

**Basic Course Information**

Semester:	Spring 2025	Instructor Name:	Benny Benavidez
Course Title & #:	Introduction to Administration of Justice AJ100	Email:	Benny.benavidez@imperial.edu
CRN #:	20350	Webpage (optional):	
Classroom:	3211	Office #:	760-355-6280
Class Dates:	02/10/25 – 06/06/25	Office Hours:	Mon.Tues Wed 11:05-12:05
Class Days:	Mon/Wed	Office Phone #:	760-355-6280
Class Times:	08:00-09:25	Emergency Contact:	Rhonda Ruiz 760-355-6280
Units:	3		

**Course Description**

The course will cover the philosophy of Administration of Justice in America, and identify its 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 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

Required Information—Criminal Justice A Brief Introduction Text , 12/e Schmalleger ©2018 |Pearson| ISBN-10: 013-45620 | ISBN-13: 978-0-13454862-3 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(s)- 100 points each Oral Assignments Quizzes- Worth 25 points 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, worth 20 points. Tests (100 pts) and quizzes (25 pts) may be given on Blackboard/Canvass or in class at instructor's discretion. No makeup tests, quizzes or in class assignments will be given. There are a total of 625 points available. Grades will be assigned on the basis of the following weights: POSSIBLE POINTS FINAL GRADES Assignment 100 points Quizzes 100 points Participation 25 Exams 400 points 90 -100 % = A 80 - 89 % = B 70 - 79% = C points 60 - 69 % = D Less than 60% = F Five points per day will be deducted for late assignments, quizzes and exams.

## 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 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

### 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 important 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 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 which may be available. [Canvass/ 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)

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. In addition, Pioneers Memorial Healthcare District and El Centro Regional Center provide basic 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

Date or Week Activity, Assignment, and/or Topic Pages/ Due Dates/Tests

Week 1 02/10 Syllabus & Introduction

Week 2 02/17 Chapter 1: What is Criminal Justice Chapter 2: The Crime Picture Assignment 1

Week 3 02/24 Chapter 3: Criminal Law Quiz 1 Ch. 1-3

Imperial Valley College Course Syllabus – Intro to AJ 100

- Week 4 03/3 Chapter 4: Policing: History and Structure TEST 1-CHAPTERS 1-4I
- Week 5 03/10 Chapter 5 Policing: Purpose and Organization/Legal Aspects
- Week 6 03/17 Chapter 6 : Policing: Issues and Challenges Assignment 2
- Week 7 03/24 Chapter 7 : Adjudication: The Court Structure/Participants & Pretrial Activities and the Criminal Trial  
Quiz 2 Ch. 5-7
- Week 8 3/31 Chapter 8: The court work groups and trial
- Week 9 4/7 Chapter 9 4/15 Sentencing Probation Parole Community Corrections
- Week 10 4/14 Chapter 10: Probation Parole Community Corrections  
TEST 2-CHAPTERS 5-9 Chapter 11: Prisons and jails
- Week 11 4/21 Spring Easter Break
- Week 12 4/28 Chapter 11: Prisons and jails Presentations begin
- Week 13 5/5 Chapter 12: : Prison Life Quiz 3
- Week 14 5/12 TEST 3-CHAPTERS 11-12 Chapter 13 : : Juvenile Justice/ Drugs and Crimes
- Week 16 5/19 Complete Presentations Quiz 4  
REVIEW
- Week 17 6/2 FINAL: June 2, 2025 (Comprehensive Test)

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