



Basic Course Information

Semester:	Fall 2021	Instructor Name:	Pompeyo R Tabarez
Course Title & #:	Introduction to Administration of Justice AJ 100	Email:	Pompeyo.tabarez@imperial.edu
CRN #:	10917	Webpage (optional):	NA
Classroom:	Online	Office #:	NA
Class Dates:	August 16 to December 6th	Office Hours:	Online
Class Days:	Online/ Monday	Office Phone #:	(760)-355-6280
Class Times:	Online	Emergency Contact:	Dept. Secretary is an option: Rhonda Ruiz
Units:	3.0	Class Format:	Canvas

Course Description

The course will cover the philosophy of 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.

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

N/A

Student Learning Outcomes

Upon course completion, the successful student will have acquired new skills, knowledge, and or attitudes as demonstrated by being able to:

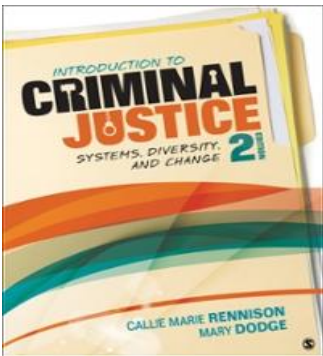
- 1. Identify the Objectives of the Justice System and the Role of Criminal Justice Personnel. (ILO4, ILO5)*
- 2. Describe the Laws of Arrest including Felonies and Misdemeanors. (ILO1, ILO2, ILO3, ILO4)*
- 3. Identify the Roles, History and Organization of Law Enforcement in the U.S. (ILO4, ILO5)*

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



Introduction to Criminal Justice: Systems, Diversity, and Change, Second Edition, Authors Callie Marie Rennison and Mary Dodge

Course Requirements and Instructional Methods

Instructional Methods will include:

We will be using Canvas to conduct this online course

Logging into Canvas

1. Go to <http://imperial.edu>. (Links to an external site.)
2. On the IVC Website, go to "Student View." On the drop down, click on "Canvas." (Links to an external site.) Follow the login instructions to login.
3. Once logged in, click on the course box labeled "S19 – AJ 100- Introduction to Administration of Justice."
4. Read the course syllabus.
5. Read the document under Week 1 entitled "Week 1 Overview and Objectives."
6. This outlines exactly what you have to do and by when you have to do it for Week 1. 14. Become familiar with the course. The online version of this course is not self-paced. There are strict deadlines that need to be met every week. You will be given a list of weekly deliverables that you will be responsible for. You can find these under the appropriate weekly heading (ie. Week 1 Overview & Objective's).

You must have access to a computer. The computer must have access to the Internet. You will also need access to a computer that has Microsoft Office for MS Word and PowerPoint

Class Discussion, Group Activities, Lectures, and Case Studies presented through selected Audio and/or Visual aids. Student learning progress will be measured through four quizzes, one midterm, one investigative/presentation report, homework, and a final examination.

Students are expected to read and follow the schedule in the course syllabus. Students are expected to read assigned text chapters, lecture notes, and to seek and read additional suggested resources as provided by the textbook and Instructor. In addition, students are expected to be alert and attentive with note taking in class and have a demonstrated desire to participate in every discussion.

All assignments are due on the date stated by the instructor. Late assignments will be subject to reduction of points. Make every effort to turn in your assignments on time or you may receive a zero for that assignment. Failure to take a test will result in a zero for that test unless prior approval is given by the instructor. Tests will be 30 minutes long unless otherwise stated by the instructor.

If you are late to class, you will not be given extra time to take the test. Bring a No. 2 pencil on test days. You must communicate to your instructor any problems that you are having with the course.

All special instructions for the investigative report and/or writing assignment(s) are to be followed precisely.

The Instructor will announce all deadlines and instructions as well as provide reminders about the pace or flow of the course.

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

POSSIBLE POINTS		FINAL GRADES
Three quizzes, 50 points each	150 points	A = 720-800 90 to 100 %
Midterm Exam	100 points	B = 645-719 80 to 89 %
Investigative /Presentation Report	100 points	C = 560-644 70 to 79 %
Class participation/attendance	250 points	D = 480-599 60 to 69 %
Final Exam	200 points	F = 0-479 Less than 60 %
Total	800 points	

Extra Credit Upon Instructor's Approval 0 to 50 points

Course Policies

- 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. • Two unexcused absences before the drop deadline will suffice to drop a student without further notice.
- Do not assume you will be dropped for non-attendance. Missing more than half a class session will count as a full absence.
- (It remains your responsibility to drop yourself from all courses that you no longer attend, or you risk getting a failing grade on your transcript.) Refer to pages 15 –16 of your General Catalog for "ATTENDANCE AND AUTOMATIC WITHDRAWALS"; it is YOUR RESPONSIBILITY!



- What does it mean to “attend” an online class?
- Attendance is critical to student success and for IVC to use federal aid funds. Acceptable indications of attendance are:
 - Student submission of an academic assignment
 - Student submission of an exam
 - Student participation in an instructor-led Zoom conference
 - Documented student interaction with class postings, such as an interactive tutorial or computer assisted instruction via modules
 - A posting by the student showing the student's participation in an assignment created by the instructor
 - A posting by the student in a discussion forum showing the student's participation in an online discussion about academic matters
 - An email from the student or other documentation showing that the student has initiated contact with a faculty member to ask a question about an academic subject studied in the course.
- Logging onto Canvas alone is NOT adequate to demonstrate academic attendance by the student.

Other Course Information

IVC Student Resources

IVC wants you to be successful in all aspects of your education. For help, resources, services, and an explanation of policies, visit <http://www.imperial.edu/studentresources> or click the heart icon in Canvas.



Anticipated Class Schedule/Calendar

Date or Week	Activity, Assignment, and/or Topic	Assignments
Week 1, Monday Aug. 16 th	Introduction Chapter 1: An Introduction to Crime and the Criminal Justice System	Read Chapter 1
Week 2, Mon. Aug. 23 rd	Chapter 2: The Nature and Extent of Crime	Read Chapter 2
Week 3, Mon. Aug. 30 th	Chapter 3: Criminal Justice and the Law Review Chapters 1,2, &3.	Read Chapter Three Review Chapters 1,2, & 3.
Week 4, Mon. Sept. 6	Holiday Labor Day No Class	Holiday
Week 5, Mon. Sep. 13 th	Quiz #1 (Chapters 1,2&3) Chapter 4: The History of Policing	Quiz # 1 Read Chapter 4
Week 6, Mon. Sept. 20 th	Chapter 5: On the Streets Chapter 6: Police and the Rule of Law	Read Chapter 5 Read Chapter 6
Week 7, Mon. Sept. 27 th	Review Chapters: 4,5, & 6 Quiz #2 (Chapters 4,5, & 6) Read Chapter 7: The Courts and Judiciary	Quiz #2 Read Chapter Seven
Week 8, Mon. Oct. 4 th	Chapter 8: The Prosecution, Defense, and Pretrial Activities. Chapter 9: The Criminal Trial And Sentencing	Read Chapter 8 Read Chapter 9
Week 9, Mon.. Oct. 11 th	Midterm exam Review Chapters 1,2,3, 4, 5, 6, &7. MIDTERM EXAM	Midterm Exam
Week 10, Mon. Oct. 18 th	Chapter 10: Correctional Responses in the Community Review Chapters 8,9,& 10	Read Chapter 10
Week 11, Mon. Oct. 25 th	Chapter 11: Institutional Corrections	Read Chapter 11
Week 12, Mon. Nov. 1	Quiz #3(Chapters 8,9,& 10) Chapter 12: Prison Life and Life After Prison	Quiz #3 Read Chapter 12
Week 13, Mon. Nov. 8 th	Chapter 13: The Juvenile Justice System Review Chapters 11,12, & 13	Read Chapter 13



Week 14, Mon. Nov. 15 th	Research/Report Presentations Review Chapters 1,2,3,4,5,6,7,8,9,10,11,12,13 For Final Exam	Complete Written Report
Week 15, Mon. Nov. 22 nd	Holiday No Class	Holiday
Week 16 Mon. Nov. 29 th	Chapter 14: Exploring Specialized And Topical Issues	Read Chapter 14
Week 17 Mon. Dec. 6 th	Final Exam	Final Exam

*****Tentative, subject to change without prior notice*****