

# Imperial Valley College

## Administration of Justice

### Course Syllabus

**COURSE NO.**  
AJ 100 (CRN 10575)

**COURSE TITLE**  
Introduction to Administration of Justice

**INSTRUCTOR**  
Jamie L. Clayton - Room 201  
Email: [jlclayton29@yahoo.com](mailto:jlclayton29@yahoo.com)

**TEXTBOOK**  
Criminal Justice Today  
Frank Schmalleger  
21<sup>st</sup> Edition

**TERM**  
Spring 2013

**UNITS**  
3

**CLASS TIMES**  
Wednesday 6:30 – 9:40 PM

#### **COURSE DESCRIPTION**

An in-depth study of the development, function and techniques of the Criminal Justice System, including: explaining “What is Criminal Justice?,” the crime picture, the search for causes, Criminal Law, Policing including its history, the issues of policing and its challenges, the courts, its structure and participants, pretrial activities and the criminal trial itself, sentencing, Corrections, Prisons and Jails, Prison life, Juvenile justice, drugs and crime, terrorism and the multinational criminal justice, along the future of criminal justice.

#### **COURSE OBJECTIVES**

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. Create table of court procedure understanding the different phases of the court system when a crime is being charged.
4. Recognize the legal requirements associated with the defendant’s right to an arraignment, pre-trial motions, etc.
5. List the types and appropriate uses of pleas listed in the California Penal Code.
6. Identify and explain the role of a judge, attorneys, and other participants in the trial setting to include the importance court procedure and integrity.
7. Describe the trial process from motions *in limine* to the verdict.
8. 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.
9. Explain sentencing history, philosophy, and procedures used by the courts.
10. Describe post-trial appeal procedures, remedies, and motions made by trial participants.

11. Identify the different components of corrections and discuss the purpose and procedures of each.
12. Describe the juvenile justice system, philosophy, and procedures.

### **GRADING PROCEDURE:**

Students will be graded on the following categories:

**Group Projects and Presentations:** Each week students will work in groups to discuss current chapter information; the group will be required to report out information learned (25% of grade)

**Essays:** There will be approximately 8 essay assignments. Papers will be graded on content as well as APA format (25% of grade)

**Tests:** There will be approximately 8 tests, including spelling of common words in law enforcement (25% of grade)

**Final Exam** = will consist of an open book exam, as well as 3 to 5 minute presentation, including visual aids (25% of grade)

**Class attendance and participation in discussion, or activities** = your regular attendance to class is necessary to maintain a high grade

### **PLEASE NOTE:**

*Assignments are due on the date indicated by the instructor in class. Late assignments are subject to reduction of points. Make every effort to turn in assignments on time or you may receive a zero for that assignment.*

### **FINAL EXAM:**

The final in this course will be an open book multiple choice test and an individual presentation. You may select your topic from any of the chapters in our textbook. You must have your topic approved by me prior to March 5, 2013. Your presentation will include an outline for the instructor, inclusive of at least 3 references, visual aids, and content relevant to this course. You will be graded on research, ability to present the information, audience interest, and familiarity with the topic. Presentations will begin on April 23, 2013 and conclude on April 30, 2013. You must present your topic on one of these course dates. If you fail to do so, you will receive a zero on the final.

### **THERE WILL BE “NO MAKE UP EXAMS” GIVEN FOR THIS COURSE!**

You must communicate to your instructor any problems that you are having with the course or anything affecting you in the performance of the course. That means, if you **can not** attend class to take the exams, you will communicate that to the instructor and why with paperwork of why you could not be in class to take the exam.

**ATTENDANCE:** One of the institutional learning outcomes at IVC is personal responsibility. You will be expected to demonstrate personal responsibility by attending class, showing up on time, and not leaving early. You will be allowed two absences from class before the drop deadline. Do not assume you will be dropped for non-attendance. Missing more than half a class session will count as a full absence. *(It remains your responsibility to drop yourself from all courses that you no longer attend, or you risk getting a failing grade on your transcript.)* Refer to pages 23 – 24 of your General Catalog for “ATTENDANCE AND AUTOMATIC WITHDRAWALS”; **YOU** are RESPONSIBLE!

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**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 did for you, working with another student on an assignment with the instructor's express consent, or turning in a writing assignment that uses another's words or ideas without crediting the source of the words or ideas.

**PLAGIARISM 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 dropped from the class with the grade of **"F"**.

**PARTICIPATION:** 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. There will be group presentations every week after the first test.

**CLASSROOM PROJECTS:** Every student is expected to participate in the weekly group projects and presentations.

**CLASSROOM BEHAVIOR:** Any conduct that disrupts the learning process cannot be tolerated. Anyone engaging in such conduct will be asked to leave the classroom. Talking, whispering, loud yawning, and **CELL PHONES RINGING DURING CLASS** are examples of disruptive behavior because such actions are disrespectful and distracting to the instructor and to other students. Respect your fellow students and instructors at all times.

**Your cell phones:**

- Cell phones ringing during class is RUDE, to me as the instructor and the other students in the class.
- Phones WILL BE turned off or placed on vibrate.

**TAKE ADVANTAGE OF THE LEARNING ENVIRONMENT WHILE IN CLASS!**

**NOTICE:** 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. [SDP&S, Health Sciences Building 2100, Phone: (760) 355-6312]

**AJ 100, Introduction to Administration of Justice**  
Tuesdays 6:30 – 9:40 PM

**Class Schedule:**

01/15/13	Introductions, Syllabus Review and Chapter 1
01/22/13	Chapter 2: The Crime Picture
01/29/13	Chapter 3: The Search for Causes
02/05/13	Chapter 4: Laws
02/12/13	Chapter 5 & 6: Policing History and Purposes
02/19/13	Chapter 6 & 7: Policing; History and Employment
02/26/13	Chapter 8: Policing Issues & Enforcement
03/05/13	Chapter 9: The Courts
03/12/13	Chapter 10: Pre-Trial Activities and Trials
03/19/13	Chapter 11: Sentencing
03/26/13	Chapter 12: Corrections
04/02/13	Spring Break NO CLASS

04/09/13 Chapter 13: Corrections Chapter 14 and 15

04/16/13 Chapter 14 and 15

04/23/13 Final written exam and start final presentations

**04/30/13 Finish Final Individual Presentations**