

**IMPERIAL VALLEY COLLEGE  
ADMINISTRATION OF JUSTICE  
COURSE SYLLABUS**

**COURSE NO.**  
AJ 106 CRN 30003

**COURSE TITLE**  
Principles and Procedures of the Justice System

**INSTRUCTOR**  
Michael W. Capeci  
[michael.capeci@imperial.edu](mailto:michael.capeci@imperial.edu)

**TEXTBOOK**  
Procedures in the Justice System, 10<sup>th</sup> Edition

**TERM**  
Summer 2013

**CLASS TIMES**  
Mon- Fri 10:00am – 12:10am

**UNITS**  
3

**INSTRUCTOR'S OFFICE HOURS**

By appointment only

**COURSE DESCRIPTION**

An in-depth study of the role and responsibilities of each segment within the administration of justice system: law enforcement, judicial, corrections. A past, present, and future exposure to each sub-system procedure, from initial entry to final disposition, and the relationship each segment maintains with its system member.

**COURSE OBJECTIVES**

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. Recognize the legal requirements associated with the defendant's right to an arraignment, pre-trial motions, etc.
4. List the types and appropriate uses of pleas listed in the California Penal Code.
5. Explain the role of the judge, attorneys, and other participants in the trial setting.
6. Describe the trial process from motions *in limine* to the verdict.
7. 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.
8. Explain sentencing history, philosophy, and procedures used by the courts.
9. Describe post-trial appeal procedures, remedies, and motions made by trial participants.
10. Identify the different components of corrections and discuss the purpose and procedures of each.
11. Describe the juvenile justice system, philosophy, and procedures.

## **GRADING PROCEDURE:**

Total Points: 500

Test total of four test (worth 50 points each) = 200 points

Mid Term Test = 100 points

Newspaper Articles: Four articles, at 15 points each = 60 points

Class attendance = 15 points

Class participation = 25 points

Final Exam = 100 points

**HOMEWORK:** All homework assignments are due on the Friday of the week they are assigned and turned in at the beginning of class. All news articles must be written in APA format.

**TEXTBOOKS:** The textbook is required for this class. You will be required to read each chapter prior to lecture as not all the information will be covered in the lecture and some independent study will be required on your behalf.

**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 drop for non-attendance. The failing grades you receive will not be changed because you stopped attending. Being late at the start of class or after breaks or leaving early will count as one-third of an absence. 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.)*

**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 without 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.

**PLAGIARISM 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. Plagiarism is not allowed and you will be reported to the Dean of Student Affairs.

**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 and be reported to the Dean of Student Affairs.

**PARTICIPATION:** Every student is expected to participate in class discussion each week. This includes punctuality, contributions, personal opinions, group efforts if assigned and discussion of

issues relating to the current assignment of the class. Newspaper articles will be required. Class participation is a must!

**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.

**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. Room 2117, Health Sciences Building; Phone: (760) 355-6312

- WEEK 1** Introduction  
**5/20/13** Review: Chapters 1-3  
Homework: Newspaper Article 1 (related to search & seizure) APA format  
**CHAPTER TEST ON FRIDAY (CHAPTERS 1-3)**
- WEEK 2** Review: Chapters 4-6  
**5/27/13** Homework: Newspaper Article 2 (related to criminal arrest or police use of force)  
**CHAPTER TEST ON FRIDAY (CHAPTERS 4-6)**
- WEEK 3** Review: Chapters 7-9  
**6/3/13** Homework: News Article 3 (related to initial appearance, bail, arraignment, plea, grand jury, indictment or preliminary hearing)  
**MIDTERM FRIDAY (6/7/13) WILL COVER CHAPTERS 1-9**
- WEEK 4** Review: Chapters 10-14  
**6/10/13** Homework: News Article 4 (related to jury trial)  
**CHAPTER TEST ON FRIDAY (CHAPTERS 10-14)**
- WEEK 5** Review: Chapters 15-18  
**6/17/13** **FINAL FRIDAY (6/21/13) WILL COVER CHAPTERS 10-18**