

Criminal Justice TAG Courses
Helpful Suggestions/Recommendations for Submission

The following are suggestions for a successful submission of Criminal Justice TAG courses:

1. Please make sure the submitted syllabus supports information that is submitted on the CEMS for each TAG outcome. In most cases, it would improve a submission if an individual familiar with the material for a particular course be the one that fills out the CEMS for the institution.
2. Course Syllabi and CEMS information should clearly state as many of the following as possible:
 - The number of credit hours given for completion of the course
 - All required TAG outcomes should be clearly indicated and discussed. For example, if you are explaining on the CEMS how an outcome is being met, include information from the course/syllabus that **directly relates** and provides support for the learning outcome that is being addressed. Include how the outcome will be taught in such a manner that the student will become knowledgeable regarding that topic. We do not recommend cutting and pasting from the syllabus, but providing description, explanation, and narrative support. Additionally, support used on the CEMS should not be a list such as the title of chapters from the text used, but instead, more of a description/explanation.
 - TAG outcomes that are designated as recommended, but are not required, must also be clearly addressed on the CEMS and dealt with in a similar manner as required outcomes. Explain clearly and in detail how the outcome is met.
 - Topics should be written in a manner that it is clear as to which TAG outcomes are being covered. *For example: TAG outcome 1 for Corrections is the History of Corrections.* In the syllabus, the list of topics should be stated in a way to reflect that outcome. With this example in mind, each of the other outcomes should also be reflected in a similar fashion on the syllabus.
 - Types of assessment such as exams, course assignments and/or other materials used to assess TAG outcomes should clearly indicate on the syllabus which outcome is being measured by each assessment tool as well as in the description section for each outcome on the CEMS submission.
3. Submission materials need to be complete with all pertinent information regarding the TAG learning outcomes prior to submission. Information should clearly state (in one's own word or verbatim from each TAG course syllabus) how the TAG outcomes are met. Additional information is better than minimal information and will help the review panel clearly understand how the University or College is meeting each outcome. Clear articulation of each outcome, how the outcome is addressed, and the provision of appropriate support will allow for a better chance for approval with the initial submission.