
Imperial Valley College Course Syllabus – Introduction to Administration of Justice AJ 100

Basic Course Information

Semester	Fall 2025	Instructor Name	Kathy Rodriguez
Course Title & #	Introduction to Administration of Justice AJ 100	Email	Kathy.rodriguez@imperial.edu
CRN #	10346 (Hybrid)	Webpage (optional)	
Room	3212	Office	3209
Class Dates	8/11/25-12/06/25	Office Hours	Office Online hours: M/W 4:30 pm to 6:00 Office Hour: T/R 12:45 - 1:15
Class Days	Tuesday	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		

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Class	Hybrid
Format/Modality	Hybrid

Course Description

The course will cover the philosophy of Administration of Justice in America and its 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

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.

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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

Criminal Justice Today, An Introductory Text for the 21st Century, 16th edition. Author Frank Schmalleger.

Pearson publication

WEBSITE: Sage.com: PowerPoints, 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 Administration of Justice.

Course Requirements and Instructional Methods

We will be using Canvas to conduct this hybrid 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 the class to enter the course.
- d. Read the course syllabus.
- e. Read the document under each Week called “Objectives and Assignments.” This will provide you with information regarding each week’s course studies and tasks to complete.

The hybrid 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

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under the appropriate weekly heading (i.e.. Week 1). Any questions you may have about the course can be posted in the ‘Ask the Instructor’ forum inside Canvas.

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. No makeup tests, quizzes or in class assignments will be given. Grades will be assigned based on the following weights:

<u>Course Grading Based on Course Objectives</u>	
Assignment Descriptors	Points
1. Assignments	300 (10)
Discussions	50 (10)

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2. Quizzes	100 (10)
3. Tests	100 (4)
4. Final Exam	50(1)
TOTAL POINTS	600

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

PLEASE NOTE: *Assignments are due on the date stated on the syllabus.*

Late assignments are not accepted.

Make every effort to turn in assignments on time or you may receive a zero for that assignment. Anyone using AI for their assignments will receive a 0 for the entire assignment. NO tolerance for AI

Attendance

- 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. **Hybrid classes meet every Tuesday of the semester. It is required that you attend class. You may be dropped if you miss more than one day of attendance**
- Absences attributed to the representation of the college at officially approved events (conferences, contests, and field trips) will be counted as 'excused' absences. 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

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- 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.
- 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. •

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

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. ***Anyone using AI for their assignments will receive a 0 for the entire assignment. NO tolerance for AI***. Students must type all written assignments in the Canvas box. I will not accept uploaded or copy and paste assignments. You will receive a score of zero if you do this.

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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. ***Anyone using AI for their assignments will receive a 0 for the entire assignment. NO tolerance for AI***

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 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.
- ***Anyone using AI for their assignments will receive a 0 for the entire assignment. NO tolerance for AI***
- Cheating is defined as fraud, deceit, 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.
- 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.
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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.

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- **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 accommodation.

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 building 1536 for appointments or more information.

Veteran's Center

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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, lourdes.mercado@imperial.edu.

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 are experiencing homelessness.
- Formerly incarcerated students

To apply for EOPS and for additional information on EOPS services, please contact Alexis Ayala, 760-3555713, alexis.ayala@imperial.edu.

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

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to monitor and address equity issues, making efforts to mitigate any disproportionate impact on student success and achievement. Our institutional data provides insight into the 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 to experience 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

Anyone using AI for their assignments will receive a 0 for the entire assignment. NO tolerance for AI

Date or Week	Activity, Assignment, and/or Topic <i>Anyone using AI for their assignments will receive a 0 for the entire assignment. NO tolerance for AI</i>	
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Week 1 08/12-class meets	Syllabus & Introduction Chapter 1 What is Criminal Justice System	Assignments/ Discussions/Quiz
Week 2 08/19-class meets	Chapter 2: The Crime Picture	Assignments/ Discussions/Quiz
Week 3 08/26-class meets	Chapter 3: The Search for Causes	Assignments/ Discussions and Test
Week 4 09/02-class meets	Chapter 4: Criminal Law	Assignments/ Discussions/Quiz

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Week 5 09/09-class meets	Chapter 5: Policing: History and Structure	Assignments/ Discussions/Quiz
Week 6 09/16-class meets	Chapter 6: Policing: Purpose and Organization	Assignments/ Discussions/Test
Week 7 09/23-class meets	Chapter 7: Policing: Legal Aspects	Assignments/ Discussions/Quiz
Week 8 09/30-class meets	Chapter 8: Policing: Issues and Challenges	Assignments/ Discussions/Quiz

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Week 9 10/07-class meets	Chapter 9: The Courts: Structure and Participants	Assignments/ Discussions and Test
Week 10 10/14-class meets	Chapter 10: Pretrial Activities and the Criminal Trial	Assignments/ Discussions/Quiz
Week 11 10/21-class meets	Chapter 11: Sentencing	Assignments/ Discussions/Quiz
Week 12 10/28-class meets	Chapter 12: Probation, Parole, and Reentry	Assignments/ Discussions and Test
Week 13 11/04-class meets	Chapter 13: Prisons and Jails	Assignments/ Discussions/Quiz

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Week14 11/11-class meets	Chapter 14: Prison Life Chapter 15: Juvenile Justice	Assignments/ Discussions/Quiz
Week 15 11/18-class meets	Chapter 16: Drugs and Crime Chapter 17: Terrorism, Multinational Criminal Justice, and Global Issues	Assignments/ Discussions
	Thanksgiving Break No Class	
Week 16 12/02-class meets	Prepare for Final Exam	Final Exam

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Week 16 06/02-06/06	Final Exam Week Chapter 18: High Technology Crimes **Tentative, subject to change without prior notice***	Assignments/ Discussions/ FINAL EXAM
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