# Course Form

## I. Summary of Proposed Changes

<table>
<thead>
<tr>
<th>Dept / Program</th>
<th>College of Technology Fundamentals of Police Science Program</th>
<th>Prefix and Course #</th>
<th>PSS 101</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Title</td>
<td>Montana Law Enforcement Academy (MLEA)/UM COT Fundamentals of Police Science Program Basic Orientation and Assessment</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Short Title</td>
<td>Basic Orientation and Assessment</td>
<td></td>
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<tr>
<td>Summarize the change(s) proposed</td>
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</tr>
</tbody>
</table>

## II. Endorsement/Approvals

Complete the form and obtain signatures before submitting to Faculty Senate Office

<table>
<thead>
<tr>
<th>Please type / print name</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Requestor: Alan Fugleberg</td>
<td>[Signature]</td>
<td>10-8-2016</td>
</tr>
<tr>
<td>Phone/ email: x7608</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Program Chair/Director: Alan Fugleberg, Chair/Assoc. Dean</td>
<td>[Signature]</td>
<td>10-8-2016</td>
</tr>
<tr>
<td>Other affected programs</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dean: Barry Good, Dean</td>
<td>[Signature]</td>
<td>10-8-2016</td>
</tr>
</tbody>
</table>

Are other departments/programs affected by this modification because of:
(a) required courses incl. prerequisites or corequisites,
(b) perceived overlap in content areas
(c) cross-listing of coursework

Please obtain signature(s) from the Chair/Director of any such department/program (above) before submission

## III. To Add a New Course

Syllabus and assessment information is required (paste syllabus into section V or attach). Course should have internal coherence and clear focus.

Common Course Numbering Review (Department Chair Must Initial):
Does an equivalent course exist elsewhere in the MUS? Check all relevant disciplines if course is interdisciplinary. (http://mus.edu/transfer/CCN/ccn_default.asp)

<table>
<thead>
<tr>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
</table>

If YES: Do the proposed abbreviation, number, title and credits align with existing course(s)? Please indicate equivalent course/campus. ¶

Not applicable

If NO: Course may be unique, but is subject to common course review. Be sure to include learning outcomes on syllabus or paste below. The course number may be changed at the system level.

### Performance Objectives

Upon completion of this course, the student will:
1. Locate and provide directions to buildings and offices on the MLEA campus.
2. Demonstrate appropriate professional and academic behavior.
3. While on campus/participating in MLEA coursework, students will apply the dress code when choosing apparel.
4. Apply the academic code of conduct regarding academic dishonesty.
5. Explain the academic and performance objectives for successful completion of each course.
6. Follow the prescriptions for the simulation scenarios.
7. Explain and discuss possible violations in conduct that lead to disciplinary actions.
8. Complete a thorough overview of the materials contained in the MLEA Training. Manual and the other required readings and assignments.
9. Review and sign the student agreement regarding the Code of Conduct for MLEA.

Exact entry to appear in the next catalog (Specify course abbreviation, level, number, title, credits, repeatability (if applicable), frequency of offering, prerequisites, and a brief description.) ¶
PSS 101 Basic Program Orientation and Assessment (1 credit) is offered Autumn, Spring and Summer. Prerequisites: None. The course orients students to the MLEA campus and residential facilities and provides a program schedule. Students become acquainted with the student manual covering the campus residential services and expectations regarding campus behavior, firearms and dress codes/uniforms for the various law enforcement avenues (e.g., Law Enforcement Officer, Detention Officer, and Public Safety Communicators). The course outlines attendance and conduct policies, the academic code of conduct including plagiarism, academic and performance (simulation scenarios) requirements, and reasonable accommodations. Students learn about various career paths available through a career in law enforcement. Enrollment is limited to law enforcement officers and pre-service trainees admitted to the MLEA Law Enforcement Officer Basic program in Helena.

**Justification:** How does the course fit with the existing curriculum? Why is it needed?

This course provides students with an overview of the Montana Law Enforcement Academy (MLEA), the Law Enforcement Officer Basic Program (LEO Basic) requirements, an orientation to the MLEA campus, and the behavioral and academic expectations of the law enforcement curriculum.

Are there curricular adjustments to accommodate teaching this course?

Not applicable

Complete for UG courses. (UG courses should be assigned a 400 number).

Describe graduate increment

(http://umt.edu/facultysenate/committees/grad_council/procedures/gradIncrement.aspx)

New fees and changes to existing fees are only approved once each biennium by the Board of Regents. The coordination of fee submission is administered by Administration and Finance. Fees may be requested only for courses meeting specific conditions according to Policy 940.12.1 http://mus.edu/borpol/bor000/940-12-1.pdf. Please indicate whether this course will be considered for a fee.

If YES, what is the proposed amount of the fee?

Justification:

### IV. To Delete or Change an Existing Course – check X all that apply

<table>
<thead>
<tr>
<th>Deletion</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Number Change</td>
<td>From: Level U, UG, G To:</td>
</tr>
<tr>
<td>Description Change</td>
<td>From: Repeatability To:</td>
</tr>
<tr>
<td>Change in Credits</td>
<td>From: Cross Listing (primary program initiates form) To:</td>
</tr>
<tr>
<td>Prerequisites</td>
<td>Is there a fee associated with the course?</td>
</tr>
</tbody>
</table>

1. Current course information at it appears in catalog (http://www.umt.edu/catalog)

2. Full and exact entry (as proposed)

3. If cross-listed course: secondary program & course number

4. Is this a course with MUS Common Course Numbering? http://mus.edu/transfer/CCN/ccn_default.asp
   If yes, please explain below whether this change will eliminate the course’s common course status.
   YES NO

5. Graduate increment if level of course is changed to UG.
   Reference guidelines at: http://umt.edu/facultysenate/committees
   Have you reviewed the graduate increment guidelines? Please check (X) space provided.
THE UNIVERSITY of MONTANA COLLEGE of TECHNOLOGY
Fundamentals of Police Science Program
Course Syllabus

COURSE NUMBER AND TITLE: PSS 101: Montana Law Enforcement Academy (MLEA)/UM COT
Fundamentals of Police Science Program Orientation and Assessment

DATE: Autumn 2010

SEMESTER CREDITS: 1

PREREQUISITES: None

FACULTY: MLEA Faculty
E-Mail:
Phone:
Office:
Office Hours:

COURSE DESCRIPTION: PSS 101, Basic Program Orientation and Assessment is offered Autumn, Spring and Summer. The course orients students to the MLEA campus and residential facilities and provides a program schedule. Students become acquainted with the student manual covering the campus residential services and expectations regarding campus behavior, firearms and dress codes/uniforms for the various law enforcement avenues (e.g., Law Enforcement Officer, Detention Officer, and Public Safety Communicators). The course outlines attendance and conduct policies, the academic code of conduct including plagiarism, academic and performance (simulation scenarios) requirements, and reasonable accommodations. Students learn about various career paths available through a career in law enforcement.

STUDENT PERFORMANCE OUTCOMES:
Performance Objectives
Upon completion of this course, the student will:
1. Locate and provide directions to buildings and offices on the MLEA campus.
2. Demonstrate appropriate professional and academic behavior.
3. While on campus/participating in MLEA coursework, students will apply the dress code when choosing apparel.
4. Apply the academic code of conduct regarding academic dishonesty.
5. Explain the academic and performance objectives for successful completion of each course.
6. Follow the prescriptions for the simulation scenarios.
7. Explain and discuss possible violations in conduct that lead to disciplinary actions.
8. Complete a thorough overview of the materials contained in the MLEA Training Manual and the other required readings and assignments.
9. Review and sign the student agreement regarding the Code of Conduct for MLEA.
STUDENT PERFORMANCE ASSESSMENT METHODS AND GRADING PROCEDURES:
(Production and Testing)
Weekly written exams are scheduled on course material presented in weeks one through five each Monday morning. The law and legal assessment is given in week six and is cumulative over all law material presented in the five prior weeks of class.

Final call scenarios are practical exercises that test application of the skills learned during the Basic Course. Students work in pairs and are dispatched to calls (including domestic violence, robbery, burglary, traffic stop, warrant service and disturbances) which they investigate and resolve using the communications, investigative and tactical skills learned in the courses as well as the proper use of force decisions and report writing.

GRADING SCALE: Students must earn a minimum score of 75% or letter grade of “C” in this course to receive both program and course credit toward the Certificate of Applied Science in Fundamentals of Police Science.

- 94 – 100  A  Excellent
- 84 – 93   B  Good
- 75 – 83   C  Satisfactory
- 70 – 74   D  Poor
- 69/below F  Failure

ATTENDANCE POLICY: Students are required to come prepared for class each day and participate in the assigned activities. In-class activities account for a substantial portion of the final grade.

ACADEMIC INTEGRITY: All students must practice academic honesty. Academic misconduct is subject to an academic penalty by the course instructor and/or a disciplinary sanction by the University. All students need to be familiar with the Student Conduct Code. The Code is available for review online at http://www.umt.edu/SA/VPSA/index.cfm/page/1321.

DISABILITY ACCOMMODATION: Eligible students with disabilities will receive appropriate accommodations in this course when requested in a timely way. Please contact me after class or in my office. Please be prepared to provide a letter from your DSS Coordinator. For more information, visit the Disability Services website at http://www.umt.edu/dss/ or call 406.243.2243 (Voice/Text).

REQUIRED TEXTBOOKS:

COURSE OUTLINE:
1. Orientation to the program and campus
2. Skills assessment training breakout: domestic violence
3. Skills assessment training breakout: traffic stops
4. Skills assessment training breakout: elder abuse
5. Skills assessment training breakout: mental illness intervention
7. Skills assessment training breakout: search warrant execution
8. Final call scenarios: domestic violence, robbery, burglary, traffic stops, warrants and disturbances

September 2010

VI Department Summary (Required if several forms are submitted) In a separate document list course number, title, and proposed change for all proposals.

VII Copies and Electronic Submission. After approval, submit original, one copy, summary of proposals and electronic file to the Faculty Senate Office, UH 221, Carrie.Foos@mso.umt.edu.

Revised 9-2010