

Basic Course Information

Semester:	Spring 2015	Instructor Name:	Benny Benavidez
Course Title & #:	AJ100: Intro to Administration of Justice	Email:	benny.benavidez@imperial.edu
CRN #:	20679	Webpage (optional):	
Classroom:	3203	Office #:	
Class Dates:	02/17/15 thru 06/12/15	Office Hours:	By Appointment
Class Days:	Tuesdays & Thursdays	Office Phone #:	760-355-6280
Class Times:	3:05pm – 4:30pm	Emergency Contact:	Rhonda Ruiz @ 760-355-6280
Units:	3		

Course Description

The course will cover the philosophy of Administration of Justice in America, and identify 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:

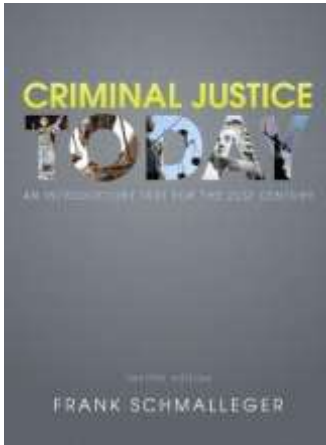
1. Identify the Objectives of the Justice System and the Role of Criminal Justice Personnel (ILO4, ILO5).
2. Describe the Laws of Arrest including Felonies and Misdemeanors (ILO1, ILO2, ILO3, ILO4).
3. Identify the Roles, History and Organization of Law Enforcement in the U.S. (ILO4, ILO5)

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.
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, 12/e

Author: Frank Schmalleger

©2011 | Prentice Hall | ISBN-10: 0135074096 | ISBN-13: 9780135074091

This textbook takes an in-depth look at the procedures of Administration of Justice.

WEBSITE: pearsonhighered.com : PowerPoint slides and other textbook resources.

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.

Course Requirements and Instructional Methods

Instructional methods will include discussion group activities, lectures, simulation/case studies, and audio/visual materials. Students are required to complete all assignments and exams as assigned.

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. Tests and quizzes may be given on Blackboard or in class at instructor's discretion. No makeup tests, quizzes or in class assignments will be given. Five points per day will be deducted for late assignments, quizzes and exams.

There are a total of 625 points available as follows:

Assignments	100 points
Quizzes	100 points
Participation	25 points
Exams	400 points

TOTAL: 625 points

A = 90 – 100%
B = 80 – 89%
C = 70 – 79%
D = 60 – 69%
F = Less than 60%

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.

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, no one who is not enrolled in the class may attend, including children.

Academic Honesty

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

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.

- [Blackboard Support Site](#). The Blackboard Support Site provides a variety of support channels available to students 24 hours per day.
- [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 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. In addition, Pioneers Memorial Healthcare District and El Centro Regional Center provide basic health services for students, such as first aid and care for minor illnesses. Contact the IVC [Student Health Center](#) at 760-355-6310 in Room 2109 for more information.
- [Mental Health Counseling Services](#). Short-term individual, couples, family, and group therapy are provided to currently enrolled students. Contact the IVC [Mental Health Counseling Services](#) at 760-355-6196 in Room 2109 for more information.

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

Tentative, subject to change without prior notice

Week/Date	Topics and Activities	Assignments/Exams
Week 1 February 17	Syllabus & Introduction	
Week 2 February 24	Chapter 1: What is Criminal Justice Chapter 2: The Crime Picture	Assignment 1
Week 3 March 3	Chapter 3: The Search for Causes	Quiz 1 (Chapters 1-3)

Anticipated Class Schedule/Calendar ***Tentative, subject to change without prior notice***		
Week/Date	Topics and Activities	Assignments/Exams
Week 4 March 10	Chapter 4: Criminal Law	Test 1 (Chapters 1-4)
Week 5 March 17	Chapter 5: Policing: History and Structure	
Week 6 March 24	Chapter 6: Policing: Purpose and Organization Chapter 7: Policing: Legal Aspects	Quiz 2 (Chapters 5-7)
Week 7 March 31	Chapter 8: Policing: Issues and Challenges	Assignment 2
Week 8 April 7	NO CLASS – Spring Break	
Week 9 April 14	Chapter 9: Adjudication: The Courts: Structure & Participants Chapter 10: Adjudication: Pretrial Activities and the Criminal Trial	
Week 10 April 21	Chapter 11: Adjudication: Sentencing	Assignment 3 Test 2 (Chapters 5-10)
Week 11 April 28	Chapter 12: Probation, Parole and Community Corrections	Quiz 3 (Chapters 11-12)
Week 12 May 5	Chapter 13: Prisons and Jails Chapter 14: Prison Life	Test 3 (Chapters 11-14)
Week 13 May 12	Chapter 15: Juvenile Justice Chapter 16: Drugs and Crime	Quiz 4 (Chapters 15-16)
Week 14 May 19	Chapter 17: Terrorism and Multinational Criminal Justice	Assignment 4
Week 15 May 26	Review	
Week 16 June 2	Chapter 18: The Future of Criminal Justice	
Week 17 June 9	Comprehensive Test	FINAL EXAM