

Imperial Valley College  
Course Syllabus and Schedule  
AJ 100- Intro to the Administration of Justice  
Fall 2013

**Instructor:** Esther A. Sanchez-Banda

**Course No:** 10063

**Course Title:** Introduction to Administration of Justice

**Room:** Bldg 200-201

**Class Times:** T/R 16:45pm-17:10pm

**E-mail:** [esanchezbanda@gmail.com](mailto:esanchezbanda@gmail.com)

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**I. Course Description:**

Introduction: Principles of Law, Public Safety, Corrections, and Security. Introduces students to professions in law enforcement, security, corrections, and fire and emergency management services. Students will examine the roles and responsibilities of police, courts, corrections, private security, and protective agencies of fire and emergency services. The course provides students with an overview of the skills necessary for careers in law enforcement, fire service, security, and corrections.

**II. Student Learning Objectives:**

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.

**INSTRUCTIONAL METHODS:** The instructor reserves the right to adjust the course design. Course objectives will be achieved through the use of several methods:

1. Lectures and class discussions
2. Readings in required texts and reserve readings
3. Guest speaker(s)

4. Quizzes
5. Article discussions

### **III. Course Format:**

The idea behind this type of course format is that the instructor creates an interactive learning environment where each person contributes input to the group and that the time spent together is characterized by interactive learning. For you to get the most out of AJ 100 requires high involvement and a commitment to trading ideas. Class periods will include a combination of lecture, discussion, case exercises and small group activities. Discussion material will be drawn from the course text, current research/articles, and relevant work experiences.

### **IV. Course Requirements:**

1. **Textbook:** Criminal Justice Today, Frank Schmaleger, 21<sup>st</sup> Century, 12th Edition
2. **Examinations:** There will be four exams during the semester. The exams may include multiple choice questions, short answer questions and essays. The exams will cover the material discussed in class as well as the assigned readings and cases. The exams may or may not be cumulative. If a student misses more than one exam, those exam(s) will receive a grade of zero. There are no make-up exams. Further explanation of the requirements will be provided during the semester
3. In place of a research paper, students will be required to review professional journals and select at a minimum of 15 articles (ideally one each week) related to the subjects being discussed in class during the semester. Students are to highlight the important points in the selected article showing that the article has been read. All 15 articles should be numbered 1 through 15 and attached to a single cover sheet (table of contents) Listing the Source, Title, Author and Date of the article. No more than **3** articles will be accepted from local news papers. Articles can be obtained from the internet and from professional journals at the IVC Library. Students will select from their articles one or more items to be discussed in class to help stimulate learning and interest. Students should be prepared to present and discuss their articles when they are selected for presentation in class. Topics will be discussed in greater detail in the class. Your work will be graded on clarity of purpose, organization, strength of analysis, and conclusions drawn.
4. **Case studies and small group exercises:** Case discussion and small group exercises are a particularly important method for applying course material. Prior to class, students will read and be prepared to discuss the cases and exercises in class.
5. **Regular Attendance & Participation.** One of the institutional learning outcomes at IVC is personal responsibility. It is the participant's responsibility to obtain materials for any missed classes from other students. Missing three sessions or more will be noted negatively. Good and active class participation will be rewarded. ***(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."

6. **Preparedness:** Read all materials as outlined in the syllabus as well as any handouts and be prepared to discuss in class. It is highly recommended that you read the assigned chapters before attending the class.
  
7. **Appropriate Behavior:** Students are expected to maintain civility in the classroom. No disrupting the class chatting to others, or working on other course projects is tolerated. Students must maintain respect for themselves and others in the class through appropriate language and body language. Failure to comply with behavioral codes of conduct will impact upon grades. **Cell phone usage will not be tolerated in class.** It is disrespectful and disruptive.
  
8. **Evaluation Criteria:** Student performance will be assessed in several ways during the semester. Evaluation will be based on the following elements. Naturally, how much you learn in the course depends on the effort you put into to the readings, assignments, and class preparation.
  - Attendance
  - Class Participation
  - Exams
  - Articles

**GRADES:**

Grades will be assigned on the basis of the following weights:

Final & In-class test	50%	
Class Participation	40%	
<u>Articles</u>	<u>10%</u>	
Total		100%

- A = 90 or above
- B = 80-89
- C = 70-79
- D = 60-69
- F = 60 below

**PLEASE NOTE:** *Assignments are due on the date stated on the syllabus. 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.*

**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.

**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 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.

**\*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 & Thursdays 15:05pm-16:30pm)

**Class Schedule:**

**Introduction/ Syllabus**

Tues	08/20/13	Read and Review Syllabus; Discuss the purpose and structure of the course. For the next session read Chapter 1. The syllabus is a required reading and should be read thoroughly by the next session.
Thurs	08/22/13	<b>Part I</b> Chapter 1: What is Criminal Justice?
Tues	08/27/13	Chapter 2: The Crime Picture
Thurs	08/29/13	Chapter 3: The Search for Causes
Tues	09/03/13	Chapter 4: Criminal Law
Thurs	09/05/13	<b>Guest Speaker/Video (tentative)</b>
Tues	09/10/13	Discuss and Review for Quiz
Thurs	<b>09/12/13</b>	<b>Quiz 1 Ch 1-4</b>
Tues	09/17/13	<b>Part II</b> Chapter 5: Policing: History and Structure
Thurs	09/19/13	Chapter 6: Policing: Purposes and Organization
Tues	09/24/13	Chapter 7: Policing: Legal Aspects
Thurs	09/26/13	Chapter 8: Policing; Issues and Challenges

Tues	10/01/13	Discuss and Review for Quiz
Thurs	<b>10/03/13</b>	Quiz 2 Ch 5-8
Tues	10/08/13	<b>Part III</b> Chapter 9: The Courts: Structure and Participants
Thurs	10/10/13	Chapter 10: Pretrial Activities and the Criminal Trial
Tues	10/15/13	Chapter 11: Sentencing
Thurs	10/17/13	<b>Guest Speaker (tentative)</b>
Tues	10/22/13	Discuss and Review for Quiz
Thurs	<b>10/24/13</b>	Quiz 3 Ch 9-11
		<b>Part IV</b>
Tues	10/29/13	Chapter 12: Corrections: Probation Parole and Community Corrections
Thurs	10/31/13	Chapter 13: Corrections: Prisons and Jails
Tues	11/05/13	Chapter 14: Corrections: Prison Life_
Thurs	11/07/13	<b>Guest Speaker/Tour (tentative)</b>
<b><u>SAT</u></b>	<b><u>11/09/13</u></b>	<b><u>LAST DAY TO DROP CLASS</u></b>
Tues	<b>11/12/13</b>	Discuss and Review for Quiz
Thurs	11/14/13	Quiz Ch 12-15
Tues	11/19/13	<b>Part V</b> Chapter 15: Juvenile Justice
Thurs	11/21/13	Chapter 16: Drugs and Crime
		Chapter 17: Terrorism and Multinational Criminal Justice
Tues	11/26/13	Chapter 18: The Future of Criminal Justice
Thurs	11/28/13	<b>THANKSGIVING NO CLASS</b>
Tues	12/03/13	Discuss and Review for Final/ <b>Articles Due (15)</b>
Thurs	<b>12/05/13</b>	<b>Final Exam/Class Ends</b>

\*Your exams and final exam will be a mixture of multiple choice, true/false, short answer and essay questions. NO makeup test will be allowed.

Students are expected to arrive on time to class. You should be prepared, having thoroughly read and reviewed the assignment and ready to discuss it.