## Basic Course Information

| | | | |
|---|---|---|---|
| Semester | **Spring 2016** | Instructor Name | **Kathy Rodriguez** |
| Course Title & # | **Introduction to Administration of Justice   AJ 100** | Email | **Kathy.rodriguez@imperial.edu** |
| CRN # | **20670** | Webpage (optional) | |
| Room | **3203** | Office | **3207** |
| Class Dates | **02/16/16 – 06/10/16** | Office Hours | **M/W 7:30 am to 8:00 am**<br>**TR-9:30 am to 10:00 am**<br><br>**Online Hours:**<br>**Mon/Tues: 5:00 pm to 6:00 pm** |
| Class Days | **Monday and Wednesday** | Office Phone # | **760-355-6245** |
| Class Times | **9:40 AM – 11:05 AM** | Office contact if student will be out | **Rhonda Ruiz  760-355-6280** |
| Units | **3** | or  emergency | |

## Course Description

**Required language**:  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

**Required language:**  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

**Required language:** 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 contract 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

**Required Information**—Criminal Justice Today: An Introductory Text for the 21st Century, 12/e
**Schmalleger** ©2013 | Prentice Hall | ISBN-10: 0135074096 | ISBN-13: 9780135074091

**WEBSITE: pearsonhighered.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

Discussion

Group Activity

Lecture

Simulation/Case Study

Audio Visual

Chapter Tests/Final Exam

Oral Assignments

Quizzes

Written Assignments

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, unless there are extenuating circumstances at which point the student will provide verifiable documentation. Seven assignments (30 pts each), four quizzes (25 pts each) and three tests (100 pts each). **The final will be worth (200 points).**  There will be 30 points for

class participation and attendance. There are a total of 840 points available. Grades will be assigned on the basis of the following weights:

| POSSIBLE POINTS | | FINAL GRADES |
|---|---|---|
| Participation | 30 points | |
| Assignments | 210 points | 90 -100 % = A |
| Quiz | 100 points | 80 - 89 % = B |
| Tests | 300 points | 70 - 79% = C |
| Final | 200 points | 60 - 69 % = D |
| | | Less than 60% = F |
| **Total 840 points** | | |

Class assignments may be IN CLASS ASSIGNMENTS or take home and there are no make ups for missed class work.  Students who are not present for preparation and presentation of the assignment will receive ½ credit of the possible points upon completion of the assignment. **Any missed classwork must be made up within one week of the due date and are subject to a 5 point penalty per day.  NO EXCEPTIONS.**

## 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. **Attendance is a portion of your grade under Participation noted above.  If not dropped for excessive absences, 3 points will be deducted for each missed day from class from your participation score and 2 points for arriving late to class or leaving early.**

 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.  Cell phones and electronic devices must be turned off and put away during class, with the exception of laptops or iPads for note taking purposes only. Cell phones ringing during class and all electronic devices not put away will be held by the instructor until the end of class. Students violating this policy during a class period will have 5 points deducted from their class
- 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.

- 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

- Plagiarism is to take and present 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 correctly 'cite a source', 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, or assisting others in using materials, which are prohibited or inappropriate in the context of the academic assignment in question.

  Anyone caught cheating or 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 School 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) use of a commercial term paper service

## Additional Help – Discretionary Section and Language

- Blackboard support center: http://bbcrm.edusupportcenter.com/ics/support/default.asp?deptID=8543
- Learning Labs:  There are several 'labs' on campus to assist you through the use of computers, tutors, or a combination.  Please consult your college map for the Math Lab, Reading & Writing Lab, and Learning Services (library).  Please speak to the instructor about labs unique to your specific program
- Library Services:  There is more to our library than just books.  You have access to tutors in the learning 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 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. We now also have a fulltime mental health counselor. For information see http://www.imperial.edu/students/studenthealth-center/. The IVC Student Health Center is located in the Health Science building in Room 2109, telephone 760-355-6310.

## Student Rights and Responsibilities

Students have the right to experience a positive learning environment and due process. For further information regarding student rights and responsibilities please refer to the IVC General Catalog available online at
http://www.imperial.edu/index.php?option=com_docman&task=doc_download&gid=4516&Itemid=762

## Information Literacy

Imperial Valley College is dedicated to help students skillfully discover, evaluate, and use information from all sources. Students can access tutorials at http://www.imperial.edu/courses-and-programs/divisions/arts-andletters/library-department/info-lit-tutorials/

## Anticipated Class Schedule / Calendar

| Date or Week | Activity, Assignment, and/or Topic | Due Dates/Tests |
|---|---|---|
| Week 1 02/16-02/21 | Syllabus & Introduction Chapter 1: What is Criminal Justice | Assignment 1 |
| Week 2 02/22-02/28 | Chapter 2: The Crime Picture | **Quiz 1 Ch. 1 & 2** |
| Week 3 02/29-03/06 | Chapter 3: The Search for Causes | Assignment 2 |
| Week 4 03/07-03/13 | Chapter 4: Criminal Law | **TEST 1 Ch. 1-4** |
| Week 5 03/14-03/20 | Chapter 5: Policing: History and Structure | Assignment 3 |
| Week 6 03/21-03/27 | Chapter 6: Policing: Purpose and Organization Chapter 7: Policing: Legal Aspects | **Quiz 2 Ch. 5 - 7** |
| Week 7 03/28-03/31 | **SPRING BREAK-NO CLASS** | |
| Week 8 04/01-04/10 | Chapter 8: Policing: Issues and Challenges | Assignment 4 |
| Week 9 04/11-04/17 | Chapter 9: The Court Structure and Participants | **TEST 2 Ch. 5-9** |
| Week 10 04/18-04/24 | Chapter 10: Pretrial Activities and the Criminal Trial | Assignment 5 |
| Week 11 04/25-05/01 | Chapter 11: Sentencing | **Quiz 3 Ch. 10 & 11** |
| Week 12 05/02-05/08 | Chapter 12: Probation, Parole, and Community Corrections | Assignment 6 |
| Week 13 05/09-05/15 | Chapter 13: Prisons and Jails | **TEST 3 Ch. 10-13** |
| Week 14 05/16-05/22 | Chapter 14: Prison Life | Assignment 7 |
| Week 15 05/23-05/29 | Chapter 15: Juvenile Justice | **Quiz 4-Ch. 14-15** |

| Week 16<br>05/30-06/05 | Chapter 16:  Drugs and Crime | |
| --- | --- | --- |
| Week 17<br>06/06-06/10 | **FINAL:    June 06, 2016 (Comprehensive Test)** | **FINAL** |

**\*\*Tentative, subject to change without prior notice\*\*\***
The Instructor reserves the right to make announced modification to this course outline.
This may change in case of Emergency.