

Imperial Valley College Course Syllabus – Procedures of the Justice System AJ 106

**Principles and Procedures of the Justice System AJ 106**

*Thank you for choosing IVC! We are so happy to join you in your educational journey.*

**Basic Course Information**

Semester:	<b>Spring 2026</b>	Instructor Name:	<b>Kathy Rodriguez</b>
Course Title & #:	<b>Principles and Procedures of the Justice System AJ 106</b>	Email:	<b>Kathy.rodriguez@imperial.edu</b>
CRN #:	<b>20363</b>	Webpage (optional):	
Classroom:	<b>Online</b>	Office #:	<b>3209</b>
Class Dates:	<b>02/17/26-06/12/26</b>	Office Hours:	<b>Online Office: M-R 4:00 pm-5:00 pm</b>
Class Days:	<b>Online</b>	Office Phone #:	<b>760-355-6245</b>
Class Times:	<b>Online</b>	Emergency Contact:	<b>760-355-6280</b>
Units:	<b>3</b>		

**Course Description**

The course provides an examination and analysis of due process in criminal proceedings from prearrest through trial and appeal utilizing statutory law and state and constitutional law precedents. (C-ID: AJ 122) (CSU). An in-depth study of the role and responsibilities of each segment within the Administration of Justice systems: law enforcement, judicial, and corrections. A past, present, and future exposure to each subsystem procedure, from initial entry to final disposition, and the relationship each segment maintains with its system member

### **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. Demonstrate an understanding of the U.S. Constitution and the Amendments with special emphasis on the 6th, 8th, and 14th amendments, including the right to counsel, bail, jury trial, and due process. (ILO1, ILO2, ILO4)
2. Describe the history and application of the exclusionary rule in shaping criminal procedure. (ILO1, ILO2, ILO4)
3. Identify the Criminal Court Trial Procedures, specifically those areas dealing with Witnesses, Evidence and Presumption of Innocence. (ILO1, ILO2, ILO4)

### **Course Objectives**

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

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

1. Explain the historical development of law and establishment of the American Criminal Justice System; and demonstrate an understanding of Constitutional rights and due process.
2. Identify and distinguish the requirements of a lawful arrest and applicable procedures for both misdemeanor and felony arrests.
3. Recognize the legal requirements associated with the defendant's right to an arraignment; pre-trial motions, et cetera.
4. List the types and appropriate uses of pleas listed in the California Penal Code.
5. Explain the role of the judge, attorneys, and other participants in the trial setting.
6. Describe the trial process from motions in limine to the verdict.
7. Describe the history and role of the jury within the Criminal Justice System, the jury selection process, case law and new statutory changes affecting the jury process.
8. Explain sentencing history, philosophy and procedures used by the courts.
9. Describe post-trial appeal procedures, remedies and motions made by the trial participants.
10. Identify the different components of corrections and discuss the purpose and procedures of each.
11. Describe the juvenile justice system, philosophy, and procedures.

**Textbooks & Other Resources or Links**

Procedures in the Justice System, 12/Edition Cliff Roberson & Robert Winters,  
WEBSITE: pearsonhighered.com: power points, and other material for 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 the Justice system.

**GENERAL INFORMATION:**

- Always check the Announcements before you start your work online.
- If you have a question that is personal in nature, for example, a question about your grade, send me an email at [Kathy.rodriguez@imperial.edu](mailto:Kathy.rodriguez@imperial.edu)
- If you email me be sure to include your entire name, section # of the class, and the name of the class, (AJ 100).
- I will respond to all emails within 24 hours.

**Course Grading Based on Course Objectives**

Assignment Descriptors	Points
Assignments	30 (100)
Discussions	5 (15)

---

---

Imperial Valley College Course Syllabus – Procedures of the Justice System AJ 106

Quiz	100 (10)
Exams	100 (4)
Final Exam	50(1)
<b>TOTAL POINTS</b>	625

**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. No late assignments will be accepted.

### 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. Any student using AI will receive a score of zero for the assignment.

### 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.

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

### Course Policies

#### Student Expectations

To be successful in this course, you are expected to:

- Read the entire **Syllabus**.
- Consistently check **Announcements**, your school email account, and the Canvas Inbox.
- Review the **Calendar** for due dates.
- Participate in **Discussions** by posting weekly and responding to at least one classmate.
- Submit your own work that is thoughtfully completed and proofread for spelling and grammar errors.
- **Communicate** with your instructor if you encounter any problems or confusion, well in advance of the due date.
- **Complete** all discussions, assignments, online quizzes, and/or exams on time.

#### Instructor Expectations

As your instructor, I will:

- **Communicate** with you via Canvas Announcements and Inbox.
- **Post** weekly course-related announcements.
- **Respond** to your emails or messages within 24–48 hours.
- **Monitor** all discussions and provide feedback to the entire class at least weekly.

---

---

Imperial Valley College Course Syllabus – Procedures of the Justice System AJ 106

- Provide individual **feedback** on assignments, papers, and projects within one week of the due date.
- Work with you to ensure a **successful learning experience** in this course.
- Provide all course materials in an accessible format to support all learners.

### Academic Honesty Policy

Academic honesty is a core expectation of this course and essential to your work as a future educator. All work you submit must be your own.

### Plagiarism

Plagiarism is presenting someone else's work, ideas, or words as your own without proper credit. Examples include:

- Copying and pasting from online sources without citation
- Submitting work that was written by someone else
- Using a friend's past assignment as your own

### Cheating

Cheating includes any attempt to gain unfair academic advantage. Examples include:

- Sharing or receiving answers during a quiz or exam
- Submitting work you didn't complete yourself
- Using unauthorized materials during an assessment

If you are unsure whether something crosses the line, ask me before submitting it. **Violations of academic honesty will result in a zero for the assignment and may be reported to the college for disciplinary review.**

We all become better learners—and future teachers—by upholding integrity in everything we do.

### Honorlock

Honorlock will proctor your exams this semester. Honorlock is an online proctoring service that allows you to take your exam from the comfort of your home. You **DO NOT** need to create an account or schedule an appointment in advance. Honorlock is available 24/7, and all that is required is a computer, a working webcam/microphone, your ID, and a stable internet connection. Honorlock is not compatible with a cell phone or ipad. Some of your assignments will be listed as quizzes and they are all proctored by Honorlock.

Honorlock minimum requirements are as follows: OS: Windows 11+, MacOS 13+ or higher, and ChromeOS version 120+ Browser: Google Chrome version 120+. Internet: 1.5 Mbps download and 750

---

---

Imperial Valley College Course Syllabus – Procedures of the Justice System AJ 106

Kbps upload. To view our minimum system requirements on our website, please visit [Honorlock.com/supportLinks](https://Honorlock.com/supportLinks) to an external site.

To get started, you will need Google Chrome and download the Honorlock Chrome ExtensionLinks to an external site.

When you are ready to complete your assessment, log into Canvas, go to your course, and click on your exam. Clicking "Launch Proctoring" will begin the Honorlock authentication process, where you will take a picture of yourself, show your ID, and complete a scan of your room. Honorlock will be recording your exam session through your webcam, microphone, and recording your screen. Honorlock also has an integrity algorithm that can detect search-engine use, so please do not attempt to search for answers, even if it's on a secondary device.

Honorlock support is available 24/7/365. If you encounter any issues, you may contact them through live chat on the support page Links to an external site. or within the exam itself. Some guides you should review are Honorlock MSRsLinks to an external site., Student FAQLinks to an external site., Honorlock Knowledge BaseLinks to an external site., and How to Use HonorlockLinks to an external site.

"Exams are taken through a Canvas-supported online proctoring system; further instructions will be provided in Canvas. Students must have a compatible computer or laptop and stable internet connection. A camera, microphone, and personal identification is required."

An appointment can be made at the IVC Library to complete your assignments should you choose not to be videotaped. You will be proctored by IVC while at the library.

If you have any technical issues, click on the link below.

[Honorlock.com/support](https://Honorlock.com/support).

### Proctoring Services Test

If you do not want to be recorded during your assignments or quizzes through Honorlock, you can be proctored at the Imperial Valley College library. You must follow the instructions. **Proctoring Services Test**

The Learning Services Department offers test proctoring services to their students and the community free of charge. Our center is committed to providing a secure and inclusive environment to help support academic integrity. Test proctoring is only offered **Tuesdays from 1pm-5pm and Fridays from 9 am-3 pm**.

- Once a submission has been made by the instructor, it is the individual's responsibility to schedule a test proctoring appointment.
- We require a 48-hour notice from the professor/student to set up the appointment.

---

---

Imperial Valley College Course Syllabus – Procedures of the Justice System AJ 106

- You must contact the instructor within 24 hours or as soon as possible if you choose to be proctored at the library.
- Your request to the instructor and the proctor appointment must be made prior to the assignment or quiz due date. No extensions will be granted.

**Attendance Policy**

During the first week of this course, you are required to complete specific activities to avoid being dropped. If you encounter challenges during this time, notify me immediately so I can assist you.

If you fail to complete required activities for **week 1, you will be dropped and if you fail to complete required activities for two consecutive weeks**, this may be considered excessive absences and could result in them being dropped. It is your responsibility to notify me of any challenges or to drop the course if you feel unable to continue. Please refer to the [General Catalog](#) for details on drop and withdrawal deadlines.

**Financial Aid**

Your Grades Matter! 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 [fnaid@imperial.edu](mailto:fnaid@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.

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
--------------	------------------------------------	------------------------

Imperial Valley College Course Syllabus – Procedures of the Justice System AJ 106

Week 1 02/17-02/22	Orientation Chapter 1-An Introduction to the Justice System	Assignments/Quiz
Week 2 02/23-03/01	Chapter 2-Search and Seizure	Assignments/Quiz
Week 3 03/02-03/08	Chapter 3-Arrest and Custody	Test
Week 4 03/09-03/15	Chapter 4-Law Enforcement and the Citizen on the Street	Assignments/Quiz
Week 5 03/16-03/22	Chapter 5-Privilege Against Compulsory Self-Incrimination	Assignments/Quiz
Week 6 03/23-03/29	Chapter 6-Initial Appearance and Arraignment	TEST
Week 7 03/30-04/05	Chapter 7-Assistance of Counsel	Assignments/Quiz
04/06-04/12	Spring Break-No Class	
Week 8 04/13-04/19	Chapter 8- Pre-trial Motions, Hearings, and Plea Negotiations	Assignments/Quiz
Week 9 04/20-04/26	Chapter 9- Courtroom Evidence	Test
Week 10 04/27-05/03	Chapter 10- Jury	Assignments/Quiz

Imperial Valley College Course Syllabus – Procedures of the Justice System AJ 106

Week 11 05/04-05/10	Chapter 11 Trial Procedures	Assignments/Quiz
Week 12 05/11-05/17	Chapter 12- Deliberations of the Jury and the Verdict	Test
Week 13 05/18-05/24	Chapter 13-Sentencing and Appeals -Continued Chapter	Assignments/Quiz

Week 14 05/25-05/31	Chapter 13-Sentencing and Appeals -Continued Chapter	Assignments/Quiz
Week 15 06/01-06/07	Chapter 14-Collateral Proceedings and Writs - Continued	Assignments
Week 16 06/08-06/12	FINAL EXAM	FINAL EXAM

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

**. Any student using Artificial Intelligence (AI), will receive a score of 0 for the entire assignment.**