

# Imperial Valley College

## Administration of Justice

### Course Syllabus

**COURSE NO.**

AJ 100 (CRN 20394)

**COURSE TITLE**

Introduction to the Administration of Justice

**INSTRUCTOR**

Edward Wells - Room 211

Office Room 209 Phone: (760) 355-6279

Office Hours: Posted

[Edward.Wells@Imperial.edu](mailto:Edward.Wells@Imperial.edu)

(Appointments Available)

**TEXTBOOKS**

Criminal Justice Today

An Introductory Text for the 21<sup>st</sup> Century

Frank Schmalleger

Pearson Publishers, Inc.

12<sup>th</sup> Edition

**TERM**

Spring 2013

**UNITS**

3

**CLASS TIMES**

Tuesday & Thursday 3:05pm - 4:30pm

**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 OBJECTIVES**

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)
4. Summarize the evolution of the Administration of Justice System.
5. Demonstrate an awareness of the objectives of the system, the crime problem and role expectations of criminal justice personnel.
6. Distinguish the system's responsibilities to the community, social implications of crime and general concepts in crime causation.
7. Compare and contrast various agencies, their organizational structures and develop an appreciation of the education, training and professionalism in the justice system.

8. 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.
9. Summarize the history, structure and operation of the American correctional system.
10. Compare and contrast the juvenile justice system and its interrelationships with the criminal justice system.

**GRADING PROCEDURE:**

Total Points:	<b>500 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>TBD 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 take an exam will result in a zero for that exam unless prior approval is given by the instructor. Exams will be thirty minutes long and will be given at the start of class. If you are late to class, you will not be given extra time to take the exam. Bring a No. 2 Pencil and Scantron form to class on exam days.

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

**ATTENDANCE:** One of the institutional learning outcomes at IVC is personal responsibility. You will be expected to demonstrate personal responsibility by attending class, showing up on time, and not leaving early. You will be allowed two absences from class before the drop deadline. Do not assume you will be dropped for non-attendance. Missing more than half a class session will count as a full absence. *(It remains your responsibility to drop yourself from all courses that you no longer attend, or you risk getting a failing grade on your transcript.)* Refer to page 14 of your Spring Class Schedule 2013 catalogue under the heading **DROPPING CLASSES**; you are RESPONSIBLE for your attendance and will not be dropped! If you stop coming to class and you have not talked to me about your attendance, you may receive an “F” for the class unless your work to that point earns you a higher grade.

**ACADEMIC ETHICS:** Cheating is defined as copying answers from another student on an exam or assignment, allowing another student to copy answers from you, turning in work as your own that someone else did for you, working with another student on an assignment with the instructor’s express consent, or turning in a writing assignment that uses another’s words or ideas without crediting the source of the words or ideas.

**PLAGIRISM will not be tolerated!** If a student uses the words or ideas of another person without giving that person credit, the student is committing an act of plagiarism.

**CHEATING WILL NOT BE TOLERATED!** Anyone caught cheating will get a zero for the assignment or exam and may be dropped from the class with the grade of **“F”**.

**PARTICIPATION:** Every student is expected to participate in class discussion each week. This includes punctuality, contributions, personal opinions, group efforts if assigned and discussion of issues relating to

the current assignment of the class. Newspaper article discussions on how local crime impacts our community, state and federal levels.

**CLASSROOM BEHAVIOR:** Any conduct that disrupts the learning process cannot be tolerated. Anyone engaging in such conduct will be asked to leave the classroom. Talking, whispering, loud yawning, and cell phones ringing during class are examples of disruptive behavior because such actions are disrespectful and distracting to the instructor and to other students. Respect your fellow students and instructors at all times. **TAKE ADVANTAGE OF THE LEARNING ENVIRONMENT WHILE IN CLASS!**

**NOTICE:** 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. [SDP&S, Health Sciences Building 2100, Phone: (760) 355-6312]

**AJ 100 Introduction to the Administration of Justice**  
(Tuesday – Thursday 3:05 – 4:30 PM)

**Class Schedule:**

Week	Date	Topic
1	21 & 23	Introduction / History of Law and the Evolution of Social Order
2	28 & 30	U.S. Constitution and Amendments
3	4 & 6	Concept of Law as a Social Force
4	11 & 13	Concept of Law as a Social Force
5	18 & 20	<b>Test #1:</b> – Criminal Justice System
6	25 & 27	Criminal Justice System
7	4 & 6	<b>Test #2:</b> – Crime Types: Property
8	11 & 13	Crime Types: Property
9	18 & 20	Crime Types: Persons
10	25 & 27	Crime Types: Persons
11	1 & 3	<b>Test #3:</b> – Crime Types: Government
12	8 & 10	Crime Types: Government, Organized Crime, Terrorism
13	15 & 17	<b>Test #4:</b> – Research Methodology / Class Presentations
14	22 & 24	<b>Spring Break – No Classes</b>
15	29 & 1	Guest Speaker
16	6 & 8	Course Review – Test Preparation
17	13 & 15	<b>Final Exam. Term Paper Due.</b>