

Basic Course Information

Semester	Spring 2017	Instructor Name	Kathy Rodriguez
Course Title & #	Introduction to Administration of Justice AJ 100	Email	Kathy.rodriguez@imperial.edu
CRN #	20669	Webpage (optional)	
Room	Online	Office	3207
Class Dates	02/13/17 - 06/09/17	Office Hours	Monday Online Hour: 5:00 pm to 6:00 pm Office hours: MTWR: 12:45 PM-1:15 PM
Class Days	Online	Office Phone #	760-355-6245
Class Times	Online	Office contact if student will be out or emergency	Rhonda Ruiz 760-355-6280
Units	3		

Course Description

Required language: The course will cover the philosophy of Administration of Justice in America, and identify it's various subsystems. 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. 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

Student Learning Outcomes

Required language: Upon course completion, the successful student will have acquired new skills, knowledge, and or attitudes as demonstrated by being 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)

Course Objectives

Required language: Upon satisfactory completion of the course, students will be able to:

1. Summarize the evolution of the Administration of Justice System.
2. Demonstrate an awareness of the objectives of the system, the crime problem and role expectations of criminal justice personnel.
3. Distinguish the system's responsibilities to the community, social implications of crime and general concepts in crime causation.
4. Compare and contract various agencies, their organizational structures and develop an appreciation of the education, training and professionalism in the justice system.

5. Demonstrate an understanding of basic legal terms, the organization and concepts of the United States court system and identify the roles, functions and relationships of persons within the court system.
6. Summarize the history, structure and operation of the American correctional system.
7. Compare and contrast the juvenile justice system and its interrelationships with the criminal justice system.

Textbooks & Other Resources or Links

Required Information—Criminal Justice Today 12th edition, Author: Frank Schmalleger

WEBSITE: pearson.com has student resources such as powerpoints, and other material.

This is your main textbook for the course. The questions contained in the exams will come from this book so read and study it carefully. This textbook takes an in-depth look at the procedures of Administration of Justice.

Course Requirements and Instructional Methods

We will be using BlackBoard to conduct this online course

Logging into Blackboard

- a. Go to <http://imperial.blackboard.com> and follow the login instructions to login.
- b. Once logged in, click on the ‘courses’ tab located on the top right of the page.
- c. Click on AJ 100 to enter the course.
- d. Read the course syllabus.
- e. Read the document under Week 1 entitled “Week 1 Online Things to Do.” This outlines exactly what you have to do and by when you have to do it for Week 1.

The online version of this course is not self-paced. There are strict deadlines that need to be met every week. You will be given a list of weekly deliverables that you will be responsible for. You can find these under the appropriate weekly heading (ie. Week 1). Any questions you may have about the course can be posted in the ‘Ask the Instructor’ forum inside Blackboard

Course Grading Based on Course Objectives

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Assignment Descriptors	Points
1. Quizzes	275 (11)
2. Tests	400 (4)
3. Final Exam	200 (1)

4. Class Assignments	400
5. Discussion Boards	160
TOTAL POINTS	1435

A = 90-100%
60%

B = 80-89%

C = 70-79%

D = 60-69%

F = below

PLEASE NOTE: *Assignments are due on the date stated on the syllabus. Late assignments (IF ACCEPTED) are subject to reduction of points. Make every effort to turn in assignments on time or you may receive a zero for that assignment.*

Attendance

- A student who fails to attend the first meeting of a class or does not complete the first mandatory activity of an online class will be dropped by the instructor as of the first official meeting of that class. Should readmission be desired, the student's status will be the same as that of any other student who desires to add a class. It is the student's responsibility to drop or officially withdraw from the class. See General Catalog for details.
- Regular attendance in all classes is expected of all students. A student whose continuous, unexcused absences exceed the number of hours the class is scheduled to meet per week may be dropped. Absences attributed to the representation of the college at officially approved events (conferences, contests, and field trips) will be counted as 'excused' absences.
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Classroom Etiquette

- Electronic Devices: Cell phones and electronic devices must be turned off and put away during class unless otherwise directed by the instructor. Cell phones and electronic devices must be turned off and put away during class, with the exception of laptops or iPads for note taking purposes only. Cell phones ringing during class and all electronic devices not put away will be held by the instructor until the end of class. Students violating this policy during a class period will have 5 points deducted from their class
- Food and Drink are prohibited in all classrooms. Water bottles with lids/caps are the only exception. Additional restrictions will apply in labs. Please comply as directed.
- Disruptive Students: Students who disrupt or interfere with a class may be sent out of the room and told to meet with the Campus Disciplinary Officer before returning to continue with coursework. Disciplinary procedures will be followed as outlined in the General Catalog.
- Children in the classroom: Due to college rules and state laws, no one who is not enrolled in the class may attend, including children.

Academic Honesty

- Plagiarism is to take and present as one's own the writings or ideas of others, without citing the source. You should understand the concept of plagiarism and keep it in mind when taking exams and preparing written materials. If you do not understand how to correctly 'cite a source', you must ask for help.
- Cheating is defined as fraud, deceit, or dishonesty in an academic assignment or using or attempting to use materials, or assisting others in using materials, or assisting others in using materials, which are prohibited or inappropriate in the context of the academic assignment in question.

Anyone caught cheating or will receive a zero (0) on the exam or assignment, and the instructor may report the incident to the Campus Disciplinary Officer, who may place related documentation in a file. Repeated acts of cheating may result in an F in the course and/or disciplinary action. Please refer to the General School Catalog for more information on academic dishonesty or other misconduct. Acts of cheating include, but are not limited to the following:

- (a) plagiarism;
- (b) copying or attempting to copy from others during an examination or on an assignment
- (c) communicating test information with another person during an examination
- (d) allowing others to do an assignment or portion of an assignment
- (e) use of a commercial term paper service

Additional Help – Discretionary Section and Language

- Blackboard support center: <http://bbcrm.edusupportcenter.com/ics/support/default.asp?deptID=8543>
- Learning Labs: There are several 'labs' on campus to assist you through the use of computers, tutors, or a combination. Please consult your college map for the Math Lab, Reading & Writing Lab, and Learning Services (library). Please speak to the instructor about labs unique to your specific program
- Library Services: There is more to our library than just books. You have access to tutors in the learning center, study rooms for small groups, and online access to a wealth of resources.

Disabled Student Programs and Services (DSPS)

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. The DSP&S office is located in Building 2100, telephone 760-355-6313 if you feel you need to be evaluated for educational accommodations.

Student Counseling and Health Services

Students have counseling and health services available, provided by the pre-paid Student Health Fee. We now also have a fulltime mental health counselor. For information see <http://www.imperial.edu/students/studenthealth-center/>. The IVC Student Health Center is located in the Health Science building in Room 2109, telephone 760-355-6310.

Student Rights and Responsibilities

Students have the right to experience a positive learning environment and due process. For further information regarding student rights and responsibilities please refer to the IVC General Catalog available online at

http://www.imperial.edu/index.php?option=com_docman&task=doc_download&gid=4516&Itemid=762

Information Literacy

Imperial Valley College is dedicated to help students skillfully discover, evaluate, and use information from all sources. Students can access tutorials at http://www.imperial.edu/courses-andprograms/divisions/arts_and_letters/library-department/info-lit-tutorials/

Anticipated Class Schedule / Calendar

Schedule for Online Class AJ 100

Tentative, subject to change without prior notice The Instructor reserves the right to make announced modification to this course outline. This may change in case of Emergency

Week	Course Assignments	
<p>Week 1 02/13-02/19 All tasks are due by 6:00 pm</p>	<p>Topic:</p>	<p>Course Introduction: Review Syllabus, Chapter 1 What is Criminal Justice</p>
	<p>Reading Assignments:</p>	<p>Read Chapter 1- “Crime and Criminal Justice” in <i>Criminal Justice Today</i> book</p> <p>Review Chapter power points-Due by Tuesday</p>
	<p>Writing Assignments:</p>	<p>Define Keywords -To be completed by Wednesday at 6:00 pm</p>
	<p>Video Assignment:</p>	<p>Watch videos on Blackboard Tutorials (Discussion Boards, Quizzes, and Grades) These videos will help you understand this week’s materials better.</p>
	<p>Discussion:</p>	<p>Submit an Introduction about yourself to class.</p> <p>Review Discussion thread and watch video. Post your comments by Friday. Make sure this is completed on the due date so that other students have to respond to your post. Also, if you post late, points will be deducted. Reply to two other student’s posts by Sunday</p>
	<p>Quiz:</p>	<p>Quiz due by Sunday.</p>
<p>Week 2 02/20-02/26 All tasks are due by 6:00 pm</p>	<p>Topic:</p>	<p>Chapter 2: The Crime Picture</p>
	<p>Reading Assignments:</p>	<p>Read Chapter 2- “The Crime Picture” in <i>Criminal Justice Today</i> book</p> <p>Review Chapter and power points - to be completed by Tuesday at 6:00 pm</p>
	<p>Writing Assignments:</p>	<p>Essay questions and written assignment- Due by Wednesday at 6:00 pm</p>

	Video Assignment:	Video Assessment-Due by Thursday at 6:00 pm
	Discussion:	Discussion Thread. Post your comments by Friday. Make sure this is completed on the due date so that other students have to respond to your post. Also, if you post late, points will be deducted. Reply to two other student’s posts by Sunday at 6:00 pm
	Quiz:	Quiz -Due by Sunday at 6:00 pm
Week 3 02/27-03/05 All tasks are due by 6:00 pm	Topic:	Chapter 3 The Search for Causes
	Reading Assignments:	Read Chapter 3- “The Search for Causes” in <i>Criminal Justice Today</i> book Review Chapter power points -Readings are to be completed by Tuesday
	Writing Assignments:	Define Keywords and Essay Questions. Due by Wednesday
	Video Assignment:	Video Assessment-Due by Thursday
	Discussion:	Discussion Thread-Post your comments by Friday. Make sure this is completed on the due date so that other students have to respond to your post. Also, if you post late, points will be deducted. Reply to two other student’s posts by Sunday
	Test:	Test over Chapters 1, 2 and 3-Due by Sunday.
Week 4 03/06-03/12 All tasks are due by 6:00 pm	Topic:	Chapter 4 Criminal Law
	Reading Assignments:	Read Chapter 4- “Criminal Law” in <i>Criminal Justice Today</i> book Review Chapter power points-Readings are to be completed by Tuesday
	Writing Assignments:	Define Keywords and essay questions -Due by Wednesday
	Video Assignment:	Video Assessment-No video assignment this week

	Discussion:	Discussion Thread-Post your comments by Friday. Make sure this is completed on the due date so that other students have to respond to your post. Also, if you post late, points will be deducted. Reply to two other student's posts by Sunday
	Quiz:	Quiz is due by Sunday
Week 5 03/13-03/19 All tasks are due by 6:00 pm	Topic:	Chapter 5: Policing: History and Structure
	Reading Assignments:	Read Chapter 5- Policing: History and Structure" in <i>Criminal Justice Today</i> book Review Chapter power points-Readings due by Tuesday
	Writing Assignments:	Define Keywords and essay questions-Due by Wednesday
	Video Assignment:	Video Assessment-Due by Thursday
	Discussion:	Discussion Thread-Post your comments by Friday. Make sure this is completed on the due date so that other students have to respond to your post. Also, if you post late, points will be deducted. Reply to two other student's posts by Sunday
	Quiz:	Quiz -Due by Sunday

Week 6 03/20-03/26 All tasks are due by 6:00 pm	Topic:	Chapter 6: Policing: Purpose and Organization
	Reading Assignments:	Read Chapter 6- Policing: Purpose and Organization in <i>Criminal Justice Today</i> book Review Chapter power points-readings are to be completed by Tuesday
	Writing Assignments:	Define Keywords and essay questions-Due by Wednesday
	Video Assignment:	Video Assessment-Due by Thursday
	Discussion:	Discussion Thread-Post your comments by Friday. Make sure this is completed on the due date so that other students have to respond to your post. Also, if you post late, points will be deducted. Reply to two other student's posts by Sunday

	Test:	Test on Chapters 4, 5 and 6- Due by Sunday
<p>Week 7 03/27-04/02 All tasks are due by 6:00 pm</p>	Topic:	Chapter 7: Policing: Legal Aspects
	Reading Assignments:	Read Chapter 7: Policing: Legal Aspects in <i>Criminal Justice Today</i> book Review Chapter power points –Due by Tuesday
	Writing Assignments:	Define Keywords and Essay Questions –Due by Wednesday
	Video Analysis	Video Assessment- Due by Thursday
	Discussion:	Discussion Thread-Post your comments by Friday. Make sure this is completed on the due date so that other students have to respond to your post. Also, if you post late, points will be deducted. Reply to two other student’s posts by Sunday
	Quiz:	Quiz -Due by Sunday
<p>Week 8 04/03-04/09 All tasks are due by 6:00 pm</p>	Topic:	Chapter 8: Issues and Challenges
	Reading Assignments:	Read Chapter 8: Issues and Challenges in <i>Criminal Justice Today</i> book Review Chapter power points-Readings are to be completed by Tuesday
	Writing Assignments:	Define Keywords and Essay Questions-Due by Wednesday
	Video Analysis	Video Assessment-Due by Thursday
	Discussion:	Discussion Thread-Post your comments by Friday. Make sure this is completed on the due date so that other students have to respond to your post. Also, if you post late, points will be deducted. Reply to two other student’s posts by Sunday
	Test:	Quiz-Due by Sunday

<p>Week 9 04/10-04/16 All tasks are due by 6:00 pm</p>	Topic:	Chapter 9: The Courts: Structure and Participants
	Reading Assignments:	<p>Read Chapter 9: The Courts: Structure and Participants in <i>Criminal Justice Today</i> book</p> <p>Review chapter and power points -Readings are to be completed by Tuesday</p>
	Writing Assignments:	Define Keywords and Essay Questions-Due by Wednesday
	Video Assignments:	Video Assessment-Due by Thursday
	Discussion Topic	Discussion Thread-Post your comments by Friday. Make sure this is completed on the due date so that other students have to respond to your post. Also, if you post late, points will be deducted. Reply to two other student's posts by Sunday
	Test:	Test-Chapters 7, 8 and 9 - Due by Sunday
<p>Week 10 04/17-04/23</p>		SPRING BREAK-NO CLASS
<p>Week 11 04/24-04/30 All tasks are due by 6:00 pm</p>	Topic:	Chapter 10: Pretrial and Trial Procedures
	Reading Assignments:	<p>Read Chapter 10: Pretrial and Trial Procedures in <i>Criminal Justice Today</i> book</p> <p>Review chapter and power points-Readings are to be completed by Tuesday</p>
	Writing Assignments:	Define Keywords and essay questions -Due by Wednesday
	Video Assignments:	Video Assessment-Due by Thursday

	Discussion Topic:	Discussion Thread-Post your comments by Friday. Make sure this is completed on the due date so that other students have to respond to your post. Also, if you post late, points will be deducted. Reply to two other student's posts by Sunday
	Quiz:	Quiz-Due by Sunday
Week 11 05/01-05/07 All tasks are due by 6:00 pm	Topic:	Chapter 11: Punishment and Sentencing
	Reading Assignments:	Read Chapter 11: Punishment and Sentencing in <i>Criminal Justice Today</i> book Review chapter and power points-Readings are to be completed by Tuesday
	Writing Assignments:	Define Keywords essay questions-Due by Wednesday
	Video Assignments:	Video Assessment-Due by Thursday
	Discussion	Discussion Thread-Post your comments by Friday. Make sure this is completed on the due date so that other students have to respond to your post. Also, if you post late, points will be deducted. Reply to two other student's posts by Sunday
	Quiz:	Quiz -Due by Sunday
Week 12 05/08-05/14 All tasks are due by 6:00 pm	Topic:	Chapter 12: Probation, Parole and Community Corrections
	Reading Assignments:	Read Chapter 12: Probation, Parole and Community Corrections in <i>Criminal Justice Today</i> book Review Chapter and power points-Readings are to be completed by Tuesday
	Writing Assignments:	Define Keywords and Essay Questions -Due by Wednesday
	Video Assignments:	Video Assessment- Due by Thursday

Discussion Topic:	Discussion Thread-Post your comments by Friday. Make sure this is completed on the due date so that other students have to respond to your post. Also, if you post late, points will be deducted. Reply to two other student’s posts by Sunday
Test:	Test: Chapter 11, 12 and 13-Due by Sunday

Week 13

Week 13 05/15-05/21 All tasks are due by 6:00 pm	Topic:	Chapter 13: Prisons and Jails
	Reading Assignments:	Read Chapter 13: Prisons and Jails in <i>Criminal Justice Today</i> book Review chapter and power points-Readings are to be completed by Tuesday
	Writing Assignments:	Define Keywords and Essay Questions -Due by Wednesday
	Video Assignments:	Video Assessment-Due by Thursday
	Discussion:	Discussion Thread-Post your comments by Friday. Make sure this is completed on the due date so that other students have to respond to your post. Also, if you post late, points will be deducted. Reply to two other student’s posts by Sunday
	Quiz:	1. Quiz: -Due by Sunday

Week 14

Week 14 05/22-05/28 All tasks are due by 6:00 pm	Topic:	Chapter 14: Prison Life
	Reading Assignments:	Read Chapter 14: Prison Life in <i>Criminal Justice Today</i> book Review Chapter and power points-Readings are to be completed by Tuesday
	Writing Assignments:	Define Keywords and essay questions-Due by Wednesday
	Video Assignment:	Video Assessment-Due by Thursday
	Discussion Topic:	Discussion Thread-Post your comments by Friday. Make sure this is completed on the due date so that other students have to respond to your post. Also, if you post late, points will be deducted. Reply to two other student’s posts by Sunday
	Quiz:	Quiz-Due by Sunday

<p>Week 16 05/29-06/04 All tasks are due by 6:00 pm</p>	<p>Topic:</p>	<p>Chapter 15: Juvenile Justice</p>
	<p>Reading Assignments:</p>	<p>Read Chapter 15: Juvenile Justice in <i>Criminal Justice Today book</i></p> <p>Review Chapter and power points -Readings are to be completed by Tuesday</p>
	<p>Writing Assignments:</p>	<p>Define Keywords and essay questions –Due by Wednesday</p>
	<p>Quiz:</p>	<p>Quiz-Due by Sunday</p>
<p>Week 17 06/05-06/09 All tasks are due by 6:00 pm</p>	<p>Topic:</p>	<p>Chapter 16: Drugs and Crime</p>
	<p>Reading Assignments:</p>	<p>Read Chapter 16: Drugs and Crime in <i>Criminal Justice Today book</i></p> <p>Review Chapter and power points-Readings are to be completed by Tuesday</p>
	<p>Writing Assignments:</p>	<p>Define Keywords and essay questions-Due by Tuesday</p>
	<p>Discussion</p>	<p>Discussion Thread-Post your comments by Friday. Make sure this is completed on the due date so that other students have to respond to your post. Also, if you post late, points will be deducted. Reply to two other student’s posts by Sunday</p>
	<p>Final</p>	<p>Due 12/09 @ 6:00 pm</p>

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