

Imperial Valley College Course Syllabus – AJ-100 Introduction to the Administration of Justice

Basic Course Information

Semester:	Fall 2019	Instructor Name:	Jesus J. Serrano
Course Title & #:	AJ-100 Introduction to the Administration of Justice	Email:	jesus.serrano@imperial.edu
CRN #:	11589	Webpage (optional):	
Classroom:	3211	Office #:	3207
Class Dates:	10/14/2019 – 12/14/19	Office Hours:	By Appointment
Class Days:	Monday & Friday	Office Phone #:	(760) 355-6340
Class Times:	6:00 pm – 9:20 pm	Emergency Contact:	Rhonda Ruiz: 760-355-6280
Units:	3.0		

Course Description

The course will cover the philosophy of the 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)

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:

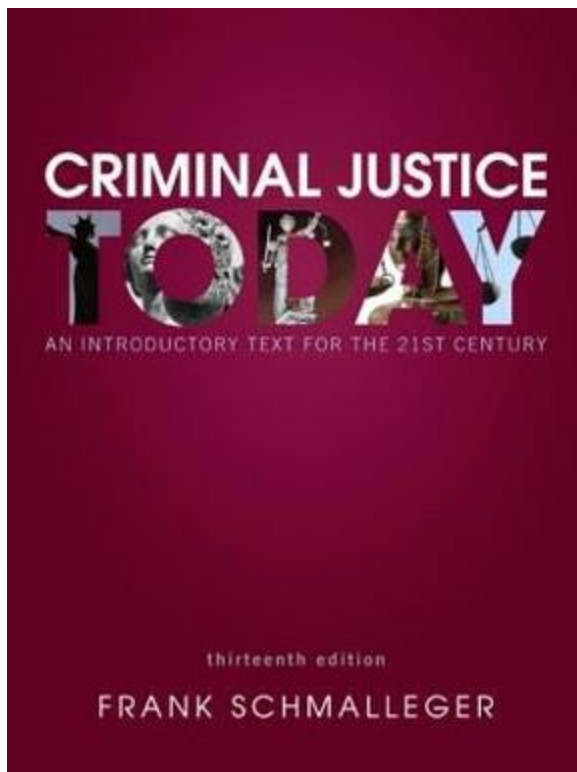
1. Summarize the evolution of the Administration of Justice System.
2. Demonstrate an awareness of the objectives of the system, the crime problem, and the role expectations of criminal justice personnel.
3. Distinguish the system 's responsibilities to the community, social implications of crime, and 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.

Imperial Valley College Course Syllabus – AJ-100 Introduction to the Administration of Justice

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 Fifteenth Edition
- EISBN-13: 9780134817729



Course Requirements and Instructional Methods

- Class Activity
- Essay
- Mid-Term/Final Exam(s)
- Objective
- Oral Assignments
- Problem Solving Exercise
- Quizzes
- Skill Demonstration
- Written Assignments
- Audio Visual
- Computer Assisted Instruction
- Demonstration
- Discussion
- Group Activity
- Individual Assistance
- Lecture
- Simulation/Case Study
- Distance Learning

Imperial Valley College Course Syllabus – AJ-100 Introduction to the Administration of Justice

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 a semester. WASC has adopted a similar requirement.

Reading and Writing:

Complete reports assigned during class. Structure assigned reports in the format designated for that type of report, i.e., Crime Information Broadcast, Suspect Description, Crime Report, Arrest Report, Field Interview, Victim/Witness Statement, Suspect Statement, etc.

Course Grading Based on Course Objectives

Tests: Four tests at 100 points each =	400 points
Discussion or activities =	140 Points
Quizzes =	140 Points
Total Points:	680 points

A = 100% - 90% **B =89%-80%** **C = 79%-70%** **D =69%-60%** **F = 59% or less**

****PLEASE NOTE:** Assignments are due on the date stated on the syllabus. Late assignments are subject to a reduction of points. Make every effort to turn in assignments on time, or you may receive a zero for that assignment.

Failure to complete a written assignment will result in a zero for that assignment unless prior approval is given by the instructor. Assignments will be given during each class for you to complete in the allotted time. Assignments turned in late will receive a lower point value than assignments turned in on time. If you are late to class, you will not be given extra time to complete an assignment.

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

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

Imperial Valley College Course Syllabus – AJ-100 Introduction to the Administration of Justice

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 Drinks 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.

Online Netiquette

COURSE PARTICIPATION Students are ultimately responsible for participating in a course through the following academic activities: uploading assignments, posting to discussion folders, and responding to Instructor. Students are expected to be involved in ongoing instructional activities based on the recommended schedule for course completion as detailed in the syllabus. In order to actively participate in a course, Students must make contact with their Instructor on a regular basis through one of the following methods:

- Posting of an assignment (e.g., a paper, project, case review, case brief, etc.) in the Course Work area of the course website.
- Posting of an assignment to share with the Instructor and other Students in the course website (e.g., a review of a book or article, a proposal for a research study, a presentation in the form of a PowerPoint presentation file, reporting on participation in a research study, etc.).
- Participation in a threaded discussion on the course website. Viewing instructional materials (e.g., a PowerPoint presentation prepared by the Instructor, audio, or video presentation, etc.). College email system to contact the Instructor. Students who are unable to participate regularly in their course should contact their Instructor.
- 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,

(11) use appropriate intensifiers to help convey meaning [do not use ALL CAPS or multiple exclamation marks (!!!)].

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 importance 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. Instead, 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 that may be available.

- **Canvas Support Site:** <https://www.imperial.edu/courses-and-programs/distance-education/for-students/canvas/> The Canvas 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)

Imperial Valley College Course Syllabus – AJ-100 Introduction to the Administration of Justice

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. Besides, Pioneers Memorial Healthcare District and El Centro Regional Center provide essential 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

WEEK	ASSIGNMENT
1	Introduction
2	Chapter 1: What Is Criminal Justice? Chapter 2: The Crime Picture
3	Chapter 4: Criminal Law Chapter 5: Policing: History and Structure Test #1 on Chapter 1 through Chapter 2
4	Chapter 6: Policing: Purpose and Organization Chapter 8: Policing: Issues and Challenges
5	Chapter 9: The Courts: Structure and Participants Chapter 10: Pretrial Activities and the Criminal Trial Test #2 on Chapter 4, Chapter 5, Chapter 6 and Chapter 8
6	Chapter 11: Sentencing Chapter 12: Probation, Parole, and Community Corrections
7	Chapter 13: Prisons and Jails Chapter 14: Prison Life Test #3 on Chapter 9, Chapter 10, and Chapter 11

Imperial Valley College Course Syllabus – AJ-100 Introduction to the Administration of Justice

8	Chapter 15: Juvenile Justice Chapter 16: Drugs and Crime Test #4 on Chapter 12, Chapter 13, Chapter 14, Chapter 15 and Chapter 16
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*****Tentative, subject to change without prior notice*****