

Basic Course Information

Semester	Fall 2016	Instructor Name	Kathy Rodriguez
Course Title & #	Principles and Procedures of the Justice System AJ 106	Email	Kathy.rodriguez@imperial.edu
CRN #	10689	Webpage (optional)	
Room	3211	Office	3207
Class Dates	02/16/16– 06/10/16	Office Hours	MTWR 12:45 pm – 1:15 pm
Class Days	Tuesday/Thursday	Office Phone #	760-355-6245
Class Times	11:20 AM – 12:45 PM	Office contact if student will be out or emergency	Rhonda Ruiz 760-355-6280
Units	3		

Course Description

An in-depth study of the role and responsibilities of each segment within the Administration of Justice systems: law enforcement, judicial, and 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.

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. Demonstrate an understanding of the U.S. Constitution and Amendments, especially those pertaining to the Justice System. (ILO1, ILO2, ILO4)
2. Demonstrate an understanding of the U.S. Criminal Justice System, to include: Law Enforcement, Court System, and Correctional System. (ILO1, ILO2, ILO4)
3. Demonstrate an understanding of trial procedure to include: Testimony of Witnesses, Presentation of Evidence, and Presumption of Innocence. (ILO1, ILO2, ILO4)

Course Objectives

Upon satisfactory completion of the course, 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, et cetera.
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 the trial participants.
10. Identify the different components of corrections and discuss the purpose and procedures of each.

Textbooks & Other Resources or Links

Procedures in the Justice System, 10/E, Roberson & Wallace, ISBN-10: 0132705842 • ISBN-13: 9780132705844

WEBSITE: pearsonhighered.com: power points, and other material of the book.

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 justice system.

Course Requirements and Instructional Methods

Class Activity

Essay

Chapter Tests/Final Exam

Problem Solving Exercise

Quizzes

Written

Assignments Audio

Visual Lecture

Simulation/Case Study

Out of Class Assignments: The Department of Education policy states that one (1) credit hour is the amount of student work that reasonably approximates not less than one hour of class time and two (2) hours of out-of-class time per week over the span of a semester. WASC has adopted a similar requirement.

Course Grading Based on Course Objectives

How much you learn in the course, as well as your final grade, depends on the effort you put into the readings and in class assignments. Tests and quizzes may be given on Blackboard or in class at instructor's discretion. No makeup tests, quizzes or in class assignments will be given, unless there are extenuating circumstances at which point the student will provide verifiable documentation. Eight assignments (30 pts each), four quizzes (50 pts each) and three tests (100 pts each). **The final will be worth (200 points).** There will be 30 points for class participation and attendance. There are a total of 970 points available. Grades will be assigned on the basis of the following weights:

POSSIBLE POINTS		FINAL GRADES
Participation	30 points	90 -100 % = A 80 - 89 % = B 70 - 79% = C 60 - 69 % = D Less than 60% = F
Quiz	240 points	
Assignments	200 points	
Tests	300 points	
Final	<u>200 points</u>	
Total 970 points		

Class assignments may be IN CLASS ASSIGNMENTS or take home and there are no make ups for missed in-class work. Students who are not present for preparation and presentation of the group assignments will receive ½ credit of the possible points upon completion of the assignment. **Any missed classwork must be made up within one week of the due date and may be subject to a late penalty of 5 points per day. NO EXCEPTIONS.**

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. **Attendance is a portion of your grade under Participation noted above. If not dropped for excessive absences, 3 points will be deducted for each missed day from class from your participation score and 2 points for arriving late to class or leaving early.**
- 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

- Electronic Devices: Cell phones and electronic devices must be turned off and put away during class unless otherwise directed by the instructor. Cell phones and electronic devices must be turned off and put away during class, with the exception of laptops or iPads for note taking purposes only. Cell phones ringing during class and all electronic devices not put away will be held by the instructor until the end of class. Students violating this policy during a class period will have 5 points deducted from their class
- 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.

Imperial Valley College Course Syllabus – Principles and Procedures of the Justice System AJ 106
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. The DSP&S office is located in Building 2100, telephone 760-355-6313 if you feel you need to be evaluated for educational accommodations.

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

Date or Week	Activity, Assignment, and/or Topic	Due Dates/Tests
Week 1 08/15-08/19	Syllabus & Introduction Chapter 1- Historical Development of Law and The Justice System	Assignment 1
Week 1 08/15-08/19	Chapter 2- Search and Seizure	Quiz 1 Ch. 1 & 2
Week 3 08/29-09/02	Chapter 3: Arrest and Custody	Assignment 2
Week 4 09/05-09/09	Chapter 4: Initial Appearance	TEST 1 Ch. 1-4
Week 5 09/12-09/16	Chapter 5: The Charging Function	Assignment 3
Week 6 09/19-09/23	Chapter 6: Place and Time of Trial	Quiz 2 Ch. 5 - 6
Week 7 09/26-09/30	Chapter 7: Trial	Assignment 4
Week 8 10/03-10/07	Chapter 8: Assistance of Counsel	Assignment 5
Week 9 10/10-10/14	Chapter 9: Pretrial Motions, Hearings, Plea Negotiations	TEST 2 Ch. 5-9
Week 10 10/17-10/21	Chapter 10: Courtroom Evidence	Assignment 6
Week 11 10/24-10/28	Chapter 11: Trial: Roles of Major Participants	Quiz 3 Ch. 10 & 11
Week 12 10/31-11/04	Chapter 12: Jury	Assignment 7
Week 13 11/07-11/11	Chapter 13: Trial Procedure Chapter 14: Instructions and Deliberations of the Jury	TEST 3 Ch. 10-13
Week 14 11/14-11/18	Chapter 16: Sentencing	Assignment 8
Week 15 11/21-11/25	Thanksgiving Break	
Week 16 11/28-12/02	Chapter 18: Victim's Rights	Quiz 4-Ch. 14, 16 and 18
Week 17 12/05-12/09	FINAL: December 8, 2016 (Comprehensive Test)	FINAL

*****Tentative, subject to change without prior notice*****

The Instructor reserves the right to make announced modification to this course outline.
This may change in case of Emergency.

