CHIPOLA COLLEGE
COURSE SYLLABUS
Chipola's website: www.chipola.edu

COURSE TITLE: **COURSE NUMBER:**
CMS Law Enforcement Vehicle Operations   CJK 0020V

COURSE DESCRIPTION (with prerequisites):
This course is a component of the law enforcement CMS basic recruit academy. This course is designed to prepare prospective police officers to apply vehicle operations knowledge, principles and techniques to the police driving environment. This course includes classroom instruction and practical application on the driving range.
48 clock hours
Florida Basic Abilities Test (FBAT)
Fingerprints
Criminal History, and Background Check
Drug Screen Test

NAME(S) OF INSTRUCTORS:
Program Availability

EFFECTIVE ACADEMIC YEAR:
2023-2024

REQUIRED TEXTBOOKS AND INSTRUCTIONAL MATERIALS:

No textbook or course materials are required to purchase for this course. ZTC

Law Enforcement Basic Recruit Training, Volume 2 Author: Florida Department of Law Enforcement, Criminal Justice Standards And Training Commission Publisher: Xanedu

GRADING POLICY:
The standing of a student in each course is expressed by one of the following letters and corresponding grading system:
A – 90 – 100
B – 80 – 89
C – 70 – 79
D – 60 – 69
F – 59 or less
The Chipola Catalog provides policies and procedures regarding the grading system. A student's Grade Point Average is derived from the grading system/quality point scale.

ATTENDANCE AND WITHDRAWAL POLICIES:

Chipola College expects regular attendance of all students, and all instructors record attendance daily. Students who are absent from classes for any reason other than official college activities must satisfy the instructor concerned that the absence was due to illness or other clearly unavoidable reasons. Otherwise, the student may suffer grade loss at the discretion of the instructor. Chipola policy allows each instructor to specify in the Instructor First Day Handout whether or not an absence is excusable and what affect the absence or tardy may have on the grade.

A student is allowed to repeat a course a maximum of three (3) times. **On the third attempt a student (1) must bear the full cost of instruction (unless waived by Student Services), (2) cannot withdraw, and (3) must receive a grade.**

MAKE-UP POLICY:

Chipola allows each instructor to specify in the Instructor First Day Handout the makeup policy.

ACADEMIC HONOR CODE POLICY:

Students are expected to uphold the Academic Honor Code. Chipola College's Honor Code is based on the premise that each student has the responsibility to (1) uphold the highest standards of academic honesty in his/her own work; (2) refuse to tolerate academic dishonesty in the college community; and (3) foster a high sense of honor and social responsibility on the part of students. Further information regarding the Academic Honor Code may be found in the Chipola Catalog, Student Governance section.

STUDENTS WITH DISABILITIES POLICY:

Chipola College is committed to making all programs and facilities accessible to anyone with a disability. Chipola's goal is for students to obtain maximum benefit from their educational experience and to effectively transition into the college environment. Students with disabilities are requested to voluntarily contact the Office of Students with Disabilities to complete the intake process and determine their eligibility for reasonable accommodations.

NOTICE OF EQUAL ACCESS/EQUAL OPPORTUNITY AND NONDISCRIMINATION:

Chipola College does not discriminate against any persons, employees, students, applicants or others affiliated with the college with regard to race, color, religion, ethnicity, national origin, age, veteran's status, disability, gender, genetic information, marital status, pregnancy or any other protected class under applicable federal and state laws, in any college program, activity or employment.

Wendy Pippen, Associate Vice President of Human Resources, Equity Officer and Title IX Coordinator, 3094 Indian Circle, Marianna, FL 32446, Building A, Room 183C, 850-718-2269, pippenw@chipola.edu.

LIBRARY AND ON-LINE REFERENCE MATERIALS:

The library is a comprehensive learning resource center providing information in print, electronic, and multimedia format to support the educational objectives of the College. On-line catalogs, e-books and electronic databases can be accessed by using the *LINCCWeb* icon on the Chipola Library website at www.chipola.edu/library. If you have questions about database usage consult the "How to Use the Chipola Databases" on the Library website or call the Library at 850/718-2274 during regular hours. Library hours are posted each semester at the building entrance and on the Library website. See your Instructor First Day Handout for individual instructor recommendations and resources.

TECHNOLOGY RESOURCES:

The college's learning management system is **Canvas**. Classes become available on Canvas on the first day of the semester. It is the student's responsibility to log onto the Canvas system the first day of class to establish the first day of attendance and to check announcements. All official class communication must be through Canvas. For further information, contact your instructor or the Director of eLearning. The Canvas support hotline is available online in live chat and on the phone, toll-free, at 855-308-2812 for any issues in accessing or utilizing Canvas. The **Technology Center**, located in the library, is equipped with computer workstations. Lab hours are posted each semester at the building entrance and on the Library website.

FREE TUTORING RESOURCES:

The A̲cademic C̲enter for E̲xcellence (**ACE)** Lab, located in Building L, offers free tutoring from 8 a.m. to 5 p.m. and is equipped with computer workstations. ACE lab hours are posted each semester at the room entrance and on the website. Additionally, live online tutoring conferences and individual tutoring sessions are available for a variety of courses through ACE@Home. For a conference schedule or to schedule an individual appointment, visit "ACE Tutoring" in the left navigation from any course in Canvas.

ELECTRONIC DEVICE USAGE STATEMENT:

Classrooms should be free of all unnecessary distractions from the task of learning. Therefore, as a general rule, students should silence and avoid use of all electronic devices (laptops, phones, tablets, etc.) not being used for coursework. Consult first-day handouts for any specific policies related to the use of electronic devices in the classroom, as they may vary depending upon the nature of the course or the guidelines of the instructor. Faculty reserve the right to regulate the use of electronic devices and their accessories in class.

DISCIPLINE SPECIFIC COMPETENCIES / LEARNING OUTCOMES:
See Below
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LINKING COURSE-LEVEL STUDENT LEARNING OUTCOMES WITH DISCIPLINE-SPECIFIC COMPETENCIES, ASSESSMENT METHODS, AND ARTIFACTS

COURSE-LEVEL STUDENT LEARNING OUTCOMES FOR CJK 0020V	DISCIPLINE-SPECIFIC GENERAL EDUCATION COMPETENCIES	ASSESSMENT METHODS FOR COURSE LEVEL STUDENT LEARNING OUTCOMES	LEARNING ARTIFACTS FOR AA PROGRAM ASSESSMENT

	LAW-EN Outcome 1: Demonstrate mastery of Law Enforcement knowledge and skills.	T		
	LAW-EN Outcome 2: Demonstrate safety skills appropriate for employees in a Law Enforcement work setting.			
	LAW-EN Outcome 3: Apply critical thinking and problem solving proficiency as appropriate for employees in a Law Enforcement work setting.			
	LAW-EN Outcome 4: Demonstrate team building, interpersonal, and ethical skills as appropriate for employees in a Law Enforcement work setting.			
	LAW-EN Outcome 5: Demonstrate leadership, organizational, and professional skills appropriate for employees in a Law Enforcement workplace.			
	LAW-EN Outcome 6: Demonstrate skills required for state certification and employment as a law enforce-ment officer.			
**Assessment Codes				

T = Tests **Pre/Post** = Pre- and Post-Tests **OT** = Objective Tests **UT** = Unit Tests **Q** = Quizzes **F** = Final Examination **CF** = Cumulative Final **EX** = Departmental Exam **SE** = Nat'l or State Standardized Exam	**RPT =** Report/Presentation **SP** = Skills Performance **SD** = Skills Demonstration **W** = Writing Assignments **E** = Essays **DE** = Documented Essays **RP** = Research papers **J** = Jury **R** = Recital	**Proj**. = Projects **Exp.** = Experiments **Cap. Proj.** = Capstone Project **Cap. Course** = Capstone Course **Prac.** = Practicum **Intern**. = Internship **H** = Homework **PS** = Problem Solving **DB** = Discussion Board	**BO =** Behavioral Observation **Clin.** = Clinicals **CS =** Case Study **CP =** Case Plan **Port.** = Portfolio **Obs.** = Teacher Observation **Sk. Check** = Skills Check-off Curriculum Frameworks **JP** = Judged Performance/Exhibition

MEANS OF ACCOMPLISHING STUDENT LEARNING OUTCOMES:

Lecture is the primary method of instruction. Students are expected to be attentive and are encouraged to ask questions. Lectures will come primarily from the textbook in formats that may include power point presentations, white board illustrations, videos, and web-based technologies and student discussion on specific topics.

ASSIGNMENT AND/OR COURSE OUTLINE

See your Instructor First Day Handout for individual instructor assignment schedule.