
Imperial Valley College Course Syllabus -Principles and Procedures of the Justice System AJ 106

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

The instructor reserves the right to make an announced modification to this
course outline.

This may change in case of Emergency.

Basic Course Information

Semester:	Summer 2025	Instructor Name:	Kathy Rodriguez
Course Title & #:	Principles and Procedures of the Justice System AJ 106	Email:	Kathy.rodriguez@imperial.edu
CRN #:	30237	Webpage (optional):	
Classroom:	Online	Office #:	3209
Class Dates:	06/16/25 - 07/24/25	Office Hours:	No office hours for summer
Class Days:	Online	Office Phone #:	760-355-6245
Class Times:	Online	Emergency Contact:	760-355-6280
Units:	3		

Course Description

Required language: 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 subsystem procedure, from initial entry to final disposition, and the relationship each segment maintains with its system member.

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 understand 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.
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

Procedures in the Justice System, 12/Ed. Roberson & Winters, ISBN -13: • ISBN13: 9780135186275

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WEBSITE: pearsonhighered.com: power points, and other material for 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 the Justice system.

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](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:

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<p><u>Course Grading Based on Course Objectives</u> <i>Anyone using AI as an assignment submission will receive a score of 0 for the entire assignment.</i></p>		
	Assignment Descriptors	Points
	1. Discussion, Chapter Reviews and/ or Assignments	390 (13)
	2. Quizzes	20 (4)
	3. Tests	100 (4)
	4. Final Exam	50 (1)
	TOTAL POINTS	560

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. Anyone using AI as an assignment submission will receive a score of 0 for the entire assignment.*

Make every effort to turn in assignments on time or you may receive a zero for that assignment. All written assignments must be typed into the Canvas box. I will not accept uploaded documents. You will receive a zero for a score if you submit an uploaded document for your assignment. Must be typed in the Canvas box

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 required activities for Week 1 will be dropped and students who fail to complete required activities for two consecutive weeks may be dropped. Do not assume I will drop you off 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 own 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. ***Anyone using AI as an assignment submission will receive a score of 0 for the entire assignment. All written assignments must be typed into the Canvas box. I will not accept uploaded documents. You will receive a zero for a score if you submit an uploaded document for your assignment. Must be typed in the Canvas box***

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 own 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, 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.

Make every effort to turn in assignments on time or you may receive a zero for that assignment. All written assignments must be typed into the Canvas box. I will not accept uploaded documents. You will receive a zero for a score if you submit an uploaded document for your assignment. Must be

- ***typed in the Canvas box***

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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.

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.

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 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 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 are 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 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 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.

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Anticipated Class Schedule/Calendar

Date or Week	Activity, Assignment, and/or Topic	Pages/ Due Dates/Tests
Module 1 06/16-06/22	Syllabus & Introduction Overview of Canvas Chapter 1-An Introduction to the Justice System Chapter 2-Search and Seizure Chapter 3-Arrest and Custody	Assignments, Discussions Quizzes, and Test
Module 2 06/23-06/29	Chapter 4-Law Enforcement and the Citizen on the Street Chapter 5-Privilege Against Compulsory Self-Incrimination Chapter 6-Initial Appearance and Arraignment	Assignments, Discussions Quizzes, and Test
Module 3 06/30-07/06	Chapter 7: Assistance of Counsel Chapter 8- Pre-trial Motions, Hearings, and Plea Negotiations Chapter 9-Courtroom Evidence	Assignments, Discussions Quizzes, and Test
Module 4 07/07-07/13	Chapter 10- Jury Chapter 11- Trial Procedures Chapter 12- Deliberations of the Jury and the Verdict	Assignments, Discussions Quizzes, and Test
Module 5 07/14-07/20	Chapter 13- Sentencing and Appeals Chapter 14-Collateral Proceedings and Writs	Assignments, Discussions Quizzes

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Module 6 07/21-07/24	Assignments, Discussions Final Exam	Final Exam
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