.

3. Announcements

Headline: Earn College Credit for Work Experience – [add to CJ100, CJ101, EG100 and FS100 only]

Learn about [translating your experiences into college credit](https://kapextmediassl-a.akamaihd.net/global/CourseHome/Announcements/EL206/EL206_Infographic.pdf).

[HTML Code]

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<p>Learn about <a
href="https://kapextmediassl-a.akamaihd.net/global/CourseHome/Announcements/EL206/EL206_Infographic.pdf" target="_blank" rel="noopener"><u>translating your
experiences into college credit</u></a>.</p>
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Headline: Internship Elective Course [add to all 100, 200, 300 courses]

AS495: The College of Social and Behavioral Sciences Bachelor's Internship is a course designed for students in the final stages of obtaining their bachelor's degree. The course is taken as an open elective, and there is an application process. To apply, students must have completed 30 credit hours and have a 2.0 or higher GPA.

Please contact your student advisor or asinternship@purdueglobal.edu for more information about the internship course.

[HTML Code]

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<p>Please contact your student advisor or <a rel="noopener"

href="mailto:asinternship@purdueglobal.edu"

target="_blank"><u>asinternship@purdueglobal.edu</u> for more information about the internship course.</p>

- **Add the following announcement to these Capstone courses CJ299 and CJ499:**

Headline: Unit 1: Seminar Information

Greetings Students,

Rather than log in to your Unit 1 Seminar, as usual, you will be attending a presentation by the Center for Career Advancement. The presentation is typically **60 minutes**.

The presentation will include the following topics:

- 24/7 online access to job openings and career development tools via the CareerNetwork
- Career assessment and exploration
- Occupational direction
- Resume and cover letter reviews
- Interview preparation
- Mock interviews
- Networking tips
- Reviews of social media profiles to assist in job search success
- Virtual career fairs and events
- Job search support and leads

You will be receiving an email with additional information to access the presentation.

We look forward to seeing you there!

[HTML Code]

<p>Greetings Students,</p>
<p>Rather than log in to your Unit 2 Seminar, as usual, you will be attending a presentation by the Center for Career Advancement. The presentation is typically <u>60 minutes</u>.</p>
<p>The presentation will include the following topics:</p>

24/7 online access to job openings and career development tools via the CareerNetwork
Career assessment and exploration
Occupational direction
Resume and cover letter reviews
Interview preparation
Mock interviews
Networking tips
Reviews of social media profiles to assist in job search success
Virtual career fairs and events
Job search support and leads

<p>You will be receiving an email with additional information to access the presentation.</p>
<p>We look forward to seeing you there!</p>

4. Table of Contents

Course Resources

- **College of Social and Behavioral Sciences Student Resources**
– (add submodule from LOR)
- **Grading Rubrics** – [Specifications by School](#)
 - **Assignments** - (CS will provide link if changing)
 - **Discussion** – (CS will provide link if changing)
 - **Seminar** – {See Master Build Guide}

Instructor Resources

- **Resources to Support Student Persistence** – (add from LOR)

Course Documents

- **Tips for Audio & Video Presentation Skills - Setting Yourself up for Success** – Pull in content item from Kaltura (1_3gr9yjpg9), for ALL Psychology and Human Services courses

5. Start Here

Please use SBS Start Here template page.

Template: start-here-sbs

There are [two SBS-specific items](#) in the start-here-sbs template which should be on the Start Here page in ALL SBS courses:

- *GET HELP WHEN YOU NEED IT* section
 - If reusing Start Here page from previous MCO and the link to "Student Assistance Program" is pointing to a Google doc, please update the link to point to the file on Akamai:
https://kapextmediassl-a.akamaihd.net/global/SBS/Announcements/Student_Assistance_Program.pdf
- College of Social and Behavioral Sciences Personalization Site LOR item linked under *HOW SHOULD I MANAGE MY TIME?*

6. Intelligent Agent – PublicSafety_IAs (Not used for UG PP courses)

Please add it to the CJ, EG, FS, and HM courses.

Import zip file using Copy / Import / Export > Import Components from a course package:

[PublicSafety_IAs.zip](#)

After importing zip file, add the following [settings to the intelligent agents](#).

7. Gradebook - Outreach for Gradebook

This is a reporting item only and will not be tied to any item with course.

Settings:

- Category titled Outreach
- Title Unit # Outreach
- Exclude from final grade, points = 1
- Restrictions = Hide this grade item
- Outreach should **always** be at the top of the Grades table.

☐	Outreach			
☐	Unit 1 Outreach			
☐	Unit 2 Outreach			
☐	Unit 3 Outreach			
☐	Unit 4 Outreach			
☐	Unit 5 Outreach			
☐	Unit 6 Outreach			

8. Instructor Notes

Within the units any instructor notes will be added as a hidden (draft) content page to students. This content page should be the first item in the unit, before Overview and Outcomes.

9. Discussions

Discussions should be set up as one topic and one grade item per unit. Do not add labels Discussion 1 of 2, Discussion 2 of 2.

~~Discussion 1 of 2~~

(a) In your own words, describe the most important differences between what can be accomplished using quantitative and qualitative research designs.

(b) Provide a research topic as an example that, in your opinion, would be better investigated in either of the two methodologies and explain why you believe that topic would be a better fit for one or the other design.

(c) Explain the advantages of conducting mixed-methodology studies.

~~Discussion 2 of 2~~

Please update Discussion Instructions language with the following (keep standard page setup with callout box):

In each course you take at Purdue University Global, you are part of a learning community. All members are working to strengthen their professional and communication skills and achieve their academic and career goals. Group discussion allows for new perspectives and personal growth. Discussion Boards are an important part of your learning; they

provide an opportunity to asynchronously interact with your classmates and instructor.

Discussion topics support this unit's objective and should be completed after reading all materials. Your responses ought to include original evaluation, synthesis, or analysis of the topic, and contribute to the discussion in a meaningful way. You must respond to all discussion topics and reply to your peers' posts. Refer to the Discussion Rubric under Course Resources for additional requirements.