Southern Illinois University
Off-Campus Programs – Public Safety Management
PSM 401 Applications of Research in Public Safety
(Independent Study)

COURSE SYLLABUS

FACULTY

Faculty Contact:

I. PSM Mission Statement
Public Safety Management is a broad based management educational program designed to augment and develop managerial skills necessary for a career in public safety or continued advancement within the field.

II. COURSE DESCRIPTION:

This course examines the rationale for conducting research, various public safety research activities, and research applications. Not for graduate credit.

III. PREREQUISITE:

PSM 350-3 and Public Safety Management major or consent of department.

IV. TEXTBOOKS:


V. COURSE OBJECTIVES:  

PERCENTAGES OF TOPICAL COVERAGE

1. The student will submit a topic proposal for faculty approval and produce a summary of the topic that identifies the affected principles, and enumerates the key issues.  

2. The student will find, select, and document a collection of written and electronic media resources that identify a current economic, regulatory, or operational trend impacting the public safety industry.  

3. The student will write a 10 to 15 page report that is a critical analysis of the approved topic(s) and which conforms to the requirements of the *Publications Manual of the American Psychological Association*.  

4. The student will present a 10 to 15 minute oral report that is a critical analysis of the approved topic(s). *In lieu of the oral report, the student shall submit a power point presentation with notes included.*

VI. METHOD OF INSTRUCTION: STUDENT ASSIGNMENTS:

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Grade Points</th>
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<tbody>
<tr>
<td>Assignment #1</td>
<td>50</td>
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</table>

1. Submit a proposal and a reference page of your chosen topic that defines the topic, identifies the affected principles (who or what is affected by this trend), and enumerates the key issues. The reference page shall have a minimum of seven references. The proposal must also include three in-text citations.

Select a current economic, regulatory, or operational trend that is having an immediate impact on the public safety industry. This proposal should consist of a 1 ½ to 2 page double spaced description that defines the topic, identifies the affected principles, and enumerates the key issues. You must also begin your research and submit a reference page with a minimum of seven references related to the topic in proper APA format (5th ed.). All assignments shall be submitted with a title page (see attached sample title page).
Assignment #2

2. Complete formal outline and an annotated bibliography with a minimum of ten references on the faculty approved topic.

The fifth edition of the *Little, Brown Compact Handbook* (pp. 22-23) explains the contents and structure of a formal outline. Use this example as a template for this assignment.

The 1989 edition of *Webster’s Encyclopedic Unabridged Dictionary of the English Language* defines annotate as to supply with critical or explanatory notes; remark upon in notes. Each entry in the annotated bibliography must be followed by one short paragraph (about 5 to 10 sentences) that describes the content of the work and its applicability to the management of the fire service.

Your references for this assignment will most likely be current periodicals, newspapers, and electronic media (Internet). Do not forget this is a current trend course, your references should not be more than one year old. Do not use more than ½ of your references from any single source, i.e., Internet, library, government documents, etc.

The following is an example of an annotated bibliographic entry for a book. The elements of the entry are in accordance with the *Publication Manual of the American Psychological Association. (6th ed., 2001).*


This textbook presents management theories and concepts that apply to managers who must deal with the new issues and challenges such as promoting and sustaining a competitive advantage, managing new information technology, developing global organizations, and managing a diverse workforce. Some unique chapters discuss managers as real people with their own personalities, strengths, and weaknesses plus how managers can successfully manage organizational politics, conflict, negotiation, and change. The book places an emphasis on applied management and uses relevant examples of how the theories, concepts, and practices are applied in the real world.

Note: All work being submitted for grading shall be double-spaced.
Assignment #3
3. Submit a Power point presentation with notes included that is a 100 critical analysis of your faculty approved topic.

Your oral report and the written assignment require you to do a critical analysis of the trend. What is right or wrong with this particular issue? Who or what does it affect and in what way? What, if anything, is being done about this issue? What would you recommend? Be succinct. Present specific information that defines the trend, identifies why it is important, describes the effect of the trend, explain who is involved and what they are doing, and ends with your recommendation or summary.

Assignment #4
4. Complete a 10 to 15 page written report that is a critical 150 analysis of your faculty approved topic and conforms to the requirements of the Publications Manual of the American Psychological Association (5th ed.). The report must include a title page, abstract, introduction, a body (literature review) of at least eight (8) double-spaced typed pages, and a recommendation or summary that is a minimum of two (2) full double-spaced typed pages and consists entirely of your own work, and a reference page with at least ten (10) references. Note: Grade points will be deducted for papers with less than 8 or more than 12 pages of literature review.

VII. COURSE GRADE:

1. Grading Criteria:

   A. The topic proposal is worth up to 50 grade points and will be graded as to completeness and compliance with APA criteria and requirements. One grade point will be deducted for each error.

   B. The outline and annotated bibliography is worth up to 100 grade points and will be graded as to completeness, general composition (spelling, grammar, punctuation, etc.), and compliance with APA criteria and requirements. One grade point will be deducted for each error.

   C. The oral presentation is worth up to 100 grade points and must be presented in a professional manner. Grading criteria includes the professionalism of the presentation, supporting power point slides, accuracy and completeness of the information presented, logic of the analysis, lack of bias in the presentation (the
presenter avoids “getting on a soap box” and gives equal treatment to opposing sides of the issue), and the reasonableness of the recommendation or summary.

D. The written report will be graded according to the following:

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Grade Points</th>
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<tbody>
<tr>
<td>Ethical standards</td>
<td>*Up to 150</td>
</tr>
<tr>
<td>*Penalties for plagiarism can be quite severe and range from an “F” for the course to suspension from the University.</td>
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<tr>
<td>Adherence to assigned topic</td>
<td>Up to 150</td>
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<tr>
<td>Appropriate content</td>
<td>Up to 150</td>
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<tr>
<td>Writing style</td>
<td>Up to 150</td>
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<tr>
<td>Parts of the manuscript</td>
<td>3 points per error</td>
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<tr>
<td>Grammar</td>
<td>3 points per error</td>
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<tr>
<td>Bias in language</td>
<td>3 points per error</td>
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<tr>
<td>Punctuation</td>
<td>3 points per error</td>
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<tr>
<td>Spelling</td>
<td>3 points per error</td>
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<tr>
<td>Capitalization</td>
<td>3 points per error</td>
</tr>
<tr>
<td>Italics</td>
<td>3 points per error</td>
</tr>
<tr>
<td>Abbreviations</td>
<td>3 points per error</td>
</tr>
<tr>
<td>Headings and series</td>
<td>3 points per error</td>
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</tbody>
</table>

2. **Grading Scale**: Final course grades will be based on the total number of grade points remaining after all assignments have been completed and will be based on the following scale:
<table>
<thead>
<tr>
<th>Grade Points</th>
<th>Grade</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>360 - 400</td>
<td>A</td>
<td>90 - 100%</td>
</tr>
<tr>
<td>320 - 359</td>
<td>B</td>
<td>80 - 89%</td>
</tr>
<tr>
<td>280 - 319</td>
<td>C</td>
<td>70 - 79%</td>
</tr>
<tr>
<td>240 - 279</td>
<td>D</td>
<td>60 - 69%</td>
</tr>
<tr>
<td>239 or less</td>
<td>F</td>
<td>59% or less</td>
</tr>
</tbody>
</table>

A grade of Incomplete (Inc) may be assigned when, for reasons beyond their control, students engaged in passing work are unable to complete all required assignments. Students must request the Incomplete grade, in writing, using the prescribed form. Forms are available from the local SIUC office.

3. **Due Dates:** The date on which the assignment is received (in the hands of) by the faculty member will determine the date the assignment was submitted for grade. Students must allow a minimum of seven days mailing time for assignments to reach the faculty member by the prescribed due date.

   **Five grade points will be deducted for each day past the prescribed due date that assignment #1, #2, and #3 are received by the faculty member. If assignment #1, #2, and #3 are received 14 days past the prescribed due date, they will be assigned a grade of zero.**

   There is no allowance for assignment #4 to be received past the prescribed due date, any student’s assignment #4 that is not in the faculty member’s hands by the prescribed due date will be assigned a grade of zero.

4. **Due Date Extensions**

   Students who experience unique, unusual, emergency and/or totally unexpected situations that prevent them from working on Assignments #1, #2, or #3 may request an extension of a due date. Such requests will be granted only if the request is made in writing (e-mail is acceptable), is received prior to the due date, and the reason for request is beyond the control of the student. Approval of such requests is not automatic and is subject to the faculty’s best judgement. The maximum extension permitted is 14 calendar days beyond the prescribed due date. Assignments received more than 14 days past the prescribed due dates will be assigned a grade of zero. There is no allowance for extending the due date of assignment #4.

5. **Title Page:**

   Attached is a sample title page. Use this format for the title page on all assignments.
6. Submitting Assignments:

All work shall be submitted via e-mail to MKopp@siu.edu

VIII. Exit Competencies:
Upon completion of this course the student will be able to:
1. Prepare several research papers that are grammatically and syntactically correct.
2. Correctly utilize a standard scholarly writing format guide for all written assignments; extended ability and use of more sophisticated formats is expected.
3. Complete an extensive library research project that supports selected topics as well as uses multiple locations and varied electronic/database resources.
4. Develop a Powerpoint presentation that is a critical analysis of the approved topic
5. Develop a proposal for chosen research paper based on a current trend in the fire service.
6. Formulate a strategy for the use of a very varied set of reference sources in the course assignments.
7. Follow a very specific set of instructions for executing the course’s written assignments.
8. Write one scholarly paper that is based on credible reference sources.

IX. Attendance Policy:
This is an independent study course with no class meetings. Students will have an opportunity to meet privately with the instructor during the term and are encouraged to make email and telephone contact at any time during normal working hours.

X. Academic Honesty Policy:
This course is an independent study course and all work is to be the product of the individual student's efforts only for this class alone. Papers or assignments from previous classes can not be used as any part of assignments for this class except with the professor's permission. There are no group assignments in this course. The sharing of previously completed work from any other student is in direct violation of the SIU Student Conduct Code and such action, in most cases, will be treated as an Act of Academic Dishonesty.

XI. ADA Statement for Students Requiring Special Accommodations:
As per 504 of the Vocational Rehabilitation Act of 1973 and the American Disabilities Act (ADA) of 1990, if accommodations are needed, inform the instructor or program advisor as soon as possible.
Title of Paper

Your Name

Southern Illinois University Carbondale

Street Address
City, State Zip Code
Phone Number
e-mail address

Course number and Title
Assignment #
Semester, Year
Program location