

Imperial Valley College Course Syllabus – AJ 106 PRIN & PROC OF THE JUST SYSTEM

Basic Course Information

Semester	Fall 2017	Instructor Name	Michael W. Capeci
Course Title & #	PRIN & PROC OF THE JUST SYSTEM	Email	michael.capeci@imperial.edu
CRN #	10890	Webpage (optional)	
Room	3211	Office	Room 809
Class Dates	Aug. 14 – Dec. 08, 2017	Office Hours	By Appointment Only
Class Days	Friday	Office Phone #	
Class Times	1120-1430 hours	Office contact if student will be out or emergency	Email instructor <u>prior</u> to class
Units	3		

Course Description

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 sub-system procedure, from initial entry to final disposition, and the relationship each segment maintains with its system member.

Course Prerequisite(s) and/or Corequisite(s)

[Required language: Use from [CurricUNET](#) course outline of record.]

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 Amendments, especially those pertaining to the Justice System. (ILO1, ILO2, ILO4)
2. Demonstrate an understanding of the U.S. [Criminal Justice](#) System, to include: Law Enforcement, Court System, and Correctional System. (ILO1, ILO2, ILO4)
3. Demonstrate and understanding of trial procedure to include: Testimony of Witnesses, Presentation of Evidence, and Presumption of Innocence. (ILO1, ILO2, ILO4)

Course Objectives

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.

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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

Roberson, Cliff and Wallace, Harvey (2012). *Procedures in the Justice System* (10th/e). Prentice Hall. ISBN: - 978-0132705844

Course Requirements and Instructional Methods

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

Total Points: 500

Tests: Five tests at 50 points each = 250 points

Newspaper articles, review questions at 10 points each and or word puzzles = 110 points

Class attendance and participation in discussion, group participations or activities = 40 points

Final Exam = 100 points

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 so that it is turned in. The student will be given a zero for that assignment.

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.
- 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.

Online Netiquette

- What is netiquette? Netiquette is internet manners, online etiquette, and digital etiquette all rolled into one word. Basically, netiquette is a set of rules for behaving properly online.
- Students are to comply with the following rules of netiquette: (1) identify yourself, (2) include a subject line, (3) avoid sarcasm, (4) respect others' opinions and privacy, (5) acknowledge and return messages promptly, (6) copy with caution, (7) do not spam or junk mail, (8) be concise, (9) use appropriate language, (10) use appropriate emoticons (emotional icons) to help convey meaning, and (11) use appropriate intensifiers to help convey meaning [do not use ALL CAPS or multiple exclamation marks (!!!)].

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 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.

- **CANVAS LMS.** Canvas is Imperial Valley College's main Learning Management System. To log onto Canvas, use this link: [Canvas Student Login](#). The [Canvas Student Guides Site](#) provides a variety of support

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available to students 24 hours per day. Additionally, a 24/7 Canvas Support Hotline is available for students to use: 877-893-9853.

- **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 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 provide basic health services for students, such as first aid and care for minor illnesses. Contact the IVC [Student Health Center](#) at 760-355-6128 in Room 1536 for more information.
- **Mental Health Counseling Services.** Short-term individual, couples, family and group counseling services are available for currently enrolled students. Services are provided in a confidential, supportive, and culturally sensitive environment. Please contact the IVC Mental Health Counseling Services at 760-355-6310 or in the building 1536 for appointments or more information.

Veteran's Center

The mission of the [IVC Military and Veteran Success Center](#) is to provide a holistic approach to serving military/veteran students on three key areas: 1) Academics, 2) Health and Wellness, and 3) Camaraderie; to serve as a central hub that connects military/veteran students, as well as their families, to campus and community resources. Their goal is to ensure a seamless transition from military to civilian life. The Center is located in Building 600 (Office 624), telephone 760-355-6141.

Extended Opportunity Program and Services (EOPS)

The Extended Opportunity Program and Services (EOPS) offers services such as priority registration, personal/academic counseling, tutoring, book vouchers, and community referrals to qualifying low-income students. EOPS is composed of a group of professionals ready to assist you with the resolution of both academic and personal issues. Our staff is set up to understand the problems of our culturally diverse population and strives to meet student needs that are as diverse as our student population.

Also under the umbrella of EOPS our CARE (Cooperative Agency Resources for Education) Program for single parents is specifically designed to provide support services and assist with the resolution of issues that are particular to this population. Students that are single parents receiving TANF/Cash Aid assistance may qualify for our CARE program, for additional information on CARE please contact Lourdes Mercado, 760-355- 6448, lourdes.mercado@imperial.edu.

EOPS provides additional support and services that may identify with one of the following experiences:

- Current and former foster youth students that were in the foster care system at any point in their lives

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- Students experiencing homelessness
- Formerly incarcerated students

To apply for EOPS and for additional information on EOPS services, please contact Alexis Ayala, 760-355-5713, alexis.ayala@imperial.edu.

Student Equity Program

- The Student Equity Program strives to improve Imperial Valley College's success outcomes, particularly for students who have been historically underrepresented and underserved. The college identifies strategies to monitor and address equity issues, making efforts to mitigate any disproportionate impact on student success and achievement. Our institutional data provides insight surrounding student populations who historically, are not fully represented. Student Equity addresses disparities and/or disproportionate impact in student success across disaggregated student equity groups including gender, ethnicity, disability status, financial need, Veterans, foster youth, homelessness, and formerly incarcerated students. The Student Equity Program provides direct supportive services to empower students experiencing insecurities related to food, housing, transportation, textbooks, and shower access. We recognize that students who struggle meeting their basic needs are also at an academic and economic disadvantage, creating barriers to academic success and wellness. We strive to remove barriers that affect IVC students' access to education, degree and certificate completion, successful completion of developmental math and English courses, and the ability to transfer to a university. Contact: 760.355.5736 or 760.355.5733 Building 100.
- The Student Equity Program also houses IVC's Homeless Liaison, who provides direct services, campus, and community referrals to students experiencing homelessness as defined by the McKinney-Vento Act. Contact: 760.355.5736 Building 100.

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 help students skillfully discover, evaluate, and use information from all sources. Students can access tutorials [here](#).

Anticipated Class Schedule/Calendar

This is the course schedule. Make sure that you familiarize yourself with the reading assignments, assignments and test. This schedule is a tentative and may change without prior noticed. All assignment and test dates are subject to change.

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Date & Week	Activity, Assignment, and/or Topic
WEEK 1 8/18	Introduction Chapter 1: Historical Development of Law and the Justice System
WEEK 2 8/25	Chapter 2: Search and Seizure/Newspaper Article 1 (Related to search and seizure APA format) Chapter 3: Arrest and Custody
WEEK 3 9/1	Test Chapters 1 - 3 / Chapter 2 Newspaper Article 1 due Chapter 4 Initial Appearance Newspaper Article 2- article must relate to criminal arrest or police use of force (APA format)
WEEK 4 9/8	Chapter 5 Pretrial Proceedings Chapter 6 Place and Time of Trial
WEEK 5 9/15	Test Chapters 4 - 6 Chapters 7 Trial / Homework: Newspaper Article 3- article must related to an initial appearance, bail, arraignment, plea, grand jury, indictment, or preliminary hearing.
Week 6 9/22	Chapter 8 Confrontation & Assistance of Counsel Chapter 9 Principles and Procedure Homework Newspaper Article 4- article must be related to Jury Trial (APA format)
WEEK 7 9/29	Test Chapters 7-9 Chapter 10 Courtroom Evidence / Homework: Read Chapter 11, Newspaper Article 5- Article must related to rulings on evidence (APA format)
WEEK 8 10/6	Chapter 11 Trial: Roles of Major Participants, Newspaper Article 5 due Chapter 12 Jury / do review questions 1-10 / In Class Exercise- Voir dire and Jury Selection
WEEK 9 10/13	Test Chapters 10 – 12 Chapter 13 Trial Procedures
WEEK 10 10/20	Chapter 14 Instructions and Deliberation of the Jury Homework: Chapter 14 Do review questions chapter 14 1-6 Chapter 15 The Verdict and Appeals
WEEK 11 10/27	Test Chapters 13-15 / Chapter 14 review questions due Chapter 16 Sentencing / Homework: chapter 16 review questions 1-10
WEEK 12 11/3	Chapter 17 Collateral Proceedings / Review questions due Chapter 18 Victim’s Rights / Homework: do Chapter 18 word puzzle
WEEK 13 11/10	Class Video- Related to court procedures / Chapter 18-word puzzle due Guest Speaker from Law Enforcement Agency / Homework: 2 page paper on video
WEEK 14 11/17	Bailiff and Corrections Presentation To Exposure to the Imperial County District Attorney’s Office
	THANKSGIVING BREAK
WEEK 15 12/1	Guest Speaker from District Attorney’s Office Guest Speaker: Defense attorney
WEEK 16 12/8	Review for Final Exam