



## AJ 100: Intro to the Administration of Justice

### Basic Course Information

Semester:	<b>Fall 2025</b>	Instructor Name:	<b>Joe Arambula</b>
Course Title & #:	<b>Intro to the Admin of Justice AJ 100</b>	Email:	<b>Joe.arambula@imperial.edu</b>
CRN #:	<b>10343</b>	Webpage (optional):	<b>N/A</b>
Classroom:	<b>3211</b>	Office #:	<b>N/A</b>
Class Dates:	<b>August 11 through Dec 06</b>	Office Hours:	<b>In person Mondays and Wednesdays 5:00 PM-5:45 PM/ Online-Tuesdays 2:30 PM-4:00 PM</b>
Class Days:	<b>Mondays and Wednesdays</b>	Office Phone #:	<b>N/A</b>
Class Times:	<b>11:20 AM-12:45 PM</b>	Emergency Contact:	<b>Rhonda Ruiz (760) 355-6280</b>
Units:	<b>3.0</b>	Class Format/Modality:	<b>Lecture/Face to Face</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)

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

None

### 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. Describe the foundations of criminal justice and law enforcement
2. Understand the court system and the administration of justice
3. Describe the components that make up corrections

### Course Objectives

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

1. Describe crime and justice in the United States
2. Describe the history and structure of American Law Enforcement
3. Understand the basic principles of the court system
4. Describe sentencing, appeals, and punishment



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5. Describe prison confinement, inmate rights, release, re-entry, and recidivism
6. Understand the basic principles of community corrections
7. Understand the basic principles of juvenile justice

### **Textbooks & Other Resources or Links**

Introduction to Criminal Justice (10th Ed.) Robert M. Bohm, Keith N. Haley (2021) McGraw-Hill

ISBN: 978-1-260-25387-0

### **Course Requirements and Instructional Methods**

1. Demonstration
2. Discussion
3. Group Activity
4. Lecture
5. Simulation/Case Study
6. Audio Visual
7. Computer Assisted Instruction
8. Assessments

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

Grading Procedure: Total Points 500

Quizzes: 4 @ 25 total points each

Written assignments: 2 @ 50 total points each

Mid-Term: 150 total points

Final Exam: 150 total points

A=90-100% B=80-89% C=70-79% D=60-69% F=0-59%

### **Academic Honesty (Artificial Intelligence -AI)**

IVC values critical thinking and communication skills and considers academic integrity essential to learning. Using AI tools as a replacement for your own thinking, writing, or quantitative reasoning goes against both our mission and academic honesty policy and will be considered academic dishonesty, or plagiarism unless you have been instructed to do so by your instructor. In case of any uncertainty regarding the ethical use of AI tools, students are encouraged to reach out to their instructors for clarification.

### **Accessibility Statement**

Imperial Valley College is committed to providing an accessible learning experience for all students, regardless of course modality. Every effort has been made to ensure that this course complies with all state and federal accessibility regulations, including Section 508 of the Rehabilitation Act, the Americans with Disabilities Act (ADA), and Title 5 of the California Code of Regulations. However, if you encounter any content that is not accessible, please contact your instructor or the area dean for assistance. If you have specific accommodations through **DSPS**, contact them for additional assistance.

Updated 08/2025



We are here to support you and ensure that you have equal access to all course materials.

## Course Policies

Academic honesty in the advancement of knowledge requires that all students and instructors respect the integrity of one another's work and recognize the importance 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.

## Other Course Information

Class schedule may change due to unforeseen circumstances.

Disrupting the class will not be tolerated and you may be asked to leave.

Excessive tardiness will not be tolerated as it disrupts the class. The instructor may lock the door after the class begins.

## Financial Aid

Your Grades Matter! In order to continue to receive financial aid, you must meet the Satisfactory Academic Progress (SAP) requirement. Making SAP means that you are maintaining a 2.0 GPA, you have successfully completed 67% of your coursework, and you will graduate on time. If you do not maintain SAP, you may lose your financial aid. If you have questions, please contact financial aid at [finaid@imperial.edu](mailto:finaid@imperial.edu).

## IVC Student Resources

IVC wants you to be successful in all aspects of your education. For help, resources, services, and an explanation of policies, visit <http://www.imperial.edu/studentresources> or click the heart icon in Canvas.

## Anticipated Class Schedule/Calendar

Date or Week	Activity, Assignment, and/or Topic	Pages/ Due Dates/Tests
Week 1 August 11-13	Syllabus & Introduction Chapter 1	Lecture/Discussion
Week 2	Chapter 2	Lecture/Discussion



August 18-20		
Week 3 August 25-27	Chapter 3	Lecture/Discussion <b>Quiz #1</b>
Week 4 Sept. 3	<b>September 1 is a Holiday</b> Chapter 4	Lecture/Discussion
Week 5 Sept. 8-10	Chapter 5	Lecture/Discussion
Week 6 Sept. 15-17	Chapter 6	<b>Written Assignment #1 due</b> Lecture/Discussion <b>Quiz #2</b>
Week 7 Sept. 22-24	Chapter 7	Lecture/Discussion
Week 8 Sept. 29 Oct 01	Review and Discussion	Lecture/Discussion/ <b>Review</b> <b>Mid-Term Exam</b>
Week 9 Oct. 6-8	Chapter 8	Lecture/Discussion
Week 10 Oct. 13-15	Chapter 9	Lecture/Discussion
Week 11 Oct. 20-22	Chapter 10	Lecture/Discussion
Week 12 Oct. 27-29	Chapter 11	<b>Written Assignment # 2 due</b> Lecture/Discussion <b>Quiz #3</b>
Week 13 Nov. 3-5	Chapter 12	Lecture/Discussion
Week 14 Nov. 12	<b>November 10 is a Holiday</b> Chapter 13	Lecture/Discussion
Week 15 Nov. 17-19	Chapter 14	Lecture/Discussion <b>Quiz # 4</b>
Nov. 24-26	<b>Thanksgiving recess</b>	Recess
Week 16 Dec. 1-3	Final Exam	<b>Final Exam</b>

**\*\*\*Subject to change without prior notice\*\*\***