

IMPERIAL VALLEY COLLEGE

ADMINISTRATION OF JUSTICE

COURSE SYLLABUS

COURSE NO.

AJ 100 (CRN 10059)

COURSE TITLE

Introduction to the Administration of Justice

INSTRUCTOR

Jesus Serrano Room 201

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TEXTBOOK

Schmallegger, Frank Criminal Justice, Today, An Introductory Text for the 21st Century, 12th Edition

TERM

Fall 2013

CLASS TIMES

Friday 1135am- 2:45 pm

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 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 GOALS:

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.

13. Create table of court procedure understanding the different phases of the court system when a crime is being charged.
14. Identify and explain the role of a judge, attorneys, and other participants in the trial setting to include the importance court procedure and integrity

COURSE OBJECTIVE:

1. Identify 3 parts of the Criminal Justice System.
 - a. Law Enforcement
 - b. Courts
 - c. Corrections

GRADING PROCEDURE:

Your grade in this course is based on the accumulation of percentage points generated from the following:

Total Points: 1000

Tests: Four tests at 100 points each	=400 Points
Final Exam	=100 points
Study Guides: 5 Study Guides at 50 point each	=250 points
Term Paper:	=200 Points
Class attendance and participation in discussion, group participations or activities	=50 points
Total	=1000 Points

- 90-100% = A
- 80-89% = B
- 70-79% = C
- 60- 69% = D
- 00-59% = F

PLEASE NOTE: Assignments are due on the date stated on the syllabus. Late assignments are subject to reduction of points make every effort so that it is turned in. The student will be given a zero for that assignment.

Exams:

Failure to take an exam will result in a zero for that exam unless prior approval is given by the instructor. Exams will be thirty minutes long and will be given at the start of class. If you are late to class, you will not be given extra time to take the exam. Bring a No. 2 pencil and Scantron form to class on exam days. No makeup test will be allowed without prior approval

You must communicate to your instructor any problems that you are having with the course.

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 drop 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 page 10 of your fall 08 catalogue for “DROPPING CLASSES” you are RESPONSIBLE!

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 without 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.

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 dropped from the class with the grade of **“F”**.

PARTICIPATION:

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

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. **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. [Room 2117, Health Sciences Building; Phone: (760) 355-6312]

CLASS SCHEDULE (Subject to change)

Date	Activity, Assignment, and/or Topic	
August 23	Introduction <u>1. Part 1 Crimes in America</u> Chapter 1 What is the Criminal Justice? Chapter 2 The Crime Picture All assignment and test dates are subject to change.	
August 30	Chapter 3 The Search for Causes Chapter 4 Criminal Law	
September 6	Part 1 Test Crime in America Part 1 Study Guide Due	
September 13	<u>2. Part 2 Policing</u> Chapter 5 Policing: History and Structure Chapter 6 Policing: Purpose and Organization	
September 20	Chapter 7 Policing: Legal Aspect Chapter 8 Policing: Issues and Challenges	
September 27	Part 2 Test Policing Part 2 Study Guide Due	
October 4	<u>3. Part 3 Adjudication</u> Chapter 9 The Courts: Structure and Participants Chapter 10 Pretrial Activities and the Criminal Trial	
October 11	Chapter 11 Sentencing	
October 18	Part 3 Test Adjudication Part 3 Study Guide Due	
October 25	<u>4. Part 4 Corrections</u> Chapter 12 Probation, Parole, and Community Correction Chapter 13 Prison and Jail	
November 1	Chapter 14 Prison Life	
November 8	Part 4 Test Corrections Part 4 Study Guide Due	
November 15	<u>5. Part 5 Special Issues</u> Chapter 15 Juvenile Justice Chapter 16 Drugs and Crime	
November 22	Chapter 17 Terrorism and Multinational Criminal Justice Chapter 18 The Future of Criminal Justice Term Paper Due	
November 29	<u>Thanksgiving Holiday</u>	
December 6	Final Exam Part 5 Special Issues Part 5 Study Guide Due	

All assignment and test dates are subject to change.