

---

# Imperial Valley College

## Administration of Justice

### Course Syllabus

**COURSE NO.**  
AJ 106 (CRN 10075)

**COURSE TITLE**  
Procedures in the Justice System

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

**TEXTBOOK**  
Procedures in the Justice System  
Roberson, C & Wallace, H  
10th Edition

**TERM**  
Fall 2013

**UNITS**  
3

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

#### **COURSE DESCRIPTION**

Provides the student with a thorough understanding of our justice system from the time of arrest through the sentencing of the criminal offender. Legal rules of procedure are presented in language that is easy to understand. The high crime rate continues to be one of society's major problems, not only in the United States but also throughout the world. This course will discuss historical, current, and future changes to the justice system.

#### **COURSE OBJECTIVES**

Students will be able to:

1. Explain the historical development of law and establishment of the American Criminal Justice System
2. Understand and identify the duties and responsibilities of the law enforcement agencies, courts and correctional departments
3. Understand court procedures and the different phases of the court system when a crime is being charged
4. Recognize the legal protections afforded a defendant
5. A clear understanding of search and seizure
6. Dealing with courtroom evidence
7. Describe the trial process
8. Describe the assistance of counsel and the right to counsel
9. Explain sentencing history, philosophy, and procedures used by the courts
10. Describe post-trial, appeal procedures, remedies, and motions made by trial participants

---

**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 6 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 Nov. 4, 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 Nov. 18, 2013 and conclude on Nov. 25, 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 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!

**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:**

8/19/13	Introductions, Syllabus Review and Chapter 1
8/26/13	Chapter 2: Search and Seizure
9/09/13	Chapter 3: Arrest and Custody
9/16/13	Chapter 4 & 5
9/23/13	Chapter 6 & 7
10/07/13	Chapter 8 & 9
10/14/13	Chapter 11 & 12
10/21/13	Chapter 13 & 14
10/28/13	Chapter 15 & 16
11/04/13	Chapter 17 & 18
11/18/13	Presentations
11/25/13	Presentations

12/2/13 Final

NO CLASS on 9/2/13 and 11/11/13

### Student Learning Objectives

1. Demonstrate an understanding of the U.S. Constitution and the Amendments pertaining to the Criminal Justice field by being able to identify the elements of each Amendment and the basic structure of the Federal Government. (IL01, IL02, IL04)
2. Identify the fundamentals of the U.S. Criminal Justice System and the three main parts to the system: Law Enforcement, the Court System, and Correctional/Custody Systems. (IL01, IL02, IL04)
3. Identify the Criminal Court Trial Procedures, specifically those areas dealing with Witnesses, Evidence and Presumption of Innocence. (IL01, IL02, IL04)