

# IMPERIAL VALLEY COLLEGE

## Administration of Justice

### COURSE SYLLABUS

**COURSE NO.**

AJ 100 (CRN 11377)

**COURSE TITLE**

Introduction to the Administration of Justice

**INSTRUCTOR**

Michael Crankshaw  
(Ret.) Police Chief

**TEXTBOOK**

Criminal Justice – An Introduction,  
14<sup>th</sup> Edition, by Frank Schmalleger

**TERM**

Fall 2025

**UNITS**

3

**CLASS TIMES**

Mon. / Wed. 6:00pm – 7:25pm

**COURSE DESCRIPTION**

This course provides an introduction to criminal justice in America. The primary goal of this course is to develop a general understanding of the criminal justice system and its response to crime in society today. Students will consider crime in the U.S., explore the key elements of the criminal justice system (policing, courts, and corrections), and examine a number of special issues relevant to criminal justice today.

**COURSE OBJECTIVES**

Students will be able to:

1. Examine crime in America. Students will briefly touch on the basic functions of each component of the criminal justice system, discuss the definition of crime and different kinds of crime, and then explore the causes of crime.
2. Students will study the beginning stages of the criminal justice process, exploring policing and police decision-making. Students will learn the history and structure of policing, police management, and the legal aspects of policing.

3. Students will study adjudication. Here students will research the operation of the court system by examining the courtroom work group, all stages of the court process, and progression of cases through the system.
4. Students will learn the role of corrections within our justice system. Students will discuss probation, parole, community corrections, prisons, and jails. Students will also give considerable attention to life in male and female institutions.
5. Students will examine special criminal justice issues. These issues include juvenile justice, drugs and crime, multinational criminal justice, and the future of criminal justice.

### **GRADING PROCEDURE:**

Total Semester Points: 500

Homework Assignment (1) (50 points)	= 50 Points
Classwork Assignments	= 150 Points
Quizzes: (3) 25 Q = (50 points) each	= 150 Points
Final Exam: 75 Q = (150 points)	= <u>150 Points</u>
Total	= 500 Points

A = 500-450      B= 449-400      C = 399-350      D=349-300      F= 299-0

***PLEASE NOTE:*** Assignment due dates will be provided at the time the assignments are given. Late assignments are subject to reduction of points, so make every effort to have your written assignments turned in on time.

### **Homework Assignment: (1)      *Due by November.19, 2025***

There will be a total of one (1) homework assignment due during this semester. The first is an Essay paper and will be worth 50 points. The topic and due date for the paper will be given out in week 3. The assignment paper must be a minimum of two (2) full pages, maximum of three (3) pages. The papers must be in MLA writing format. Papers will be graded on spelling, grammar and direct connection with the assigned topic.

**No Papers** will not be accepted during the week of the final exam.

### **Classwork assignments:**

As indicated above our classroom assignments will make up a portion of your final grade (150 points). The points you will received for each assignment will be based on the quality of the classwork you complete in the class. (Completion of in class handouts, chapter worksheets, reading assignments & video work.)

Every student is expected to participate in class discussions each week. This includes punctuality, contributions, personal opinions, group efforts if assigned and discussion of issues relating to the current assignment of the class. News media post - on how local crime impacts our community, state and federal levels will be discussed.

### **Quizzes: (3)**

There will be a total of three (3) quizzes given. Each quiz will have 25 questions and be worth a total of 50 points. The quizzes will focus on material covered (classroom lecture, handouts, homework assignments.) Whenever possible, time will be set aside for a quiz review the week prior to each quiz. After the quizzes are graded they will be returned to you, to be used as study guides for your final exams.

All quizzes will consist of true / false, multiple choice and narrative blank type questions. Failure to take a quiz will result in a zero for that quiz, unless prior approval is given by the instructor.

### **Final Exam:**

The Final exam will be given on the last week of the semester. The Final exam will consist of true / false, multiple choice and narrative blank type questions.

Failure to take the final exam will result in a zero and will be reflected in your overall grade.

### **Extra Credit:**

Students will have three (3) separate options to earn extra-credit points. Only one (1) selected option per semester will be allowed. (See below)

- Students can schedule a minimum of four (4) hour observation period "Ride along" with the Police agency of their choice. A one (1) page summary paper is due, outlining the various calls / events witnessed. The paper is worth a maximum of 20 points and can be turn in anytime during the semester, prior to the week of the final exam.

- Students can schedule a minimum of three (3) hour observation period with the Imperial County Court of their choice (Criminal or Traffic). A one (1) page summary paper is due, outlining the various procedures / cases witnessed. The paper is worth a maximum of 20 points and can be turn in anytime during the semester, prior to the week of the final exam.
- Students can select to watch the approved case study (movie) “The Rainmaker” – 1997 movie starring Matt Damon. A one (1) page summary paper is due, outlining the connectivity to the course. The paper is worth a maximum of 20 points and can be turn in anytime during the semester, prior to the week of the final exam.

### **ATTENDANCE:**

One of the institutional learning outcomes for this course is personal responsibility. You will be expected to demonstrate personal responsibility by attending class, showing up on time, and not causing a distraction. You must communicate to your instructor any problems that you are having with the course.

You may be dropped by the Instructor, for missing 25% or more of this semester course, without an accepted justification - outlined in the IVC guidelines.

### **ACADEMIC ETHICS:**

Cheating is defined as copying answers from another student on an exam or assignment, allowing another student to copy answers from you, turning in work as your own that someone else completed for you.

**PLAGIRISM will not be tolerated!** If a student uses the words or ideas of another person without giving that person credit, the student is committing an act of plagiarism.

**CHEATING will not be tolerated!** Anyone caught cheating will get a zero for the assignment or exam and may be given a failing grade.

### **CELL PHONE POLICY:**

All cell phones shall be turned to silent / off prior to class starting. If you need to use your cell phone during class period, please quietly step out of class.

## **CLASSROOM BEHAVIOR:**

This is college level learning - Any conduct that disrupts the learning process cannot be tolerated. Anyone engaging in such conduct will be asked to leave the classroom. Talking, whispering, texting, and cell phones ringing during class are examples of disruptive behavior. Such actions are disrespectful and distracting to the instructor and to other students. Respect your fellow students and instructors at all times. ***TAKE ADVANTAGE OF THE IN-CLASS LEARNING ENVIRONMENT!***

## **Course Schedule (Subject to Change):**

<u>Week</u>	<u>Topics</u>
1	Course Introduction / Discussion & Syllabus Review
2	Chapter 1: What Is Criminal Justice?
3	Chapter 2: The Crime Picture / <a href="#">Media Assignment</a>
4	Chapter 3: Criminal Law / <a href="#">Homework Assignment</a>
5	Chapter 4: Policing: Purpose and Organization
6	Chapter 5: Policing: Purpose and Organization / <b>QUIZ #1</b>
7	Chapter 6: Policing: Legal Aspects
8	Chapter 7: Policing: Issues and Challenges
9	Chapter 8: The Courts, Structure and Participants
10	Chapter 9: Pretrial Activities and Criminal Trial
11	Chapter 10: Sentencing / <b>QUIZ #2</b>
12	Chapter 11: Probation, Parole, and Re-entry
13	Chapter 12: Prisons and Jails /
14	Chapter 13: Prison Life
15	Chapter 14: Justice – Involved Youth / <b>QUIZ #3</b> / <a href="#">Homework Assignment - Due</a>
16	<a href="#">Thanksgiving Break</a>
17.	Course Review / Final Exam