

### Basic Course Information

Semester:	<b>Spring 2019</b>	Instructor Name:	<b>Edward E. Wells</b>
Course Title & #:	<b>AJ-100 Introduction to the Administration of Justice</b>	Email:	<b>Edward.Wells@Imperial.edu</b>
CRN #:	<b>20674</b>	Webpage (optional):	
Classroom:	<b>3211</b>	Office #:	<b>3208</b>
Class Dates:	<b>02/11/19 – 06/07/19</b>	Office Hours:	<b>By Appointment</b>
Class Days:	<b>Tuesday &amp; Thursday</b>	Office Phone #:	<b>(760) 355-6279</b>
Class Times:	<b>08:00 – 09:25 am</b>	Emergency Contact:	<b>Rhonda Ruiz: 760-355-6280</b>
Units:	<b>3.0</b>		

### 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)

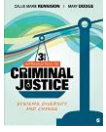
### Course Objectives

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 by Rennison and Dodge/SAGE Publishing/ISBN# 9781544328553



## Course Requirements and Instructional Methods

Class Activity  
Essay  
Mid-Term/Final Exam(s)  
Objective  
Oral Assignments  
Problem Solving Exercise  
Quizzes  
Skill Demonstration  
Written Assignments  
Audio Visual  
Computer Assisted Instruction  
Demonstration  
Discussion  
Group Activity  
Individual Assistance  
Lecture  
Simulation/Case Study  
Distance Learning

**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.

### **Reading and Writing:**

Complete reports assigned during class. Structure assigned reports in the format designated for that type of report, i.e. Crime Information Broadcast, Suspect Description, Crime Report, Arrest Report, Field Interview, Victim/Witness Statement, Suspect Statement, etc.

## Course Grading Based on Course Objectives

Total Points:	<b>600 points</b>
<b>Tests:</b> Four tests at 50 points each =	<b>200 points</b>
<b>Term Paper:</b> (Topic Approved by Instructor) =	<b>100 Points</b>
<b>Final Exam</b> =	<b>100 Points</b>
<b>Class attendance/participation in discussions, or activities</b> =	<b>100 Points</b>
<b>*Bonus (Approved by Instructor)</b> =	<b>100 Points</b>

A = 450-500    B = 400-449    C = 350-399    D = 300-349    F = 0-299

**\*\*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 complete a written assignment will result in a zero for that assignment unless prior approval is given by the instructor. Assignments will be given during each class for you to complete in allotted time. Assignments turned in late will receive a lower point value than assignments turned in on time. If you are late to class, you will not be given extra time to complete an assignment.

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

## 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

**\*\**(Not applicable to this class Presentation)*\*\***

## 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 Support Site:** <https://www.imperial.edu/courses-and-programs/distance-education/for-students/canvas/> The Canvas Support Site provides a variety of support channels available to students 24 hours per day.
- **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 and El Centro Regional Center provide basic health services for

students, such as first aid and care for minor illnesses. Contact the IVC [Student Health Center](#) at 760-355-6310 in Room 2109 for more information.

- **Mental Health Counseling Services.** Short-term individual, couples, family, and group therapy are provided to currently enrolled students. Contact the IVC [Mental Health Counseling Services](#) at 760-355-6196 in Room 2109 for more information.

### 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

WEEK	ASSIGNMENT
1	Introduction of Law into Society
2	Evolution of Law in Society (Concept of Law as a Social Force)
3	US Constitution and Amendments
4	US Constitution and Amendments <b>(Test #1)</b>
5	Criminal Justice System (Statute Law/Case Law)
6	Criminal Justice System (Law Enforcement)
7	Criminal Justice System (Court System)
8	Criminal Justice System (Prison/Jail/Juvenile Hall System) <b>(Test #2)</b>
9	Crimes Against Property/Crimes Against People
10	Crimes Against People/Crimes Against the Government and Justice System <b>(Test #3)</b>
11	<b>Spring Break</b>
12	Trail Process
13	Verdict Process
14	Custody Process <b>(Test #4)</b>
15	Probation and Parole
16	Rehabilitation
17	<b>Final</b>

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