Basic Course Information

Semester	**Winter 2025**	Instructor Name	**Kathy Rodriguez**
Course Title & #	**Introduction to Administration of Justice AJ 100**	Email	**Kathy.rodriguez@imperial.edu**
CRN #	**15085**	Webpage (optional)	
Room	**online**	Office	**3209**
Class Dates	**01/02/25-02/03/25**	Office Hours	**No office hours for the winter session**
Class Days	**online**	Office Phone #	**760-355-6245**
Class Times	**online**		**Rhonda Ruiz 760-355-6280**
Units	**3**	Office contact	

Class Format/Modality	**Asynchronous**

Course Description

The course will cover the philosophy of the Administration of Justice in America and its various subsystems. It will examine criminal justice agents' roles and role expectations and their interrelationships 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 students to career opportunities. Ethics, education, and training for professionalism in the system are discussed.

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 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

Criminal Justice Today, An Introductory Text for the 21st Century, 16th edition. Author Frank Schmalleger.

Pearson publication / ISBN-13: 978-0-13-577072-6/ISBN-10: 0-13-577072-6

WEBSITE: Sage.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

We will be using Canvas to conduct this online course.

Logging into Canvas

a. Go to http://imperial.canvas.com and follow the login instructions to login.

b. Once logged in, click on the 'courses' tab located on the top right of the page.   c. Click on the

class to enter the course.

d. Read the course syllabus.

e. Read the document under each Week called "Objectives and Assignments." This will provide you with information regarding each week's course studies and tasks to complete.

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 (i.e.. Week 1). Any questions you may have about the course can be posted in the 'Ask the Instructor' forum inside Canvas.

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 based on the following weights:

Course Grading Based on Course Objectives	
Assignment Descriptors	Points
1. Assignments	210 (11)
2. Quizzes	90 (109
3.Tests	100 (4)
4.Final Exam	100 (1)

TOTAL POINTS	**500**

A= 90-100% B = 80-=89% C = 70-79% D = 60-69% F = 59- 0%

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. Any student using Artificial Intelligence (AI), will receive a score of 0 for the entire assignment.

Attendance

- 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 the required activities

for the first week and two consecutive weeks from Week 2 on 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.　　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.　•

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

IVC values critical thinking and communication skills and considers academic integrity essential to learning. Using AI tools as a replacement for your thinking, writing, or quantitative reasoning goes against both our mission and academic honesty policy and will be considered academic dishonesty, or plagiarism unless you have been instructed to do so by your instructor. In case of any uncertainty regarding the ethical use of AI tools, students are encouraged to reach out to their instructors for clarification. ***Any student using Artificial Intelligence (AI), will receive a score of 0 for the entire assignment.***

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. Rather, they are intended to serve as examples of unacceptable academic conduct.

- Plagiarism is taking and presenting as one's 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. ***Any student using Artificial Intelligence (AI), will receive a score of 0 for the entire assignment.***

- Cheating is defined as fraud, deceit, 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.

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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. *Any student using Artificial Intelligence (AI), will receive a 0 score for the entire assignment.*

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 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.

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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. Please contact them if you feel you need to be evaluated for educational accommodation.

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 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 strive 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.

- Students experiencing homelessness.

- Formerly incarcerated students

To apply for EOPS and for additional information on EOPS services, please contact Alexis Ayala, 760-3555713, 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 into the student population, 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 to experience 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 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.

Date or Week	Activity, Assignment, and/or Topic	Due Dates/Tests
Module 1 01/02-01/05	Syllabus & Introduction Chapter 1: What is Criminal Justice System Chapter 2: The Crime Picture Chapter 3: The Search for Causes Chapter 4: Criminal Law	Assignments, quizzes, and Test
Module 2 01/06-01/12	Chapter 5: Policing: History and Structure Chapter 6: Policing: Purpose and Organization Chapter 7: Policing: Legal Aspects	Assignments, quizzes, and Test
Module 3 01/13-01/19	Chapter 8: Policing: Issues and Challenges Chapter 9: The Courts: Structure and Participants Chapter 10: Pretrial Activities and the Criminal Trial	Assignments, quizzes, and Test
Module 4 01/20-01/26	Chapter 11: Sentencing Chapter 12: Probation, Parole, and Reentry Chapter 13: Prisons and Jails Chapter 14: Prison Life	Assignments, quizzes, and Test

Module 5 01/27-02/03	Chapter 15: Juvenile Justice Chapter 16: Drugs and Crime Chapter 17: Terrorism, Multinational Criminal Justice, and Global Issues Chapter 18: High Technology Crimes *Tentative, subject to change without prior notice***	Assignments / Final Exam

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

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