IMPERIAL VALLEY COLLEGE

Basic Course Information

Semester:	**Spring 2026**	Instructor Name:	**Kathy Rodriguez**
Course Title & #:	**AJ 100**	Email:	**Kathy.rodriguez@imperial.edu**
CRN #:	**20354**	Webpage (optional):	
Classroom:	**Online**	Office #:	**3209**
Class Dates:	**02/17/26-06/12/26**	Office Hours:	**4:00 pm-5:00 pm M-R**
Class Days:	**Online**	Office Phone #:	**760-355-6245**
Class Times:	**Online**	Emergency Contact:	**Rhonda 760-355-6280**
Units:	**3**	Class Format/Modality:	**Online**

Course Description

The course will cover the philosophy of Administration of Justice in America and 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.

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

None

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

WEBSITE: pearson.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 criminal justice system.

GENERAL INFORMATION:

- Always check the Announcements before you start your work online.

- If you have a question that is personal in nature, for example, a question about your grade, send me an email at Kathy.rodriguez@imperial.edu

- If you email me be sure to include your entire name, section # of the class, and the name of the class, (AJ 100).

Updated 11/2024

- I will respond to all emails within 24 hours.

Course Grading Based on Course Objectives

Assignment Descriptors	Points
Assignments	30 (100)
Discussions	5 (15)
Quiz	100 (10)
Exams	100 (4)
Final Exam	50(1)

TOTAL POINTS	625

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

PLEASE NOTE: **Assignments are due on the date stated on the syllabus. No late assignments accepted. Make every effort to turn in assignments on time or you may receive a zero for those assignments. No late assignments will be accepted.**

Academic Honesty (Artificial Intelligence -AI)

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. Any student using AI will receive a score of zero for the assignment.

Accessibility Statement

Imperial Valley College is committed to providing an accessible learning experience for all students, regardless of course modality. Every effort has been made to ensure that this course complies with all state and federal accessibility regulations, including Section 508 of the Rehabilitation Act, the Americans with Disabilities Act (ADA), and Title 5 of the California Code of Regulations. However, if you encounter any content that is not accessible, please contact your instructor or the area dean for assistance. If you have specific accommodations through *DSPS*, contact them for additional assistance.

We are here to support you and ensure that you have equal access to all course materials.

Course Policies

Student Expectations

To be successful in this course, you are expected to:

- Read the entire **Syllabus**.
- Consistently check **Announcements**, your school email account, and the Canvas Inbox.

- Review the **Calendar** for due dates.
- Participate in **Discussions** by posting weekly and responding to at least one classmate.
- Submit your own work that is thoughtfully completed and proofread for spelling and grammar errors.
- **Communicate** with your instructor if you encounter any problems or confusion, well in advance of the due date.
- **Complete** all discussions, assignments, online quizzes, and/or exams on time.

Instructor Expectations

As your instructor, I will:

- **Communicate** with you via Canvas Announcements and Inbox.
- **Post** weekly course-related announcements.
- **Respond** to your emails or messages within 24–48 hours.
- **Monitor** all discussions and provide feedback to the entire class at least weekly.
- Provide individual **feedback** on assignments, papers, and projects within one week of the due date.
- Work with you to ensure a **successful learning experience** in this course.
- Provide all course materials in an accessible format to support all learners.

Academic Honesty Policy

Academic honesty is a core expectation of this course and essential to your work as a future educator. All work you submit must be your own.

Plagiarism

Plagiarism is presenting someone else's work, ideas, or words as your own without proper credit. Examples include:

- Copying and pasting from online sources without citation
- Submitting work that was written by someone else
- Using a friend's past assignment as your own

Cheating

Cheating includes any attempt to gain unfair academic advantage. Examples include:

- Sharing or receiving answers during a quiz or exam
- Submitting work you didn't complete yourself
- Using unauthorized materials during an assessment

If you are unsure whether something crosses the line, ask me before submitting it. **Violations of academic honesty will result in a zero for the assignment and may be reported to the college for disciplinary review.**

We all become better learners—and future teachers—by upholding integrity in everything we do.

Honorlock

Honorlock will proctor your exams this semester. Honorlock is an online proctoring service that allows you to take your exam from the comfort of your home. You DO NOT need to create an account or schedule an appointment in advance. Honorlock is available 24/7, and all that is required is a computer, a working webcam/microphone, your ID, and a stable internet connection. Honorlock is not compatible with a cell phone or ipad.   Some of your assignments will be listed as quizzes and they are all proctored by Honorlock.

Honorlock minimum requirements are as follows: OS: Windows 11+, MacOS 13+ or higher, and ChromeOS version 120+ Browser: Google Chrome version 120+. Internet: 1.5 Mbps download and 750 Kbps upload. To view our minimum system requirements on our website, please visit Honorlock.com/supportLinks to an external site.

To get started, you will need Google Chrome and download the Honorlock Chrome ExtensionLinks to an external site.

When you are ready to complete your assessment, log into Canvas, go to your course, and click on your exam. Clicking "Launch Proctoring" will begin the Honorlock authentication process, where you will take a picture of yourself, show your ID, and complete a scan of your room. Honorlock will be recording your exam session through your webcam, microphone, and recording your screen. Honorlock also has an integrity algorithm that can detect search-engine use, so please do not attempt to search for answers, even if it's on a secondary device.

Honorlock support is available 24/7/365. If you encounter any issues, you may contact them through live chat on the support page Links to an external site. or within the exam itself. Some guides you should review are Honorlock MSRsLinks to an external site., Student FAQLinks to an external site., Honorlock Knowledge BaseLinks to an external site., and How to Use HonorlockLinks to an external site.

"Exams are taken through a Canvas-supported online proctoring system; further instructions will be provided in Canvas. Students must have a compatible computer or laptop and stable internet connection. A camera, microphone, and personal identification is required."

An appointment can be made at the IVC Library to complete your assignments should you choose not to be videotaped. You will be proctored by IVC while at the library.

If you have any technical issues, click on the link below.

Honorlock.com/support.

Proctoring Services Test

If you do not want to be recorded during your assignments or quizzes through Honorlock, you can be proctored at the Imperial Valley College library. You must follow the instructions. **Proctoring Services Test**

The Learning Services Department offers test proctoring services to their students and the community free of charge. Our center is committed to providing a secure and inclusive environment to help support academic integrity. Test proctoring is only offered **Tuesdays from 1pm-5pm and Fridays from 9 am-3 pm**.

- Once a submission has been made by the instructor, it is the individual's responsibility to schedule a test proctoring appointment.
- We require a 48-hour notice from the professor/student to set up the appointment.
- You must contact the instructor within 24 hours or as soon as possible if you choose to be proctored at the library.
- Your request to the instructor and the proctor appointment must be made prior to the assignment or quiz due date. No extensions will be granted.

Attendance Policy

During the first week of this course, you are required to complete specific activities to avoid being dropped. If you encounter challenges during this time, notify me immediately so I can assist you.

If you fail to complete required activities for **week 1, you will be dropped and if you fail to complete required activities for two consecutive weeks**, this may be considered excessive absences and could result in them being dropped. It is your responsibility to notify me of any challenges or to drop the course if you feel unable to continue. Please refer to the General Catalog for details on drop and withdrawal deadlines.

Financial Aid

Your Grades Matter! To continue to receive financial aid, you must meet the Satisfactory Academic Progress (SAP) requirement. Makings SAP means that you are maintaining a 2.0 GPA, you have successfully completed 67% of your coursework, and you will graduate on time. If you do not maintain SAP, you may lose your financial aid. If you have questions, please contact financial aid at finaid@imperial.edu.

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. 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/Tests
Week 1 Feb 17-22	Syllabus & Introduction Chapter 1What is Criminal Justice System	Assignments/Quiz

Date or Week	Activity, Assignment, and/or Topic	Assignments/Tests
Week 2 Feb 23-Mar 01	Chapter 2: The Crime Picture	Assignments/Quiz
Week 3 Mar 02-08	Chapter 3: The Search for Causes	Assignments/Quiz/Test
Mar 09-15	Chapter 4: Criminal Law	Assignments/Quiz
Mar 16-22	Chapter 5: Policing: History and Structure	Assignments/Quiz
Mar 23-29	Chapter 6: Policing: Purpose and Organization	Assignments/Test
Mar 30-Apr 05	Chapter 7: Policing: Legal Aspects	Assignments/Quiz
Apr 06-12	Spring Break-No Class	Assignments/Quiz
Apr 13-19	Chapter 8: Policing: Issues and Challenges	Assignments/Test
Apr 20-26	Chapter 9: The Courts: Structure and Participants	Assignments/Quiz
Apr 27-May03	Chapter 11: Sentencing	Assignments/Quiz

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Date or Week	Activity, Assignment, and/or Topic	Assignments/Tests
May 04-10	Chapter 12: Probation, Parole, and Reentry	Assignments/Test
May 11-17	Chapter 13: Prisons and Jails	Assignments/Quiz
May 18-24	Chapter 14: Prison Life	Assignments/Quiz
May 25-31	Chapter 15: Juvenile Justice	Assignments/Quiz
June 01-07	Chapter 16: Drugs and Crime	Assignments/Quiz
June 08-12	Chapter 17: Terrorism, Multinational Criminal Justice, and Global Issues	Assignments/Final Exam

Subject to change without prior notice