
Imperial Valley College

Administration of Justice

Course Syllabus

COURSE NO.

AJ 100 (20101)

COURSE TITLE

Introduction to Administration of Justice

INSTRUCTOR

J. Myles-Wells - Room 205

Email: Jamimyles@aol.com**TEXTBOOK**

Criminal Justice Today

Frank Schmalleger

12th Edition**TERM**

Spring 2013

UNITS

3

CLASS TIMES

Monday & Wednesday 10:15 – 11:40 AM

COURSE DESCRIPTION

An in-depth study of the development, function and techniques of the Criminal Justice System, including: explaining “What is Criminal Justice?,” the crime picture, the search for causes, Criminal Law, Policing including its history, the issues of policing and its challenges, the courts, its structure and participants, pretrial activities and the criminal trial itself, sentencing, Corrections, Prisons and Jails, Prison life, Juvenile justice, drugs and crime, terrorism and the multinational criminal justice, along the future of criminal justice.

COURSE OBJECTIVES (SLO’s)

Students will be able to:

1. Explain the historical development of law and establishment of the American Criminal Justice System; and demonstrate an understanding of Constitutional rights and due process.
2. Identify and distinguish the requirements of a lawful arrest and applicable procedures for both misdemeanor and felony arrests.
3. Create table of court procedure understanding the different phases of the court system when a crime is being charged.
4. Recognize the legal requirements associated with the defendant’s right to an arraignment, pre-trial motions, etc.
5. List the types and appropriate uses of pleas listed in the California Penal Code.
6. Identify and explain the role of a judge, attorneys, and other participants in the trial setting to include the importance court procedure and integrity.
7. Describe the trial process from motions *in limine* to the verdict.
8. Describe the history and role of the jury within the criminal justice system, the jury selection process, case law, and new statutory changes affecting the jury process.
9. Explain sentencing history, philosophy, and procedures used by the courts.
10. Describe post-trial appeal procedures, remedies, and motions made by trial participants.
11. Identify the different components of corrections and discuss the purpose and procedures of each.
12. Describe the juvenile justice system, philosophy, and procedures.

GRADING PROCEDURE:

Total Points: 600

Tests: Five tests at 50 points each = 250 points

Group Project and Presentation: 10 – 15 minute Presentation = 100 points

Term Paper: (Topic Approved by Instructor) = 100 Points

Final Exam = 100 Points

Class attendance and participation in discussion, group participation or activities = 50 Points

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

PLEASE NOTE:

Assignments are due on the date stated on the syllabus. Late assignments are subject to reduction of points. Make every effort to turn in assignments on time or you may receive a zero for that assignment.

TESTS/EXAMS:

There are a total of five (5) tests and one (1) comprehensive Final Examination in this course. Each test will have a time limit of 30 minutes, which means that class starts at 10:15 am, class attendance is taken, then the test is handed out to the students. You will have 30 minutes, no longer. If you show up late to class, you will have what time is left to complete the test. There will be NO makeup test given. Failure to take an exam will result in a zero for that exam unless prior approval is given by the instructor. Bring a No. 2 Pencil and Scantron form to class on exam days for the test. I DO NOT supply a Scantron or a Pencil for any exam.

AS THERE IS NO RETAKES IN REAL LIFE - THERE WILL BE “NO MAKE UP EXAMS” GIVEN FOR THIS COURSE!

You must communicate to your instructor any problems that you are having with the course or anything affecting you in the performance of the course. That means, if you **cannot** attend class to take the exams, you will communicate that to the instructor and why with paperwork of why you could not be in class to take the exam. (Doctor’s appointment, Jury Duty, Emergency Room, or Funeral).

ATTENDANCE: One of the institutional learning outcomes at IVC is personal responsibility. You will be expected to demonstrate personal responsibility by attending class, showing up on time, and not leaving early. You will be allowed two absences from class before the drop deadline. Do not assume you will be dropped for non-attendance. Missing more than half a class session will count as a full absence. *(It remains your responsibility to drop yourself from all courses that you no longer attend, or you risk getting a failing grade on your transcript.)* Refer to pages 23 – 24 of your General Catalog for “ATTENDANCE AND AUTOMATIC WITHDRAWALS”; **YOU** are RESPONSIBLE!

ACADEMIC ETHICS: Cheating is defined as copying answers from another student on an exam or assignment, allowing another student to copy answers from you, turning in work as your own that someone else did for you, working with another student on an assignment with the instructor’s express consent, or turning in a writing assignment that uses another’s words or ideas without crediting the source of the words or ideas.

PLAGIRISM will not be tolerated! If a student uses the words or ideas of another person without giving that person credit, the student is committing an act of plagiarism.

CHEATING WILL NOT BE TOLERATED! Anyone caught cheating will get a zero for the assignment or exam and may be dropped from the class with the grade of **“F”**.

PARTICIPATION: Every student is expected to participate in class discussions each week. This includes punctuality, contributions, personal opinions, group efforts if assigned and discussion of issues relating to the current assignment of the class. There will be group presentations every week after the first test.

CLASSROOM PROJECTS: Every student is expected to participate in the presentation of the Group Project. The outline for the group project will be presented to the instructor no later than four weeks from the beginning of the semester (2/06/2013). Project Presentations will be on April 24, 2013 thru May 1, 2013. The selection of the groups for the presentation will be delegated by the instructor.

CLASSROOM BEHAVIOR: Any conduct that disrupts the learning process cannot be tolerated. Anyone engaging in such conduct will be asked to leave the classroom. Talking, whispering, loud yawning, and **CELL PHONES RINGING DURING CLASS** are examples of disruptive behavior because such actions are disrespectful and distracting to the instructor and to other students. Respect your fellow students and instructors at all times.

Your cell phones:

- Your cell phones ringing during class is RUDE, to me as the instructor and the other students in the class.
- Phones WILL BE turned off or placed on vibrate.
- IF your phone rings during class, you'll be asked to immediately give the class a two (2) minute presentation to the entire class, of the instructor's choice.

TAKE ADVANTAGE OF THE LEARNING ENVIRONMENT WHILE IN CLASS!

NOTICE: Any student with a documented disability who may need educational accommodations should notify the instructor or the Disabled Student Programs and Services (DSP & S) Office as soon as possible. [SDP&S, Health Sciences Building 2100, Phone: (760) 355-6312]

AJ 100, Introduction to Administration of Justice
(Monday & Wednesday 10:15 – 11:40 AM)

Class Schedule: **Items are subject to change as needed by the Instructor.

Mon	01/14/13	Introduction/Syllabus
Wed	01/16/13	Chapter 1: What is Criminal Justice
<u>Mon</u>	<u>01/21/12</u>	<u>Holiday (No Classes)</u>
Wed	01/23/13	Chapter 2: The Crime Picture
Mon	01/28/13	Chapter 3: The Search for Causes
Wed	01/30/13	Chapter 4: Criminal Law

Mon	02/04/13	Test #1 // Guest Speaker or Video
Wed	02/06/13	Chapter 5: Policing: History and Structure **ALL STUDENTS – TURN IN OUTLINES FOR TERM PAPERS AND GROUP PROJECTS
Mon	02/11/13	Chapter 6: Policing: Purpose and Organization
Wed	02/13/13	Chapter 7: Policing: Legal Aspects
<u>Mon</u>	<u>02/18/13</u>	<u>Holiday (No Classes)</u>
Wed	02/20/13	Cont. Chapter 7: Policing: Legal Aspects
Mon	02/25/13	Chapter 8: Policing: Issues and Challenges
Wed	02/27/13	Test #2 // Guest Speaker or Video
Mon	03/04/13	Chapter 9: The Courts: Structure and Participants
Wed	03/06/13	Chapter 10: Pretrial Activities and the Criminal Trial
Mon	03/11/13	Chapter 11: Sentencing
Wed	03/13/13	Cont. Chapter 11: Sentencing
Mon	03/18/13	Test #3 // Guest Speaker or Video
Wed	03/20/13	Chapter 12: Probation, Parole, and Community Corrections
Mon	03/25/13	Chapter 13: Prisons and Jails
Wed	03/27/13	Chapter 14: Prison Life
Mon	04/01/13	**Spring Break**
Wed	04/03/13	**Spring Break**
Mon	04/08/13	Test# 4 // Chapter 15: Juvenile Justice
Wed	04/10/13	Chapter 16: Drugs and Crime
Mon	04/15/13	Chapter 17: Terrorism and Multinational Criminal Justice
Wed	04/17/13	Chapter 18: The Future of Criminal Justice
Mon	04/22/13	Test# 5 // Guest Speaker or Video & <u>Term Papers are due</u>
Wed	04/24/13	Group Presentations
Mon	04/29/13	Group Presentations
Wed	05/01/13	Group Presentations
Mon	05/06/13	Review for Final Exam

Wed 05/08/13 **Final Exam**