

Imperial Valley College Course Syllabus –Introduction to Administration of Justice AJ 100

Basic Course Information

Semester	Fall 2014	Instructor's Name	Esther A. Sanchez-Banda
Course Title & #	Intro to Admin of Justice	Instructor's Email	esanchezbanda@gmail.com
CRN #	10101	Webpage	
Room	Bldg 3200-3212	Office	809
Class Dates	Aug 18, 2014 - Dec 13, 2014	Office Hours	Schedule for appt.
Class Days	MW	Office Phone #	760-355-6245
Class Times	1:30 pm - 2:55 pm	Who students should contact if emergency or other absence	Rhonda Ruiz 760-355-6280
Units	3		

Course Description

Introduction: Principles of Law, Public Safety, Corrections, and Security. This course introduces students to professions in law enforcement, security, corrections and fire/emergency management services. Students will examine the roles and responsibilities of police, courts, corrections, private security, and protective agencies of fire and emergency services. The course provides students with an overview of the skills necessary for careers in law enforcement, fire service, security, and corrections.

Student Learning Outcomes

Course SLOs: Course Student Learning Outcomes (SLOs) are written statements that represent faculty and departmental learning goals for students. During this course, students will:

Outcome 1: Identify the Objectives of the Justice System and the Role of Criminal Justice Personnel. (ILO4, ILO5).

Outcome 2: Describe the Laws of Arrest including Felonies and Misdemeanors. (ILO1, ILO2, ILO3, ILO4).

Outcome 3: Identify the Roles, History and Organization of the Law Enforcement in the U.S. (ILO4, ILO5)

Course Objectives

Upon successful completion of this course, students will be able to demonstrate an understanding of the following course objectives:

- Objective 1: Summarize the evolution of the Administration of Justice System.
- Objective 2: Demonstrate an awareness of the objectives of the system, the crime problem and role expectations of criminal justice personnel.
- Objective 3: Distinguish the system's responsibilities to the community, social implications of crime and general concepts in crime causation.
- Objective 4: Compare and contrast various agencies, their organizational structures and develop an appreciation of the education, training and professionalism in the justice system.
- Objective 5: Demonstrate an understanding of basic legal terms, the organization and concepts of the United States court system and identify the roles, functions and relationships of persons within the court system.
- Objective 6: Summarize the history, structure and operation of the American correctional system.
- Objective 7: Compare and contrast the juvenile justice system and its interrelationships with the criminal justice system.

Textbooks & Other Resources or Links

The following textbook is required for this course:

Schmallegger, Frank (2013). *Criminal Justice Today* (12th/e). Pearson Education. ISBN:9780132740005

WEBSITE: pearsonhighered.com:

This is your main textbook for the course. The questions contained in the exams will come from this book so read and study it carefully. This textbook takes an in-depth look at the procedures of Administration of Justice.

Course Requirements and Instructional Methods

- 1. Examinations:** There will be four exams during the semester. The exams may include multiple choice questions, short answer questions and essays. The exams will cover the material discussed in class as well as the assigned readings and cases. The exams may or may not be cumulative. If a student misses more than one exam, those exam(s) will receive a grade of zero. There are no make-up exams. Further explanation of the requirements will be provided during the semester
- 2.** In place of a research paper, students will be required to review professional journals and select at a minimum of 15 articles (ideally one each week) related to the subjects being discussed in class during the semester. Students are to highlight the important points in the selected article showing that the article has been read. All 15 articles should be numbered 1 through 15 and attached to a single cover sheet (table of contents) Listing the Source, Title, Author and Date of the article. No more than **3** articles will be accepted from local newspapers. Articles can be obtained from the internet and from professional journals at the IVC Library. Students will select from their articles one or more items to be discussed in class to help stimulate learning and interest. Students should be prepared to present and discuss their articles when they are selected for presentation in class. Topics will be discussed in greater detail in the class. Your work will be graded on clarity of purpose, organization, strength of analysis, and conclusions drawn.
- 3. Case studies and small group exercises:** Case discussion and small group exercises are a particularly important method for applying course material. Prior to class, students will read and be prepared to discuss the cases and exercises in class.
- 4. Regular Attendance & Participation.** One of the institutional learning outcomes at IVC is personal responsibility. It is the participant's responsibility to obtain materials for any missed classes from other students. Missing three sessions or more will be noted negatively. Good and active class participation will be rewarded. ***(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."
- 5. Preparedness:** Read all materials as outlined in the syllabus as well as any handouts and be prepared to discuss in class. It is highly recommended that you read the assigned chapters before attending the class.
- 6. Evaluation Criteria:** Student performance will be assessed in several ways during the semester. Evaluation will be based on the following elements. Naturally, how much you learn in the course depends on the effort you put into to the readings, assignments, and class preparation.
 - Attendance
 - Class Participation
 - Exams
 - Articles

Course Grading Based on Course Objectives

GRADES: Grades will be assigned on the basis of the following weights:

Final & In-class test	50%
Class Participation	40%
<u>Articles</u>	<u>10%</u>
Total	100%

A = 90 or above

B = 80-89

C = 70-79

D = 60-69

F = 60 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.*

Attendance

- A student who fails to attend the first meeting of a class or does not complete the first mandatory activity of an online class will be dropped by the instructor as of the first official meeting of that class. Should readmission be desired, the student's status will be the same as that of any other student who desires to add a class. It is the student's responsibility to drop or officially withdraw from the class. See General Catalog for details.
- Regular attendance in all classes is expected of all students. A student whose continuous, unexcused absences exceed the number of hours the class is scheduled to meet per week may be dropped. For online courses, students who fail to complete required activities for two consecutive weeks may be considered to have excessive absences and may be dropped.
- Absences attributed to the representation of the college at officially approved events (conferences, contests, and field trips) will be counted as 'excused' absences.

Classroom Etiquette

Appropriate Behavior: Students are expected to maintain civility in the classroom. No disrupting the class chatting to others, or working on other course projects is tolerated. Students must maintain respect for themselves and others in the class through appropriate language and body language. Failure to comply with behavioral codes of conduct will impact upon grades. **Cell phone usage will not be tolerated in class.** It is disrespectful and disruptive.

- Electronic Devices: Cell phones and electronic devices must be turned off and put away during class unless otherwise directed by the instructor.
- Food and Drink are prohibited in all classrooms. Water bottles with lids/caps are the only exception. Additional restrictions will apply in labs. Please comply as directed.
- Disruptive Students: Students who disrupt or interfere with a class may be sent out of the room and told to meet with the Campus Disciplinary Officer before returning to continue with coursework. Disciplinary procedures will be followed as outlined in the General Catalog.
- Children in the classroom: Due to college rules and state laws, no one who is not enrolled in the class may attend, including children.

Academic Honesty

- Plagiarism is to take and present as one's own the writings or ideas of others, without citing the source. You should understand the concept of plagiarism and keep it in mind when taking exams and preparing written materials. If you do not understand how to correctly 'cite a source', you must ask for help.
- Cheating is defined as fraud, deceit, or dishonesty in an academic assignment or using or attempting to use materials, or assisting others in using materials, or assisting others in using materials, which are prohibited or inappropriate in the context of the academic assignment in question.

Anyone caught cheating or will receive a zero (0) on the exam or assignment, and the instructor may report the incident to the Campus Disciplinary Officer, who may place related documentation in a file. Repeated acts of cheating may result in an F in the course and/or disciplinary action. Please refer to the General School Catalog for more information on academic dishonesty or other misconduct. Acts of cheating include, but are not limited to the following: (a) plagiarism; (b) copying or attempting to copy from others during an examination or on an assignment ;(c) communicating test information with another person during an examination; (d) allowing others to do an assignment or portion of an assignment, (e) use of a commercial term paper service

Additional Help – Discretionary Section and Language

- Blackboard support center: <http://bbcrm.edusupportcenter.com/ics/support/default.asp?deptID=8543>
- Learning Labs: There are several 'labs' on campus to assist you through the use of computers, tutors, or a combination. Please consult your college map for the Math Lab, Reading & Writing Lab, and Learning Services (library). Please speak to the instructor about labs unique to your specific program
- Library Services: There is more to our library than just books. You have access to tutors in the learning center, study rooms for small groups, and online access to a wealth of resources.

Disabled Student Programs and Services (DSPS)

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. If you feel you need to be evaluated for educational accommodations, the DSP&S office is located in Building 2100, telephone 760-355-6313.

Student Counseling and Health Services

Students have counseling and health services available, provided by the pre-paid Student Health Fee. We now also have a fulltime mental health counselor. For information see <http://www.imperial.edu/students/student-health-center/>. The IVC Student Health Center is located in the Health Science building in Room 2109, telephone 760-355-6310.

Student Rights and Responsibilities

Students have the right to experience a positive learning environment and due process. For further information regarding student rights and responsibilities please refer to the IVC General Catalog available online at http://www.imperial.edu/index.php?option=com_docman&task=doc_download&gid=4516&Itemid=762

Imperial Valley College Course Syllabus –Introduction to Administration of Justice AJ 100

Information Literacy

Required Language: Imperial Valley College is dedicated to help students skillfully discover, evaluate, and use information from all sources. Students can access tutorials at <http://www.imperial.edu/courses-and-programs/divisions/arts-and-letters/library-department/info-lit-tutorials/>

Anticipated Class Schedule / Calendar

AJ 100, Introduction to Administration of Justice

(Monday & Wednesday 1:30pm-2:55pm)

Class Schedule:

Mon	08/18/14	Introduction/Syllabus Read and Review Syllabus; Discuss the purpose and structure of the course. For the next session read The syllabus is a required reading and should be read thoroughly by the next session.
Wed	08/20/14	Chapter 1: What is Criminal Justice?
Mon	08/25/14	Chapter 2: The Crime Picture
Wed	08/27/14	Chapter 3: The Search for Causes
Mon	09/01/14	Holiday – Labor Day. No Classes. (Campus Closed)
Wed	09/03/14	Chapter 4: Criminal Law
Mon	09/08/14	Discuss and Review for Quiz
Wed	09/10/14	Test 1 Ch 1-4
Mon	09/15/14	Part II Chapter 5: Policing: History and Structure
Wed	09/17/14	Chapter 6: Policing: Purposes and Organization
Mon	09/22/14	Chapter 7: Policing: Legal Aspects
Wed	09/24/14	Chapter 8: Policing; Issues and Challenges
Mon	09/29/14	Discuss and Review for Quiz
Wed	10/01/14	Test 2 Ch 5-8
Mon	10/06/14	Part III Chapter 9: The Courts: Structure and Participants
Wed	10/08/14	Chapter 10: Pretrial Activities and the Criminal Trial
Mon	10/13/14	Chapter 11: Sentencing
Wed	10/15/14	Guest Speaker/Video (tentative)

Imperial Valley College Course Syllabus –Introduction to Administration of Justice AJ 100

Mon	10/20/14	Discuss and Review for Quiz
Wed	10/22/14	Test 3 Ch 9-11
		Part IV
Mon	10/27/14	Chapter 12: Corrections: Probation Parole and Community Corrections
Wed	10/29/14	Chapter 13: Corrections: Prisons and Jails
Mon	11/03/14	Chapter 14: Corrections: Prison Life
Wed	11/05/14	Guest Speaker/Video/Tour (tentative)
*****	11/08/14	Deadline to drop full-term classes
Mon	11/10/14	Discuss and Review for Quiz
Wed	11/12/14	Test 4 Ch 12-15
Mon	11/17/14	Part V
		Chapter 15: Juvenile Justice
Wed	11/19/14	Chapter 16: Drugs and Crime
Mon	11/24/14	Holiday – Thanksgiving. No Classes. (Campus Closed)
Wed	11/26/14	Holiday – Thanksgiving. No Classes. (Campus Closed)
Mon	12/01/14	Chapter 17: Terrorism and Multinational Criminal Justice
		Chapter 18: The Future of Criminal Justice
Wed	12/03/14	Discuss and Review for Final/ Articles Due (15)
Mon	12/08/14	Test 5 Final Exam
Wed	12/10/14	Final Grades/

Your exams and final exam will be a mixture of multiple choice, true/false, short answer and essay questions. NO makeup test will be allowed.

Students are expected to arrive on time to class. You should be prepared, having thoroughly read and reviewed the assignment and ready to discuss it.