

Imperial Valley College

Administration of Justice

Course Syllabus

COURSE NO.

AJ 100 (CRN 10064)

COURSE TITLE

Introduction to the Administration of Justice

INSTRUCTOR

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TEXTBOOK

Criminal Justice Today – 12th Edition
Frank Schmalleger; 2013

TERM

Fall 2013

UNITS

3

CLASS TIMES

Wednesday: 6:30 PM – 9:40 PM

COURSE DESCRIPTION

The course will cover the philosophy of Administration of Justice in America and identify its various sub-systems. 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. This basic course provides a better understanding of the criminal justice system and orients the students to career opportunities. Ethics, education and training for professionalism in the system are discussed.

COURSE OBJECTIVES (Student Learning Outcomes)

Students will be 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)

GRADING PROCEDURE: Total Points: 500

Quizzes: 60 points (3 @ 20 points each)

Individual Presentation: 50 points

Individual Presentation Comments: 50 points

Textbook Assignments: 40 points

Research Paper: 50 points

Attendance: 150 points

Final Exam: 100 points

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

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.

Failure to take an exam will result in a zero for that exam unless prior approval is given by the instructor.

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 three 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 the General Catalog for “ATTENDANCE AND AUTOMATIC WITHDRAWALS”; **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, 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. [SDP&S, Health Sciences Building 2100, Phone: (760) 355-6312]

AJ 100 - Introduction to the Administration of Justice

Chapter Quizzes (60 Points)

Each quiz (3) is twenty questions worth one point per question.

Final Exam (100 Points)

Final exam is 50 questions worth two points per question.

Individual Presentation (50 Points)

You must make an 8 minute oral presentation on a criminal justice topic of your choosing. You may use powerpoint or any other visual aid if you so desire. You must speak in a loud, clear voice and make eye contact with the class. You may include a short video clip but it will only count for up to 2 minutes of your time.

Grading Criteria:

Topic & Content = 35 points

Time – 4 minutes = 5 points

6 minutes = 10 points

8 minutes = 15 points

Individual Presentation Comments (50 Points)

You must write a short paragraph commenting on each of your classmate's individual presentations.

Grading Criteria

You will earn 10 points per presentation day. You must comment on all presentations made. Presentations will be made on five separate dates.

Textbook Assignments (40 Points)

You must submit four (4) ½ page papers with an article on a criminal justice topic attached. Due dates are listed in the syllabus.

Grading Criteria:

10 points per question.

Your ½ paper will discuss how the article relates to a chapter in the textbook.

Research Paper (50 Points)

You must submit a typed, three page, double spaced paper on a criminal justice topic of your choosing. The paper must be stapled, typed, 12 font and 1" margins all around. It cannot be the same topic as your individual presentation.

Grading Criteria:

Topic & Content = 25 points

Spelling/Grammar/Punctuation = 15 points

Following instructions = 10 points

Attendance (150 Points)

I will deduct 10 points per absence. I will deduct 5 points per day that you arrive late or leave early.

AJ 100 - Introduction to the Administration of Justice
(Wednesday 6:30 PM – 9:40 PM)

Class Schedule:

Wednesday	08/21/13	<u>Introduction, Expectations & Syllabus Review</u>
Wednesday	08/28/13	<u>Chapter 1: What is Criminal Justice?</u> <u>Chapter 2: The Crime Picture</u>
Wednesday	09/04/13	<u>Chapter 3: The Search for Causes</u> <u>Chapter 4: Criminal Law</u>
Wednesday	09/11/13	<u>Chapter 5: Policing: History and Structure</u> Quiz #1 : Chapters 1-5 (Textbook Assignments Due)
Wednesday	09/18/13	<u>Chapter 6: Policing: Purpose and Organization</u> <u>Chapter 7: Policing: Legal Aspects</u>
Wednesday	09/25/13	<u>Chapter 8: Policing: Issues and Challenges</u> <u>Chapter 9: The Courts: Structure and Participants</u>
Wednesday	10/02/13	<u>Chapter 10: Pretrial Activities and the Criminal Trial</u> Quiz #2 : Chapters 6-10 (Textbook Assignments Due)
Wednesday	10/09/13	<u>Chapter 11: Sentencing</u> <u>Chapter 12: Probation, Parole, and Community Corrections</u>
Wednesday	10/16/13	<u>Chapter 13: Prisons and Jails</u> <u>Chapter 14: Prison Life</u> Individual Presentations & Comments Due
Wednesday	10/23/13	<u>Chapter 15: Juvenile Justice</u> Quiz #3: Chapters 11-15 (Textbook Assignments Due)
Wednesday	10/30/13	Individual Presentations & Comments Due Case Study
Wednesday	11/06/13	<u>Chapter 16: Drugs and Crime</u> Individual Presentations & Comments Due (Research Paper Due)
Wednesday	11/13/13	<u>Chapter 17: Terrorism and Multinational Criminal Justice</u> Individual Presentations & Comments Due
Wednesday	11/20/13	<u>Chapter 18: The Future of Criminal Justice</u> Individual Presentations & Comments Due (Textbook Assignments Due)
Wednesday	11/27/13	AJ 100 Semester Review
Wednesday	12/04/13	Final Exam – Chapters 1-18