

Basic Course Information

Semester	Fall 2015	Instructor's Name	Glenn Granish
Course Title & #	Intro to Admin of Justice	Instructor's Email	Glenn Granish@imperial.edu
CRN #	10676 – AJ 100	Webpage (optional)	N/A
Room	3212	Office	No office hours, contact in class
Class Dates	8/17 – 12/11/2015	Office Hours (None for Part Time Faculty)	Make appointment in class to meet in the Part Time Office, Room 809
Class Days	Monday/Wednesday	Office Phone # (PT may use dept. number)	760-355-6280, ask for Rhonda, give specific details about your concern
Class Times	2:00pm – 3:25pm	Who students should contact if emergency or other absence	Departmental Secretary is the best option in case you can have an emergency concerning class time or activities
Units	3 Units		

Course Description

The course will cover the philosophy of Administration of Justice in America and identify its various sub-systems. It will examine the roles and role expectations of criminal justice agents and their interrelationship in society. The concepts of crime causations, punishment and rehabilitation are introduced. This basic course provides a better understanding of the criminal justice system and orients the students to career opportunities. Ethics, education and training for professionalism in the system are discussed. (C-ID AJ 110) (CSU, UC)

Student Learning Outcomes

Upon course completion, the successful student will have acquired new skills, knowledge, and or attitudes as demonstrated by being able to:

1. Identify the Objectives of the Justice System and the Role of Criminal Justice Personnel. (ILO4, ILO5)
2. Describe the Laws of Arrest including Felonies and Misdemeanors. (ILO1, ILO2, ILO3, ILO4)
3. Identify the Roles, History and Organization of Law Enforcement in the U.S. (ILO4, ILO5)

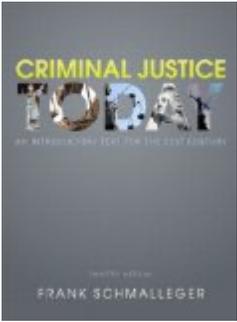
Course Objectives

Upon satisfactory completion of the course, students will be able to:

1. Summarize the evolution of the Administration of Justice System.
2. Demonstrate an awareness of the objectives of the system, the crime problem and role expectations of criminal justice personnel.
3. Distinguish the system's responsibilities to the community, social implications of crime and general concepts in crime causation.
4. Compare and contract various agencies, their organizational structures and develop an appreciation of the education, training and professionalism in the justice system.
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.
6. Summarize the history, structure and operation of the American correctional system.
7. Compare and contrast the juvenile justice system and its interrelationships with the criminal justice system.

Textbooks & Other Resources or Links

Criminal Justice Today: An Introductory Text for the 21st Century (12th Edition)
ISBN: 9780132739818 / 013273981X



Product Details

Edition:
12
Binding:
Hardcover Textbook
Publisher:
Prentice Hall

Criminal Justice Today, 12/e, continues to lead as the gold-standard for criminal justice texts. Best-selling, student- and instructor-preferred, and time-tested—Schmalleger is the most current and popular text in the market. The text guides criminal justice students in the struggle to find a satisfying balance between freedom and security, and focuses on the crime picture in America and on the three traditional elements of the criminal justice system: police, courts, and corrections.

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

CORE CONTENT	APPROX. % OF COURSE
1. Introduction, orientation to criminal justice system, evolution, history and components.	5.00%
2. Philosophy on which American system of criminal justice is based, interrelationships, and purpose.	5.00%
3. Incidence of crime, explanations of criminal behavior and victims of crime.	5.00%
4. Law enforcement, policing, history of systems, problems and issues in policing, organizational structure, functions of various agencies. Training and professionalization.	25.00%
5. The processing of a criminal case, structure and procedures of criminal courts. Analyze roles of citizens, judges, prosecution and defense attorneys. System effect.	25.00%
6. Philosophy of corrections, confinement and alternatives. History, structure, and differences between state, federal and security levels. Administration and inmate life. Issues and trends, probations, parole and community based corrections.	25.00%
7. Philosophy and recent changes in juvenile justice system. Juvenile court, correction processes.	10.00%
TOTAL	100%

METHOD OF EVALUATION:

Essays, Quizzes, Tests, Problem Solving Exercises, Written Assignments, Group Projects, and a comprehensive Final Examination

INSTRUCTIONAL METHODOLOGY:

Audio Visual (PowerPoints Presentations), Discussions, Group Activity, Lecture, and Simulation/Case Study

Course Grading Based on Course Objectives

Total Points: 860

Tests (6): six tests at 50 points each = 300 points

Chapter Quizzes: (16) sixteen at 10 points each = 160 points

Group Assignments, Short Presentations (4): 5– 6 minute each Presentation = 25 points = 100 points

Group Presentations: 8 – 10 minute each Presentation = 50 points

Term Paper: (Topic Approved by Instructor) = 50 Points

Final Exam: 100 Points

Ride Along: 50 points

Class attendance/Participation: 0 - 50 Points

A = 860-774 B = 773-668 C = 667-602 D = 601-516 F = 515 – 0

TESTS/EXAMS:

There are a total of six (6) tests in this course and a comprehensive Final Examination. Each of these tests will consist of a twenty-five (25) question tests. Each test will have a time limit of 30 minutes, which means that class starts at 2:00 pm, the test is handed out to the students. You will have 30 minutes to complete the exam, 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.

AGAIN, Exams will be thirty minutes long and will be given at the start of class. If you are late to class, you will not be given extra time to take the exam.

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.

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. I DO NOT supply pencils or Scantrons.

RIDE ALONGS:

As part of this course, you will be required to complete one (1) “Ride Along” with a law enforcement agency, Border Patrol, Imperial County Sheriff, Customs, or local Police Departments. There is a form that you will need to take with and have signed off by the officer/agent you go with during the Ride Along, it is located in the “Resources” section of the Blackboard Site. You will then complete a one page report on your experience of

what happened during your time with the officer/agent, the requirements for writing the paper is located in the “Resources” section of the Blackboard Site.

PRISON TOUR:

There will be a tour of Centinela State Prison as part of the requirement of this course. IF you would like to earn extra credit, you may write a summary of the prison tour and turn it in. There are some requirements on how to write up the paperwork, which is located in the “Resources” Section of the Blackboard Site.

You must communicate to your instructor any problems that you are having with.

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 page 15 of your Fall Class Schedule 2012 catalogue for “ATTENDANCE AND AUTOMATIC WITHDRAWALS”; you are RESPONSIBLE!

- 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

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. **TAKE ADVANTAGE OF THE LEARNING ENVIRONMENT WHILE IN CLASS!**

- 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

Information Literacy

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

This is a tentative, provisional overview of the reading, assignments, tests, or other activity for the duration of the course.

AJ 100, Introduction to Administration of Justice, Monday/Wednesday, 2:00pm – 325pm

Monday	8/17/15	Introduction/Syllabus and completion of paperwork, group placement
Wednesday	8/19/15	Chapter 1: What is Criminal Justice/Chapter 1 Quiz
Monday	8/24/15	Test #1
Wednesday	8/26/15	Chapter 2: The Crime Picture/Chapter 2 Quiz
Monday	8/31/15	Chapter 3: The Search for Causes/Chapter 3 Quiz
Wednesday	9/02/15	Chapter 4: Criminal Law/Groups Meet for prep on presentation/Chapter 4 Quiz
Monday	9/07/15	Labor Day – No Class
Wednesday	9/09/15	Group Assignment - Short Class Presentation
Monday	9/14/15	Test #2: Guest Speaker
Wednesday	9/16/15	Chapter 5: Policing: History and Structure/Chapter 5 Quiz
Monday	9/21/15	Chapter 6: Policing: Purpose and Organization/Chapter 6 Quiz Chapter 7: Policing: Legal Aspects/Groups Meet for prep on presentation/Chapter 7 Quiz
Wednesday	9/23/15	Chapter 8: Policing: Issues and Challenges/Chapter 8 Quiz
Monday	9/28/15	Group Assignment- Short Class Presentation
Wednesday	9/30/15	Test #3: Guest Speaker
Monday	10/05/15	Chapter 9: The Courts: Structure and Participants/Chapter 9 Quiz
Wednesday	10/07/15	Chapter 10: Pretrial Activities and the Criminal Trial/Groups Meet for prep on presentation/Chapter 10 Quiz
Monday	10/12/15	Chapter 11: Sentencing/Chapter 11 Quiz
Wednesday	10/14/15	Group Assignment - Short Class Presentation
Monday	10/19/15	Test #4: Guest Speaker

Imperial Valley College Course Syllabus – Course Title and number

Wednesday	10/21/15	Chapter 12: Probation, Parole, and Community Corrections/Chapter 12 Quiz
Monday	10/26/15	Chapter 13: Prisons and Jails/Chapter 13 Quiz
Wednesday	10/28/15	Chapter 14: Prison Life/Chapter 14 Quiz
Monday	11/02/15	Group Assignment - Short Class Presentation
Wednesday	11/04/15	Test #5: Guest Speaker
Saturday	11/07/15	Last Day to Drop with a "W"
Monday	11/09/15	Chapter 15: Juvenile Justice/Chapter 15 Quiz
Wednesday	11/11/15	Veterans Day – No Class
Friday	11/13/15	Prison Tour of Centinela State Prison – Read Do's & Don'ts for the Prison Tour
Monday	11/16/15	Chapter 16: Drugs and Crime/Chapter 16 Quiz
Wednesday	11/18/15	Test #6: Guest Speaker, ALL Paperwork Due [Term paper, Ride Along, Extra Credit]
Monday	11/23/15	Thanksgiving Week – No Class
Wednesday	11/25/15	Thanksgiving Week – No Class
Monday	11/30/15	Class Presentations
Wednesday	12/02/15	Class Presentations
Monday	12/07/15	Review for Final Examination
Wednesday	12/09/15	Final Examination