

Imperial Valley College Course Syllabus – Introduction to Administration of Justice AJ 100  
*0Thank you for choosing IVC! We are so happy to join you in your educational journey.*

**Basic Course Information**

|                   |   |                     |  |
|-------------------|---|---------------------|--|
| Semester:         | <b>Spring 2022</b>                                      | Instructor Name:    | <b>Kathy Rodriguez</b>   |
| Course Title & #: | <b>Introduction to Administration of Justice AJ 100</b> | Email:              | <b>Kathy.rodriquez@imperial.edu</b>  |
| CRN #:            | <b>10346</b>  | Webpage (optional): |  |
| Classroom:        | <b>3212</b>   | Office #:           | <b>3210</b>  |
| Class Dates:      | <b>08/15/2022-12/10/22</b>                              | Office Hours:       | <b>Online office hours: M/W 4:30 pm to 6:00 pm<br/>In office T/R: 12:45 – 1:15</b> |
| Class Days:       | <b>T/R</b>  | Office Phone #:     | <b>760-355-6245</b>  |
| Class Times:      | <b>11:20 am – 12:45 pm</b>                              | Emergency Contact:  | <b>760-355-6280</b>  |
| Units:            | <b>3</b>  |                     |  |

**Course Description**

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 is 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.

**Course Prerequisite(s) and/or Corequisite(s)**

None

**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

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 contrast 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

*Introduction to Criminal Justice: Systems, Diversity, and Change, Second Edition*, Authors Callie Marie Rennison and Mary Dodge

### Course Requirements and Instructional Methods

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 instructional methods will include power points, discussions, chapter reviews, and tests.

#### What if I need to borrow technology or access to WIFI?

1. To request a loaner laptop, MYFI device, or another electronic device, please submit your request here: <https://imperial.edu/students/student-equity-and-achievement/>
2. If you'd like access the WIFI at the IVC campus, you can park in parking lots "I & J". Students must log into the IVC student WIFI by using their IVC email and password. The parking lots will be open Monday through Friday from 8:00 a.m. to 7:00 p.m.

Guidelines for using parking WIFI:

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- Park in every other space (empty space BETWEEN vehicles) -Must have facemask available
- For best reception park near buildings
- Only park at marked student spaces
- Only owners of a valid disabled placard may use disabled parking spaces
- Only members of the same household in each vehicle
- Occupants **MUST** remain in vehicles
- Restrooms and other on-campus services not available
- College campus safety will monitor the parking lot
- Student code of conduct and all other parking guidelines are in effect
- Please do not leave any trash behind
- No parking permit required**

If you have any questions about using parking WIFI, please call Student Affairs at 760- 355-6455.

**Course Grading Based on Course Objectives**

Course Grading Based on Course Objectives

| Assignment Descriptors | Points     |
|------------------------|------------|
| 1. Class Assignments   | 200 (8)    |
| 2. Tests               | 400 (4)    |
| 3. Final Exam          | 200 (1)    |
| <b>TOTAL POINTS</b>    | <b>800</b> |

**A = 90-100%      B = 80-89%    C= 70-79%    D = 60-69%    F = below 60%**

***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 those assignments.

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**Anticipated Class Schedule/Calendar**

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

| <b>Date or Week</b>        | <b>Activity, Assignment, and/or Topic</b>                               | <b>Pages/ Due Dates/Tests</b> |
|----------------------------|---|-------------------------------|
| Week 1<br>Aug 15 – Aug 21  | Syllabus & Introduction   | Assignment                    |
| Week 2<br>Aug 22 – Aug 28  | Chapter 1-An Introduction to Crime and the Criminal Justice System      |                               |
| Week 3<br>Aug 29 – Sep 04  | Chapter 2-The Nature and Extent of Crime                                | Assignment                    |
| Week 4<br>Sep 05 – Sep 11  | Chapter 3-Criminal Justice and the Law                                  | TEST                          |
| Week 5<br>Sep 12 – Sep 18  | Chapter 4-The History of Policing                                       |                               |
| Week 6<br>Sep 19 – Sep 25  | Chapter 5-On the Street: Organization, Responsibilities, and Challenges | Assignments                   |
| Week 7<br>Sep 26 – Oct 02  | Chapter 6: Police and the Rule of Law                                   | TEST                          |
| Week 8<br>Oct 03 – Oct 09  | Chapter 7: The Courts and Judiciary                                     | .                             |
| Week 9<br>Oct 10 – Oct 16  | Chapter 8-The Prosecution, Defense, and Pretrial Activities             | Assignments                   |
| Week 10<br>Oct 17 – Oct 23 | Chapter 9-The Criminal Trial and Sentencing                             | TEST                          |
| Week 11 Oct<br>24 – Oct 30 | Chapter 10-Correctional Responses in the Community                      | Assignment                    |
| Week 12<br>Oct 31 – Nov 6  | Chapter 11-Institutional Corrections                                    | Assignments                   |

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|                            |   |             |
|----------------------------|---|-------------|
| Week 13<br>Nov 7 – Nov 13  | Chapter 12-Prison Life and Life After Prison        | TEST        |
| Week 14<br>Nov 14 – Nov 20 | Chapter 13-The Juvenile Justice System              | Assignments |
| Nov 21 – Nov 27            | Thanksgiving Break- No class                        |             |
| Week 15<br>Nov 28 - Dec 04 | Chapter 14-Exploring Specialized and Topical Issues | Assignments |
| Week 16<br>Dec 05 – Dec 10 | Final Exam  | Final exam  |

**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.□

**What does it mean to “attend” an online class?**

Attendance is critical to student success and for IVC to use federal aid funds. Acceptable indications of attendance are:

- Student submission of an academic assignment□
- Student submission of an exam□
- Student participation in an instructor-led Zoom conference□
- Documented student interaction with class postings, such as an interactive tutorial or computer-assisted instruction via modules□
- A posting by the student showing the student's participation in an assignment created by the instructor□

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- A posting by the student in a discussion forum showing the student's participation in an online discussion about academic matters□
- An email from the student or other documentation showing that the student has initiated contact with a faculty member to ask a question about an academic subject studied in the course.□

Logging onto Canvas alone is NOT adequate to demonstrate academic attendance by the student.

### 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, only students enrolled in the class may attend; children are not allowed.□

### How do I act differently if I have an on-ground class during COVID?

- 1. DO NOT COME TO CAMPUS OR ATTEND AN OFF-CAMPUS CLASS IF YOU FEEL SICK, HAVE A FEVER, OR HAVE A COUGH**
  - a. Even if your symptoms are mild, stay home.
  - b. Email your instructor to explain why you are missing class.
  - c. [If you are sick with COVID-19 or think you might have COVID-19](#), provides CDC guidance.
  - d. If you have tested positive for COVID-19, you must self-quarantine for 14 days and then be without symptoms for at least 72 hours. Clearance is required prior to returning to any face-to-face interaction. It is recommended that you undergo a final COVID-19 test to confirm that you are no longer infected.
  - e. If you are exposed through direct contact with a person known to be COVID-19 positive, then you must submit negative COVID-19 test results prior to returning to any face-to-face interaction.
- 2. ARRIVE AT CAMPUS EARLY (at least 15 minutes early is advised).**
  - a. All people entering the IVC campus will need to pass a screening process, which will occur at the gates as you drive onto campus. You will need to take a short questionnaire and get your temperature taken (the screening is completely touchless and will take place while you remain in your car).
- 3. BRING A MASK TO CLASS (and always wear it).**
  - a. Be sure that your mask covers both your nose and mouth. If your mask is cloth, then wash it each day. If your mask is disposable, then use a new one each day.
- 4. GO DIRECTLY TO YOUR CLASSROOM.**
  - a. The IVC campus is mostly closed so you should not visit other areas or seek any face-to-face services. Services are available to students online and can be accessed through [www.imperial.edu](http://www.imperial.edu).

5. **WASH YOUR HANDS FREQUENTLY (and use the provided sanitation supplies).**
  - a. Your classroom is equipped with cleaning supplies. Use them as needed.
6. **BE SURE TO SOCIAL DISTANCE (stay at least 6 feet from other).**
  - a. The number of students in a classroom at any one time is very limited so you have plenty of space to spread and ensure that you stay at least 6 feet from others.
7. **BRING YOUR OWN FOOD AND DRINKS.**
  - a. There is no food service currently offered on campus.

### Additional Services for Students

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.

#### How do I access services now that we are mostly online?

- **CANVAS LMS.** Canvas is Imperial Valley College’s 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.** In order to accommodate students and maximize student success during the COVID-19 Pandemic, all tutoring support is being provided through one Zoom link ([IVC online Tutoring](#)). When campus is open again, there are several learning labs to assist students. Whether you need support using computers, or you need a tutor, please consult your [Campus Map](#) for the [Math Lab](#); [Reading, Writing & Language Labs](#); and the [Study Skills Center](#).□
- **Library Services.** Visit the Spencer Library’s page on the IVC website for a wealth of valuable resources and online access to databases, e-books and more. Contact us so we can help you with instructional and research development skills (for those conducting research and writing academic papers). When campus re-opens, students also have access to tutoring services in the Study Skills Center as well as private study rooms for small study groups. There is more to our library than just books!□
- **Career Services Center.** The Career Services Center is dedicated to serve all IVC students and Alumni. Services include Career Assessments, Resume and Cover Letter Assistance, Interview Preparation, Internship Opportunities and Job Placement.□
- **Child Development Center.** The Preschool and Infant/Toddler Centers are on-campus demonstration lab programs that meet the educational, research, and service needs of the institution and community at large. The Preschool program (children three to five years of age) and the Infant/Toddler program (newborn to three years of age) is in buildings 2200 and 2300. Service is available to families who meet the California Department of Education qualifications for enrollment. The centers are open during COVID from Monday- Friday 7:15-5:30. Breakfast, lunch and snack are provided through the California Adult and Child Food Program. Location: Buildings 2200 and 2300. Phone: (760) 355-6528or (760) 355-6232. Application:  
<https://forms.imperial.edu/view.php?id=150958>□

### 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. When campus is open, the DSP&S office is 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, but you must make an appointment. In addition, Pioneers Memorial Healthcare District provides basic health services for students, such as first aid and care for minor illnesses. Contact the IVC [Student Health Center](#) at 760- 355-6128, or when campus reopens, visit 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 for appointments, or when campus reopens visit Room 1536, for 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 in three key areas: 1) Academics, 2) Health and Wellness, and 3) Camaraderie. The Center also serves as a central hub that connects military/veteran students, as well as their families ,to campus and community resources. The goal is to ensure a seamless transition from military to civilian life. When campus reopens, the Center is 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, book grants, transportation assistance, individualized counseling, tutoring, and community referrals to eligible students. Our staff is available to assist and support students in navigating personal, psychological, academic, and/or career-related issues through empathy, cultural-competence, and a commitment to equity and social justice. Also under the umbrella of EOPS is the CARE (Cooperative Agency Resources for Education) Program, designed to serve single parents and assist with addressing

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 about the EOPS or CARE Programs please contact our Program Office 760.335-6407 and/or visit our Program website [www.imperial.edu/students/eops](http://www.imperial.edu/students/eops) for eligibility criteria and application procedures. We look forward to serving you! - EOPS/CARE Staff

**Student Equity Program** The Student Equity & Achievement 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. SEA addresses disparities and/or disproportionate impact in student success across disaggregated student equity groups including gender, ethnicity, disability status, financial need, LGBTQIA+, Veterans, foster youth, homelessness, and formerly incarcerated students. The SEA Program also houses IVC’s Homeless Liaison, Foster Youth Liaison, Formerly Incarcerated Liaison, and Military Affiliated Liaison, who provide direct services and referrals to students in need. SEA strives 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 enrollment, education, degree and certificate completion, and the ability to transfer to a university. SEA also provides outreach at local Imperial County high schools to ensure graduating seniors are successfully matriculated into the college and have a strong support system. Please visit us online for assistance at <https://imperial.edu/students/student-equity-and-achievement/> or call us at 760-355-6465 or when campus reopens, visit Building 401.

**What if I cannot afford food, books, or need other help?**

We have many resources that are available to you. Please tell us what you need by submitting your request(s) here: <https://imperial.edu/students/student-equity-and-achievement/>

**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.