**Intro to Protective Services**

**Important Note:** This syllabus, along with course assignments and due dates, are subject to change. It is the student’s responsibility to check CANVAS for corrections or updates to the syllabus. Any changes will be clearly noted in a course announcement or through email.

## Course Information

### Instructor Information:

**Instructor:** Kirsten A. Barnes  
**Room:** Virtual – shsbarnes and C133 at SHS   
**Virtual Office Hours:**Go to Google Meets Office hours are from 10:30-11am and then by appointments.

**Office Telephone:** 503-999-7590  
**E-mail:** [barnes\_kirsten@silverfalls.k12.or.us](mailto:barnes_kirsten@silverfalls.k12.or.us)

### Course Information

**Course Description:** Introduction to Protective Services is a class focusing on the theory and practice of protecting and serving a community in emergency-related situations as well as preparedness. This course includes instruction in response, preparedness, relief and recovery services, community, national, and international disasters, emergency response services and communications, event security, community policing, criminal justice, crime scene security, crime prevention, incident safety, leadership strategies, humanitarian services, and fire and EMS strategies.

Silverton High School’s Protective Services Program of Study (POS) will focus on preparing students for high wage/high demand jobs in the Mid-Valley (Marion, Polk and Yamhill Counties) as well the State of Oregon. Protective service occupations focus on providing communities and individuals with adequate safety and security. These occupations typically provide services such as protecting the public against danger, fighting fires, emergency response, enforcing safety rules and regulations, crime investigations, private detective work, and much more. Individuals will find a variety of protective service jobs in both public and private sectors

Silverton High School Protective Services Program of Study will prepare students for multiple pathways to advancement in the protective services industry including:

* Volunteer firefighting and emergency response at our local stations
* Entry-level on the job training opportunities fighting seasonal wildfires in our region
* Preparation for entry into Chemeketa’s Fire Protection Technology Programs such as:
  + Fire Prevention Associate of Applied Science Degree
  + Fire Service Supervision and Management Certificate of Completion
  + Fire Suppression Associate of Applied Science degree
  + Fire Protection Technology
  + Emergency Medical Technician
* Preparation for entry into Chemeketa’s Criminal Justice, Law Enforcement, and Corrections Programs such as:
  + Corrections Associate of Applied Science Degree
  + Criminal Justice Associate of Applied Science Degree
  + Juvenile Justice Associate of Applied Science Degree
  + Law Enforcement Associate of Applied Science Degree
  + Basic Corrections Certificate of Completion
  + Basic Law Enforcement Certificate of Completion
  + Juvenile Corrections Certificate of Completion
  + Transfer courses to four-year institutions
  + Corrections
  + Criminal Justice
  + Law Enforcement

### Expected Instructor Response Times

* + I will attempt to respond to student emails within 24 hours. If you have not received a reply from me within 24 hours please resend your email.
  + I will attempt to reply to and assess student discussion posts within 48 hours of discussions closing.
  + I will attempt to grade written work within 120 hours, however longer written assignments may take me longer to read and assess.

### Course Structure

This course will be delivered online through the course management system CANVAS. Students will access CANVAS via student links and the class link launchpad found on the SHS website.

### Student Expectations

In this course you will be expected to complete the following types of tasks.

* communicate via email
* complete basic internet searches
* download and upload documents to CANVAS
* Link to and complete Edgenuity assignments and assessments
* read documents online
* view online videos
* participate in online discussions
* complete quizzes/tests online
* participate in synchronous and asynchronous online discussions

### Technical Assistance

If you need technical assistance at any time during the course or to report a problem with CANVAS you can:

* enter it in the chat in google meets
* send an email that you are having problems and I’ll complete a HelpDesk ticket

**Course Learning Outcomes**

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| * PSX01 - Formulate ideas, proposals and solutions to ensure effective and efficient delivery of law, public safety, corrections and/or security services. |

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|  |  | * PSX02 - Assess and implement measures to maintain safe and healthy working conditions in a law, public safety, corrections and/or security environment. |

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|  |  | * PSX03 - Conduct law, public safety, corrections and security work tasks in accordance with employee and employer rights, obligations and responsibilities, including occupational safety and health requirements. |

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|  |  | * PSX04 - Analyze the various laws, ordinances, regulations and organizational rules that apply to careers in law, public safety, corrections and security. |

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|  |  | * PSX05 - Describe various career opportunities and means to those opportunities in each of the Law, Public Safety, Corrections & Security Career Pathways. |

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|  |  | * PSX06 - Analyze the nature and scope of the Law, Public Safety, Corrections & Security Career Cluster and the role law, public safety, corrections and security play in society and the economy. |

You will meet the outcomes listed above through a combination of the following activities in this course:

## Topic Outline/Schedule

**Important Note:** Refer to the CANVAS course calendar for specific meeting dates and times. Activity and assignment details will be explained in detail within each week's corresponding learning module. If you have any questions, please contact your instructor.

## Grading Policies

**Assignments**

Assignments for the class will usually be listed in your course outline/calendar. Students are expected to meet the due dates listed**. Late assignments will receive no credit without prior arrangements being made.** There is no extra credit for the course.

**Grading**

Grades will be computed using a percentage scale based on points possible on each assignment. Final grades will be given on the basis of the following scale:

**Grades**

90-100% A

80-89 B

70-79 C

60-69 D

0-59 F

*Grades are based upon the following scale:*

Unit 1: Emergency Services (ES 172) - 500 points  
Unit 2: Criminal Justice (CJ101) – 500 points  
Unit 3: Humanitarian Service - 500 points

Portfolio Project & Final - 300 points

## Course Policies

### Netiquette Guidelines

Netiquette is a set of rules for behaving properly online. Your instructor and fellow students wish to foster a safe online learning environment. All opinions and experiences, no matter how different or controversial they may be perceived, must be respected in the tolerant spirit of academic discourse. You are encouraged to comment, question, or critique an idea but you are not to attack an individual. Working as a community of learners, we can build a polite and respectful course community.

The following netiquette tips will enhance the learning experience for everyone in the course:

* Do not dominate any discussion.
* Give other students the opportunity to join in the discussion.
* Do not use offensive language. Present ideas appropriately.
* Be cautious in using Internet language. For example, do not capitalize all letters since this suggests shouting.
* Popular emoticons such as ☺ or / can be helpful to convey your tone but do not overdo or overuse them.
* Avoid using vernacular and/or slang language. This could possibly lead to misinterpretation.
* Never make fun of someone’s ability to read or write.
* Share tips with other students.
* Keep an “open-mind” and be willing to express even your minority opinion. Minority opinions have to be respected.
* Think and edit before you push the “Send” button.
* Do not hesitate to ask for feedback.
* Using humor is acceptable

Adapted from:

Mintu-Wimsatt, A., Kernek, C., & Lozada, H. R. (2010). *Netiquette: Make it part of your syllabus*. Journal of Online Learning and Teaching, 6(1). Retrieved from <http://jolt.merlot.org/vol6no1/mintu-wimsatt_0310.htm>

Shea, V. (1994). Netiquette. Albion.com. Retrieved from: <http://www.albion.com/netiquette/book/>.

### Build Rapport

If you find that you have any trouble keeping up with assignments or other aspects of the course, make sure you let your instructor know as early as possible. As you will find, building rapport and effective relationships are key to becoming an effective professional. Make sure that you are proactive in informing your instructor when difficulties arise during the semester so that we can help you find a solution.

### Commit to Integrity

As a student in this course (and at SHS) you are expected to maintain high degrees of professionalism, commitment to active learning and participation in this class and also integrity in your behavior in and out of the classroom.

### SHS Honor Policy

Students are expected to put forth their best effort on tests and assignments. Assisting others is prohibited when it would constitute academic dishonesty. Prohibited events include, but are not limited to, using or sharing prohibited study aides or other written materials on tests and assignments. Academic dishonesty also includes sharing, collaborating or communicating with others on tests or assignments, before or during tests or assignments in violation of directions by the class instructor. Academic dishonesty may also include knowingly sharing false information or knowingly misleading another to reach a false answer or conclusion. Violation of the policy may result in discipline as deemed appropriate by the instructor and administration, based on the nature and seriousness of the offense.

**Americans with Disabilities Act**If you feel you may need an academic adjustment for any type of disability, please mail or call me or speak to counseling office here at Silverton High School.

**Diversity Values**

The Silverton High School Community is enriched by the diversity of our students and staff. Each individual and group has the potential to contribute in our learning environment. Each has dignity. To diminish the dignity of one is to diminish the dignity of us all.

**College Credit**

Students can earn college credit for this class by registering for the College Credit Now Program. Students pay $25 for the year and can earn as many credits as they complete.

**Assignment Policy:**

Assignment due dates will be available on the course calendar and or written on the whiteboard of the classroom. Assignments are due at the beginning of the class period unless other directions are given. **No late assignments will be accepted unless prior arrangements have been made.** Work can always be handed in before the due date. Test can always be taken before the assigned date. Your work will be expected to be in on the due date even if you are not in school. Please have a family member, neighbor, or trusted person deliver your work to school if you can’t be here.

**To make arrangements, you should call Dr. Barnes before 9:30pm at home or at school.**

**(Call in just like you would your job.)**

**On the Go 503-999-7590**

Students gone from class for field trips, family vacations, or business should turn in their work BEFORE they leave school. All due dates apply to all students unless prior arrangement has been made.

**PLEASE DO NOT HESITATE TO CONTACT ME WITH QUESTIONS CONCERNS OR COMMENTS. I WANT TO SEE YOU AND HELP YOU SUCCEED IN THIS CLASS.**