

Basic Course Information

Semester	Winter 2017	Instructor Name	Kathy Rodriguez
Course Title & #	Introduction to Administration of Justice AJ 100	Email	Kathy.rodriguez@imperial.edu
CRN #	15120	Webpage (optional)	
Room	online	Office	3207
Class Dates	01/03/17-02/03/17	Office Hours	Appointments only
Class Days	online	Office Phone #	760-355-6245
Class Times	online	Office contact if student will be out or emergency	Rhonda Ruiz 760-355-6280
Units	3		

Course Description

Required language: The course will cover the philosophy of Administration of Justice in America and it's 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 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

Required Information—Criminal Justice Today: An Introductory Text for the 21st Century, 12/e
Schmallegger ©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. No makeup tests, quizzes or in class assignments will be given. Grades will be assigned on the basis of the following weights:

Course Grading Based on Course Objectives

Assignment Descriptors	Points
1. Tests	400(4)
2. Final Exam	200 (1)
4. Class Assignments	250 (10 points each)
5. Discussion Boards	50 (5 points each)
TOTAL POINTS	900

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. **Late assignments are not accepted.** Make every effort to turn in assignments on time or you may receive a zero for that assignment.*

Attendance

- A student who fails to complete the first week of course assignments. 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
- 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

Schedule for Online Class AJ 106

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

Week	Course Assignments	
Week 1 01/03-01/08	Topic:	Course Introduction: Review Syllabus, Chapter 1, 2 and 3
	Reading Assignments:	Read Chapters 1, 2 and 3 in assigned course book: Criminal Justice Today: An Introductory Text for the 21st Century <ul style="list-style-type: none"> Review Chapter power points for chapters Due by Tues. Jan. 3rd @ 6:00 p.m.
	Assignments:	<ul style="list-style-type: none"> Introduction to class-due on Tuesday @ 6:00 pm Define Keywords Essay questions Due by Wed. Jan. 4th @ 6:00 p.m.
	Video Assessment:	<ul style="list-style-type: none"> Watch videos on Blackboard Tutorials (Discussion Boards, Quizzes, and Grades) The videos will help you understand this week's materials better. Due by Thurs. Jan. 5th @ 6:00 p.m.
	Discussion:	<ul style="list-style-type: none"> Review Discussion thread and watch video. Post your comments by Friday, Jan. 6th @ 6:00 p.m. Make sure this is completed on the due date so that other students have to respond to your post. Also, if you post late, points will be deducted. Reply to two other student's posts by Sunday, Jan. 8th @ 6:00 p.m.
	Test:	<ul style="list-style-type: none"> Test over Chapters 1, 2 and 3 Due by Sunday Jan. 8th @ 6:00 p.m.
Week 2	Topic:	Chapter 4, 5 and 6

01/09-01/15	Reading Assignments:	<ul style="list-style-type: none"> • Read Chapter 4, 5 and 6 in Criminal Justice Today: An Introductory Text for the 21st Century • Review Chapter power points They are to be completed by Mon. Jan. 9th @ 6:00 p.m.
	Assignments:	<ul style="list-style-type: none"> • Vocabulary-due on Tuesday • Essay questions due on Wednesday • Written Assignment This is to be completed by 6:00 p.m.
	Video Assignment:	<ul style="list-style-type: none"> • Video Assessment This is due by Wed. Jan. 11 th @ 6:00 p.m.
	Discussion:	<ul style="list-style-type: none"> • Discussion Thread. Post your comments by Friday, Jan. 13th @ 6:00 p.m. Make sure this is completed on the due date so that other students have to respond to your post. Also, if you post late, points will be deducted. Reply to two other student’s posts by Sunday, Jan. 15th @ 6:00 p.m.
	Test:	Test on Chapters 4, 5 and 6 Due by Sunday Jan. 15th @ 6:00 p.m.
Week 3 01/16-01/22	Topic:	Chapter 7, 8 and 9
		<ul style="list-style-type: none"> • Read Chapters 7, 8 and 9 in assigned course book: Criminal Justice Today: An Introductory Text for the 21st Century • Review Chapter power points for chapters Due by Monday by 6:00 p.m.
	Assignments:	<ul style="list-style-type: none"> • Define Keywords due by 6:00 pm on Tuesday • Essay Questions due by 6:00 pm on Wednesday
	Video Assignment:	<ul style="list-style-type: none"> • Video Assessment Due by Thursday by 6:00 p.m.
	Discussion:	<ul style="list-style-type: none"> • Discussion Thread Post your comments by Friday by 6:00 p.m. Make sure this is completed on the due date so that other students have to respond to your post. Also, if you post late, points will be deducted. Reply to two other student’s posts by Sunday by 6:00 p.m.
	Test:	<ul style="list-style-type: none"> • Test is due by Sunday, Jan. 22nd @ 06:00 p.m.

Week 4 01/23-01/29	Topic:	Chapter 10, 11 and 12
	Reading Assignments:	<ul style="list-style-type: none"> Read Chapters 10, 11 and 12 Criminal Justice Today: An Introductory Text for the 21st Century Review Chapter power points Due by Monday by 6:00 p.m.
	Assignments:	<ul style="list-style-type: none"> Define Keywords due by Tuesday by 6:00 pm Essay Questions due by Wednesday by 6:00 pm
	Video Assignment:	<ul style="list-style-type: none"> Video Assessment Due by Thursday @ 6:00 pm
	Discussion:	<ul style="list-style-type: none"> Discussion Thread <p>Post your comments by Friday by 6:00 p.m. Make sure this is completed on the due date so that other students have to respond to your post. Also, if you post late, points will be deducted. Reply to two other student's posts by Sunday by 6:00 p.m.</p>
	Test:	<ul style="list-style-type: none"> Test Test is due by Sunday, Jan. 29th @ 11:59 p.m.
Week 5 01/30-02/03	Topic:	Chapter 13, 14 and 15
	Reading Assignments:	<ul style="list-style-type: none"> Read Chapter 13, 14 and 15- Criminal Justice Today: An Introductory Text for the 21st Century Review Chapter power points Due by Monday, Jan. 30th @ 6:00 p.m.
	Writing Assignments:	<ul style="list-style-type: none"> Define Keywords due by Tuesday @ 6:00 p.m. Essay Questions due by Wednesday @ 6:00 p.m.
	Video Assessment:	<ul style="list-style-type: none"> Video Assessment Due by Wednesday, Feb. 1st @ 6:00 p.m.
	Discussion:	<ul style="list-style-type: none"> Discussion Thread <p>Post your comments by Thursday by 6:00 p.m. Make sure this is completed on the due date so that other students have time to respond to your post. Also, if you post late, points will be deducted. Reply to two other student's posts by Friday by 6:00 p.m.</p>
	Final:	<ul style="list-style-type: none"> Comprehensive Final Due by Friday, Feb. 3rd @ 6:00 pm
<p>***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</p>		

