

Syllabus

**ADMINISTRATION OF JUSTICE**

FALL 2012

Introduction to the Administration of Justice (AJ 100)

Mondays 6:30 PM-9:40PM – Room 213

Office: Parking Control Office  
Telephone: (760)355-6295  
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Office Hours: Monday 9:00AM-5:30PM  
Tuesday-Friday 9:00 AM-12:00PM

**Course Description:**

This course will cover the philosophy of Administration of Justice in America and identify its various subsystems. It will examine roles and expectations of criminal justice agents and their interrelationships in society. The concepts of crime, punishment, and rehabilitation are introduced. The basic course provides a better understanding of the criminal justice system and orients the student to career opportunities. Ethics, education and training for professionalism in the system are discussed.

**Required Textbook:**

Schmallegger, Frank **Criminal Justice Today**, 11<sup>th</sup> Edition 2009

**Evaluation Methodology:**

Your grade in this course will be based on the accumulation of percentage points generated from the following:

Quizzes/Class Assignments	10%
Test 1	20%
Test 2	20%
Test 3	20%
Term Paper	10%
Final Exam	20%
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	100% of Final Grade

**Student Learning Outcomes:**

Upon completion of this course, the student will be able to:

- First Outcome: Identify the objectives of the justice system, and the role expectations of criminal justice personnel.
- Second Outcome: Describe the laws of arrest and arrestable offenses involving misdemeanor and felony crimes.

- Third Outcome: Identify roles, history and organization of police in the US and their British roots.
- Fourth Outcome: Identify the cause of crime and victimization theories and patterns. Compare and contrast various systems for measuring and reporting crime in the United States.
- Fifth Outcome: Apply English language arts knowledge and skills required for career and postsecondary education opportunities.

**Grades will be based on the following percentages:**

90-100%	=	A
80-89%	=	B
70-79%	=	C
60-69%	=	D
0-59%	=	F

**Attendance:**

The IVC Student Catalog states that a student may be dropped from a course when their absences exceed the number of class hours which the class meets per week.

**Late Arrival to Class:**

Punctuality is important in law enforcement or any professional career. **All students are expected to be in class on time.** Class will begin **EXACTLY** at 6:00 PM. If you have a legitimate excuse and you know that you will be late to class you must contact me prior to the start of the class.

**Test Make-Up Policy:**

If a Class Assignment or Quiz is missed, **NO MAKE-UPS ARE ALLOWED. NO EXCEPTIONS**

If a Test or Final Exam is missed, make ups **MAY** be given on a case by case basis. Exp: Death of an immediate family member or illness/injury (physician's note required, **NO EXCEPTIONS**)

**Special Needs:**

Any student with a documented disability who may need educational accommodations should notify the instructor of the Disabled Student Programs and Services (DSP&S) Office as soon as possible.

**Term Paper:**

A term paper on a criminal justice topic will be written by the student and turned in on the assigned date/time. **NO EXCEPTIONS.**

Plagiarism will not be tolerated and can cause the student a failing grade in class or up to/including expulsion.

Class Schedule

<b>Week</b>	<b>Date</b>	<b>Class Assignment</b>
1. Assignment	8-20-2012	Intro. Chap 1
2. Assignment	8-27-2012	Chap 2/Term Paper Topic
3. None	9-3-2012	Labor Day Holiday - No Class Chap 3 on your own
3. Assignment	9-10-2012	Chap 3/4
4. Quiz	9-17-2012	Chap 5
5. Quiz	9-24-2012	Test 1/Term Paper Status
6. Assignment	10-1-2012	Chap 6
7. Assignment	10-8-2012	Chap 7
8. Assignment	10-15-2012	Chap 8
9. Quiz	10-22-2012	Chap 9
10. Assignment	10-29-2012	Test 2/Term Paper Status
11. Assignment	11-5-2012	Chap 10
12. None	11-12-2012	Veterans Day Holiday- No Class Chap 11 on your own
13. Assignment	11-19-2012	Chap 12-13
14. Quiz	11-26-2012	Chap 14-15/Review
15. Assignment	12-3-2012	Final Exam/Term Papers Due

**\*Please Note: ALL class assignments and test dates are subject to change without warning!**