#### 10672

#### **Basic Course Information**

Semester:	Fall 2017	Instructor Name:	Kathy Rodriguez
	Introduction to		
Course Title &	Administration of Justice		
#:	AJ 100	Email:	Kathy.rodriguez@imperial.edu
		Webpage	
CRN #:	10672	(optional):	
Classroom:	3211	Office #:	3207
			Monday/Wed Online Hour:
			5:00 pm to 6:00 pm Office
			hours: MW: 12:45 PM-1:15 PM
Class Dates:	08/14/17 - 12/08/17	Office Hours:	Tue/Thur 7:30 am-8:00 am
Class Days:	TR	Office Phone #:	760-355-6245
		Emergency	
Class Times:	8:00 am - 9:25 am	Contact:	760-355-6280
Units:	3		

### **Course Description**

**Required language**: The course will cover the philosophy of Administration of Justice in America, and identify it's various subsystems. 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. The basic course provides a better understanding of the criminal justice system and orients the student to career opportunities. Ethics, education and training for professionalism in the system are discussed

#### **Student Learning Outcomes**

**Required language:** 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**

**Required language:** 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**

Required Information-Criminal Justice Today 12th edition, Author: Frank Schmalleger

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**

#### We will be using Canvas to conduct this online course

Logging into Canvas

- a. Go to http://imperial.canvas.com and follow the login instructions to login.
- b. Once logged in, click on the 'courses' tab located on the top right of the page.
- c. Click on AJ 100 to enter the course.
- d. Read the course syllabus.
- e. Read the document under Week 1 entitled "Week 1 Online Things to Do." This outlines exactly what you have to do and by when you have to do it for Week 1.

The online version of this course is not self-paced. There are strict deadlines that need to be met every week. You will be given a list of weekly deliverables that you will be responsible for. You can find these under the appropriate weekly heading (ie. Week 1). Any questions you may have about the course can be posted in the 'Ask the Instructor' forum inside Blackboard

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**

#### **Course Grading Based on Course Objectives**

Assignment Descriptors	Points
1. Quizzes	250 (10)
2. Tests	400 (4)
3. Final Exam	200 (1)
4. Class Assignments	300
TOTAL POINTS	1150

**PLEASE NOTE:** Assignments are due on the date stated on the syllabus. No late assignments accepted. 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**

- 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 by the instructor.
- 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.

## **Online Netiquette**

- What is netiquette? Netiquette is internet manners, online etiquette, and digital etiquette all rolled into one word. Basically, netiquette is a set of rules for behaving properly online.
- Students are to comply with the following rules of netiquette: (1) identify yourself, (2) include a subject line, (3) avoid sarcasm, (4) respect others' opinions and privacy, (5) acknowledge and return messages promptly, (6) copy with caution, (7) do not spam or junk mail, (8) be concise, (9) use appropriate language, (10) use appropriate emoticons (emotional icons) to help convey meaning, and (11) use appropriate intensifiers to help convey meaning [do not use ALL CAPS or multiple exclamation marks (!!!!)].

# **Academic Honesty**

Academic honesty in the advancement of knowledge requires that all students and instructors respect the integrity of one another's work and recognize the important of acknowledging and safeguarding intellectual property.

There are many different forms of academic dishonesty. The following kinds of honesty violations and their definitions are not meant to be exhaustive. Rather, they are intended to serve as examples of unacceptable academic conduct.

- Plagiarism is taking and presenting 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 "cite a source" correctly, 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 that are prohibited or inappropriate in the context of the academic assignment in question.

Anyone caught cheating or plagiarizing 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 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) using a commercial term paper service.

### **Additional Student Services**

Imperial Valley College offers various services in support of student success. The following are some of the services available for students. Please speak to your instructor about additional services which may be available.

- CANVAS LMS. Canvas is Imperial Valley College's main Learning Management System. To log onto Canvas, use this link: Canvas Student Login. The Canvas Student Guides Site provides a variety of support available to students 24 hours per day. Additionally, a 24/7 Canvas Support Hotline is available for students to use: 877-893-9853.
- Learning Services. There are several learning labs on campus to assist students through the use of computers and tutors. Please consult your Campus Map for the Math Lab; Reading, Writing & Language Labs; and the Study Skills Center.
- Library Services. There is more to our library than just books. You have access to tutors in the Study Skills 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. Please contact them 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.

- Student Health Center. A Student Health Nurse is available on campus. In addition, Pioneers
  Memorial Healthcare District provide basic health services for students, such as first aid and care
  for minor illnesses. Contact the IVC Student Health Center at 760-355-6128 in Room 1536 for
  more information.
- Mental Health Counseling Services. Short-term individual, couples, family and group counseling services are available for currently enrolled students. Services are provided in a confidential, supportive, and culturally sensitive environment. Please contact the IVC Mental Health Counseling Services at 760-355-6310 or in the building 1536 for appointments or more information..

#### **Veteran's Center**

The mission of the IVC Military and Veteran Success Center is to provide a holistic approach to serving military/veteran students on three key areas: 1) Academics, 2) Health and Wellness, and 3) Camaraderie; to serve as a central hub that connects military/veteran students, as well as their families, to campus and community resources. Their goal is to ensure a seamless transition from military to civilian life. The Center is located in Building 600 (Office 624), telephone 760-355-6141.

## **Extended Opportunity Program and Services (EOPS)**

The Extended Opportunity Program and Services (EOPS) offers services such as priority registration, personal/academic counseling, tutoring, book vouchers, and community referrals to qualifying low-income students. EOPS is composed of a group of professionals ready to assist you with the resolution of both academic and personal issues. Our staff is set up to understand the problems of our culturally diverse population and strives to meet student needs that are as diverse as our student population.

Also under the umbrella of EOPS our CARE (Cooperative Agency Resources for Education) Program for single parents is specifically designed to provide support services and assist with the resolution of issues that are particular to this population. Students that are single parents receiving TANF/Cash Aid assistance may qualify for our CARE program, for additional information on CARE please contact Lourdes Mercado, 760-355- 6448, <a href="mailto:lourdes.mercado@imperial.edu">lourdes.mercado@imperial.edu</a>.

EOPS provides additional support and services that may identify with one of the following experiences:

- Current and former foster youth students that were in the foster care system at any point in their lives
- Students experiencing homelessness
- Formerly incarcerated students

To apply for EOPS and for additional information on EOPS services, please contact Alexis Ayala, 760-355-5713, <u>alexis.ayala@imperial.edu</u>.

## **Student Equity Program**

• The Student Equity Program strives to improve Imperial Valley College's success outcomes, particularly for students who have been historically underrepresented and underserved. The college identifies strategies to monitor and address equity issues, making efforts to mitigate any disproportionate impact on student success and achievement. Our institutional data provides insight surrounding student populations who historically, are not fully represented. Student Equity addresses disparities and/or disproportionate impact in student success across disaggregated student equity groups including gender, ethnicity, disability status, financial need, Veterans, foster youth, homelessness, and formerly incarcerated students. The Student Equity Program provides direct supportive services to empower students experiencing insecurities related to food, housing, transportation, textbooks, and shower access. We recognize that students

who struggle meeting their basic needs are also at an academic and economic disadvantage, creating barriers to academic success and wellness. We strive to remove barriers that affect IVC students' access to education, degree and certificate completion, successful completion of developmental math and English courses, and the ability to transfer to a university. Contact: 760.355.5736 or 760.355.5733 Building 100.

• The Student Equity Program also houses IVC's Homeless Liaison, who provides direct services, campus, and community referrals to students experiencing homelessness as defined by the McKinney-Vento Act. Contact: 760.355.5736 Building 100.

## **Student Rights and Responsibilities**

Students have the right to experience a positive learning environment and to due process of law. For more information regarding student rights and responsibilities, please refer to the IVC General Catalog.

## **Information Literacy**

Imperial Valley College is dedicated to helping students skillfully discover, evaluate, and use information from all sources. The IVC Library Department provides numerous Information Literacy Tutorials to assist students in this endeavor.

## **Anticipated Class Schedule/Calendar**

Date or Week	Activity, Assignment, and/or Topic	Pages/ Due Dates/Tests
Week 1	Syllabus & Introduction	
August 14 - 20	Chapter 1-"Crime and Criminal Justice	Assignments and quiz
Week 2	Chapter 2-The Crime Picture	
August 21 - 27		Assignments and quiz
Week 3	Chapter 3-The Search for Causes	
August 28-		
September 3		Assignments and quiz
Week 4	Chapter 4-Criminal law	
September		
04-10		Assignments and Test
Week 5	Chapter 5-Policing: History and Structure	
- September		
11-17		Assignments and quiz
Week 6	Chapter 6-Policing: Purpose and Organization	
September		
18-24		Assignments and quiz
Week 7	Chapter 7:Policing: Legal Aspects	
September		
25-October 1		Assignments and quiz
Week 8	Chapter 8-Policing: Issues and Challenges	Assignments and Test

Date or Week	Activity, Assignment, and/or Topic	Pages/ Due Dates/Tests
October 2-8		
Week 9	Chapter 9-The Courts" Structure and Participants	
October 9-15		Assignments and quiz
Week 10	Chapter 10-Pretrial Activities and the Criminal Trial	
October 16-22		Assignments and quiz
Week 11	Chapter 11-Sentencing	
October 23-29		Assignments and quiz
Week 12	Chapter 12-Probation, Parole, and Community	
October 30-	Corrections	
November 5		Assignments and Test
Week 13	Chapter 13-Prisons and Jails	
November 6-		Pages 407-446
12		Assignments and quiz
Week 14	Chapter 14-Prison Life	
November 13-		Pages 447-488
19		Assignments and quiz
Week 15	THANKSGIVING BREAK-NO CLASS	
November 20-		
26		
Week 16	Chapter 15 and 16- Juvenile Justice and Drugs and	
November 27-	Crime	Pages 489-546
December 3		Assignments and quiz
Week 17	Chapter 17-Terroism and Multinational Criminal Justice	
December 4-8	Final Exam	Due 12/08/2017

<sup>\*\*\*</sup>Tentative, subject to change without prior notice\*\*\*