

Imperial Valley College Course Syllabus – AJ 100

**Basic Course Information**

Semester	<b>Fall 2014</b>	Instructor's Name	<b>Jami Myles-Wells</b>
Course Title & #	<b>Introduction to Administration of Justice 100</b>	Instructor's Email	<b>Jami.myles@imperial.edu</b>
CRN #	<b>10103</b>	Webpage (optional)	<a href="mailto:jamimyles@aol.com">jamimyles@aol.com</a>
Room	<b>3202</b>	Office (PT Faculty:809)	Arrange with instructor
Class Dates	<b>8/18/2014 – 12/13/2014</b>	Office Hours (n/a for PT Faculty)	To be arranged with each student
Class Days	<b>Thursday</b>	Office Phone # (PT may use dept. number)	760-355-6280
Class Times	<b>630pm – 940pm</b>	Who students should contact if emergency or other absence	
Units	<b>3</b>		

**Course Description**

An in-depth study of the development, function and techniques of the Criminal Justice System, including: explaining “What is Criminal Justice?,” the crime picture, the search for causes, Criminal Law, Policing including its history, the issues of policing and its challenges, the courts, its structure and participants, pretrial activities and the criminal trial itself, sentencing, Corrections, Prisons and Jails, Prison life, Juvenile justice, drugs and crime, terrorism and the multinational criminal justice, along the future of criminal justice.

**Student Learning Outcomes**

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

1. Demonstrate an understanding of the U.S. Constitution and Amendments, especially those pertaining to the Justice System. (ILO1, ILO2, ILO4)
2. Demonstrate an understanding of the U.S. Criminal Justice System, to include: Law Enforcement, Court System, and Correctional System. (ILO1, ILO2, ILO4)
3. Demonstrate and understanding of trial procedure to include: Testimony of Witnesses, Presentation of Evidence, and Presumption of Innocence. (ILO1, ILO2, ILO4)

**Course Objectives**

MEASURABLE COURSE OBJECTIVES AND MINIMUM STANDARDS FOR GRADE OF "C":

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

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.

### Textbooks & Other Resources or Links

Criminal Justice Today  
An Introductory Text for the 21<sup>st</sup> Century  
Twelfth edition  
Frank Schmalleger

### Course Requirements and Instructional Methods

Out of Class Assignments: The Department of Education policy states that one (1) credit hour is the amount of student work that reasonably approximates not less than one hour of class time and two (2) hours of out-of-class time per week over the span of a semester. WASC has adopted a similar requirement.

### Course Grading Based on Course Objectives

**Total Points: 800**

- Tests: Five tests at 50 points each = 250 points
- Term Paper = (Topic Approved by Instructor) = 200 Points
- Presentation of Term Paper = 100
- Final Exam = 150 Points
- Class attendance and participation in discussion, group participation, or activities = 100 Points

**Extra credit is available, just asking!**

### TESTS/EXAMS:

There are a total of five (5) tests and one (1) comprehensive Final Examination in this course. Each of these tests will consist of a twenty-five (25) question test worth a total of fifty (50) points. Each test will have a time limit of 30 minutes, which means that class starts at 6:30 pm, class attendance is taken, then the test is handed out to the students. You will have 30 minutes, **no longer!** If you show up late to class, you will have what time is left to complete the test. There will be NO makeup test given. Failure to take an exam will result in a zero for that exam unless prior approval is given by the instructor. Bring a No. 2 Pencil and Scantron form to class on exam days for the test. I DO NOT supply a Scantron or a Pencil for any exam.

### **AS THERE IS NO RETAKES IN REAL LIFE - 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 cannot attend class to take the exams, you will communicate that to the instructor and why, with paperwork explaining why you could not be in class to take the exam. (Doctor’s appointment, Jury Duty, Emergency Room, or Funeral).

### 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. 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. 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!

### Classroom Etiquette

#### Electronic Devices:

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.
- IF your phone rings during class, you’ll be asked to immediately give the class a two (2) minute presentation to the entire class, of the instructor’s choice (any subject is fair game),
- 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

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

### 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/student-health-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](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-and-programs/divisions/arts-and-letters/library-department/info-lit-tutorials/>

### Anticipated Class Schedule / Calendar

This is a tentative, provisional overview of the reading, assignments, tests, or other activity for the duration of the course. It is the students' responsibility to be familiar with this schedule.

Date or Week	Activity, Assignment, and/or Topic	Pages/ Due Dates/Tests
Thursday	8/21/14	Introduction/Syllabus
Thursday	8/28/14	Chapter 1: What is Criminal Justice// Chapter 2: The Crime Picture
Thursday	9/4/14	Chapter 3: The Search for Causes// Chapter 4: Criminal Law
Thursday	9/11/14	<b>Test #1</b> // Chapter 5: Policing: History and Structure
Thursday	9/18/14	Chapter 6: Policing: Purpose and Organization// Chapter 7: Policing: Legal Aspects <b>**TURN IN OUTLINES FOR TERM PAPERS AND GROUP PROJECTS</b>
Thursday	9/25/14	Chapter 8: Policing: Issues and Challenges// Chapter 9: The Courts: Structure and Participants
Thursday	10/02/14	<b>Test #2</b> // Chapter 10: Pretrial Activities and the Criminal Trial
Thursday	10/09/14	Chapter 11: Sentencing// Chapter 12: Probation, Parole, and Community Corrections
Thursday	10/16/14	<b>Test #3</b> // Chapter 13: Prisons and Jails
Thursday	10/23/14	Chapter 14: Prison Life// Chapter 15: Juvenile Justice
Thursday	10/30/14	<b>Test# 4</b>
Thursday	11/06/14	Chapter 16: Drugs and Crime// Chapter 17: Terrorism and Multinational Criminal

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		Justice
Thursday	11/13/14	Chapter 18: The Future of Criminal Justice
Thursday	11/20/14	<b>Test# 5</b> //Review for Final Exam
BREAK	11/24/14 - 11/29/14	Thanksgiving Break
Thursday	12/04/14	<b><u>Term Papers are due</u></b> //Term Paper Presentations
Thursday	12/11/14	<b>Final Exam</b>