

IMPERIAL VALLEY COLLEGE
Introduction to the Administration of Justice AJ 100
Spring 2013

AJ 100: Introduction to Administration of Justice

Instructor: Kathy Rodriguez

3.0 Units

CRN 20103

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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 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 (SLOs)

Course SLOs: Course Student Learning Outcomes (SLOs) are written statements that represent faculty and departmental learning goals for students. During this course, students will:

Outcome 1:	Identify the Objectives of the Justice System and the Role of Criminal Justice Personnel.
Outcome 2:	Describe the Laws of Arrest including Felonies and Misdemeanors.
Outcome 3:	Identify the Roles, History and Organization of Law Enforcement in the U.S.

Institutional SLOs: Institutional Student Learning Outcomes (ISLOs) are areas of learning that students, faculty, staff, and administrators work toward and assess on a regular basis. After successful completion of a program or degree at Imperial Valley College, students are expected to have measurable improvement in the following areas: ISLO1 - Communication Skills, ISLO2 - Critical Thinking Skills, ISLO3 - Personal Responsibility, ISLO4 - Information Literacy, and ISLO5 - Global Awareness.

AJ 106 Principles and Procedures of the Justice System will provide students with learning opportunities to improve in all five of the Institutional Student Learning Outcomes.

OBJECTIVES FOR THE COURSE

Upon successful completion of this course, students will be able to demonstrate an understanding of the following course objectives:

Objective 1	Summarize the evolution of the Administration of Justice System.
Objective 2	Demonstrate an awareness of the objectives of the system, the crime problem and role expectations of criminal justice personnel.
Objective 3	Distinguish the system's responsibilities to the community, social implications of crime and general concepts in crime causation.
Objective 4	Demonstrate skills individual and group communication dynamics and be able to assess the counseling techniques most effective in a given interview situation. The student will learn basic theories of interviewing and counseling, treatment plans and file review, and the development of professional and ethnical demeanor.
Objective 5	Compare and contract various agencies, their organizational structures and develop an appreciation of the education, training and professionalism in the justice system.
Objective 6	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.
Objective 7	Summarize the history, structure and operation of the American correctional system.
Objective 8	Compare and contrast the juvenile justice system and its interrelationships with the criminal justice system.
COURSE FORMAT	

This class is divided into 16 weeks. There will be 10 pop quizzes during the semester. No make-up quizzes will be given. There will be a midterm and a comprehensive final and class work assignment. Also, there must be class participation from students to receive the maximum points available.

TEXTBOOKS

The following textbooks is required for this course:

Criminal Justice Today An Introductory Text For the 21st Century

Author: Frank Schmalleger

WEBSITE: pearsonhighered.com: powerpoints, and other material of the book.

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

QUIZZES AND ASSIGNMENTS

After completing the chapter readings, students will be quizzed. The 10 quizzes consist of ten questions and are worth 10 points. **NO MAKE-UP QUIZZES WILL BE GIVEN.**

There will be five class assignments, worth 15 points. You will be notified one week in advance. **NO LATE WORK ACCEPTED.**

PLEASE NOTE: Class participation is vital to this course. Students are expected to do the week's reading prior to class and to be prepared to discuss the assigned cases in class. Students will be randomly called upon to discuss issues and topics related to the chapter. Any student who is not prepared will lose points for that day's participation.

ATTENDANCE: One goal of this course is to instill a work ethic needed to be a successful employee. Like having a job, students are expected to attend class, show up on time, and not leave early. Students will be allowed three absences from class. On the fourth absence, the student will be dropped from the class. Being late or leaving early will count as one-third of an absence. Missing more than half a class session will count as a full absence. Students will also be dropped from the class if they miss two class sessions in a row. There will be no exceptions to this policy.

EXAMS

There are two exams for this course, the midterm exam and the final exam, each worth 100 points. The exams must be taken as scheduled unless *prior* approval has been obtained from the instructor. The exams will be given as follows:

SCHEDULE OF EXAMS	
Midterm Exam (Chapters 1-9)	March 6, 2013
Final Exam (COMPREHENSIVE)	May 6, 2013

GRADES

How much you learn in the course, as well as your final grade, depends on the effort you put into the readings and assignments. There are a total of 16 weeks with a total of 300 points available. Grades will be assigned on the basis of the following weights:

POSSIBLE POINTS		FINAL GRADES
Quizzes	100 points	90 - 100 % = A 80 - 89 % = B 70 - 79% = C 60 - 69 % = D Less than 60% = F
Assignments	75 points	
Participation	25 points	
Exams	<u>200 points</u>	
Total 400 points		

CHEATING

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, such as:

- copying or attempting to copy from others during an examination or on an assignment;
- communicating test information with another person during an examination;

WITHDRAWAL FROM THE COURSE

It is the responsibility of the student to officially withdraw from the course through the Office of Admissions and Records. If you stop actively participating in the course, it does not mean the instructor will drop you, *but she can at her discretion*. The last day to drop the course with a "W" is **April 13, 2013**. *You must officially drop the course yourself before the deadline or you will receive a grade on your official transcript.*

STUDENT RIGHTS AND RESPONSIBILITIES

Students have the right to experience a positive learning environment; students who disrupt that environment can be asked to leave the course. Faculty and students also have the right of due process. For further information regarding student rights and responsibilities please refer to the [IVC General Catalog](#).

DISABLED STUDENT PROGRAMS AND SERVICES

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 Room 2117, telephone 760-355-6312.

ACCESSIBILITY

Every effort has been made to ensure that this course is accessible to all students, including students with disabilities. If you encounter a problem accessing any portion of this course, please contact the instructor immediately.

SCHEDULE OF CHAPTER LESSONS

Week 1

Chapter 1: Crime in America

Week 2

Chapter 2: The Crime Picture

Week 3

Chapter 3: The Search for Causes

Week 4

Chapter 4: Criminal Law

Week 5

Chapter 5: Policing: History and Structure

Week 6

Chapter 6&7: Policing: Purpose and Organization
Legal Aspects

Week 7

Chapter 8: Policing: Issues and Challenges

Week 8

Chapter 9 & 10: Adjudication: The Court
Structure/Participants & Activities and the Criminal Trial

Week 9

Chapter 11: Adjudication: Sentencing

MIDTERM

Week 10

Chapter 12: Probation, Parole and Community Corrections

Week 11

Chapter 13: Prisons and Jails

Week 12

Spring Break/ No Classes

Week 13

Chapter 14: Prison Life

Week 14

Chapter 15 & 16: Juvenile Justice
Drugs and Crime

Week 15

Chapter 17 & 18: Terrorism
The Future of Criminal Justice

Week 16

FINAL: MAY 6, 2013