



Administration of Justice 115  
Community & Human Relations

Fall 2013

(Revised 8/23/13)

Location Administration Bldg., Room 202

Units / Hours 3 Units / (54 Hours Lecture)

Meeting dates and times – Refer to Course Schedule

Instructor: Professor Mark C. Fields

Please visit my faculty webpage at <http://www.elcamino.edu/faculty/mfields/>

**Contact Information**

**\*\*\*\*\*The best way to contact me is through Etudes Private Message\*\*\*\*\***

Telephone: 310.660.3593 ext. 3131

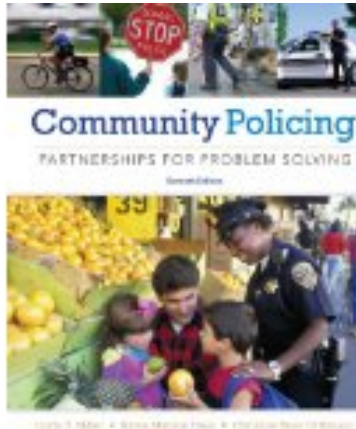
Office Location: Administration Bldg., Room 201

Office Hours: Posted on office door and listed in course schedule

I can meet on-line or talk by phone if that suits your needs better. I practically live on campus during the week. You can see my desk from the north side of the Administration building and if I'm sitting there I'm usually available to talk about *anything*. I live within walking distance of the campus and can meet with you outside of my office hours if needed. If you cannot get ahold of me it is because you are not trying. Your success is my goal and I will make myself available to you so we can achieve that success.

**REQUIRED TEXT:**

**YES – The text is required!!! It is a valuable tool in your educational journey.**



**Community Policing**

**Partnerships for Problem Solving**

**Author: Miller/Hess/Orthmann Edition: 7TH Year: 2010 ISBN: 978-1-28509667-4**

The textbook is an integral part of this course. Most of the test questions will come directly out of the text and its on-line resources. In addition, there are homework assignments that you will need the text to complete.

This is a new version of the text for this semester  
and differs from previous editions.

For those of you who are facing hardships and cannot afford to purchase the text I will place a reference copy in the library. This copy is paid for out of my own pocket (if you were unaware, all library reference textbook copies are paid for by the individual instructor). Last semester I put copies of each my textbooks in the library for use by my students and three of them were **STOLEN**. This severely impacts those students who need this resource. I love you guys but I can't afford to buy several copies a semester. If you go to the library to check out the reference copy and find it missing for an extended time please notify me so I can follow-up to see who had checked it out last.

Additional Required Materials:

Six (6) Scantron 882-E forms (available in the bookstore or library vending machine).

Every single time I give a test someone comes to class and says

*“Oh, do I need a Scantron?”*

**YES YOU DO !!!!!**

They then have to go locate one and miss out on valuable time needed to complete the test.

Helpful Hint: Buy a 10 pack today and keep it in your notebook

**DISABILITY**

El Camino College adheres to all applicable federal, state and local laws, regulations and guidelines with respect to providing reasonable accommodations for students with temporary and permanent disabilities. If you have a disability that may adversely affect your work in this class, I encourage you to register with the Special Resource Center (SRC) and talk to me about how I can best help you. All disclosures of disabilities will be kept strictly confidential.

Note: for more information about the special resource center, please call 660-3295 or visit (SRC) room F-10.

**Important Dates**

|   |                                  |
|---|----------------------------------|
| Labor Day Holiday (Campus Closed)                       | Monday, September 2, 2013        |
| First Day to Apply for Fall Graduation and Certificates | Tuesday, September 3, 2013       |
| Last Day to Add Classes                                 | Friday, September 6, 2013        |
| Last Day to Drop Without Notation on Permanent Record   | Friday, September 6, 2013        |
| Last Day to Apply for Degrees and Certificates (Fall)   | Thursday, October 10, 2013       |
| <b>Last Day to Drop with a “W”</b>                      | <b>Friday, November 15, 2013</b> |
| Thanksgiving Holiday (Campus Closed)                    | Thursday, November 28 2013       |

## About AJ 115

### **Course Description from catalog:**

*The course explores the roles of criminal justice practitioners and their agencies. Students examine the interrelationships and role expectations among the various agencies and the public. Principal emphasis is placed on the professional image the system of justice administration conveys, and the development of positive relationships between members of the system and the public.*

### **Student Learning Outcomes**

This stuff is really important folks. I mean *really* important. This is more important than anything else in higher education right now. If the of the rest of your professors have not discussed this with you...then shame on them!!! (just kidding).

We will discuss them several times thorough this semester. These are our performance measures to ensure you learn what we set out to teach.

Upon completing this course the student will be able to:

*Given instruction and participation in discussions on the concepts of formal and informal power groups, students will successfully compare and contrast these concepts and correctly identify the similarities and differences.*

Program level SLOs apply and are available on the AJ website.

### **METHODS OF INSTRUCTION**

Teaching and learning is a two-way process. This course will use multiple andragogical methods (this means adult learning, impress your other professors and use this word) to engage that process. These methods will include lecture, interactive discussions, guest speakers, hands-on exercises, group exercises, multi-media presentations (audio, video, PowerPoint, Prezi), mass media (newspapers, TV, internet), and on-line supplemental resources. This class is highly interactive where you will be giving in-class presentations, answering questions, and working on scenarios. I believe this to be an excellent method of evaluating your learning and as such, participation is a large part of your grade.

Your daily attendance in class is required. Showing up late for class is disruptive and interferes with the learning process. In my years of teaching experience I have found it is the same students who routinely show up late, leave early, and miss class. When I interrogate them (ok, maybe it is just a focused discussion) I usually discover it is a character issue. Excuses range from: “*I overslept*” to “*I have an issue with my sight. I can’t see myself being responsible enough to make getting to class a priority.*” If you are unable or unwilling to come to class on-time, every day, and stay the entire day, then consider an on-line course or some other means of education. Per El Camino College policy, if you miss three class or more sessions you will be dropped from the course. Having said all that, I get the fact that unlike me you all have lives outside of this place. I spent 15 years as a community college student myself (we will discuss that during introductions). Child care issues, transportation issues, probation officer issues (you think I’m kidding) may come up from time to time during the semester. Contact me and let me know what is going on and we can discuss a plan for your success in this course. If you have attendance problems and don’t discuss them with me, I’ll assume you are that student with the character issues discussed above.

## **Additional Methods of Instruction**

### **Etudes Course Management System (CMS)**

This course will make extensive use of the Etudes on-line course management system as an additional learning tool. Log-on instructions as well as tutorial will be presented in class. I will also be available during office hours to assist. If you were born after 1985 you should have no problem with quickly learning the system. If you were born sometime near the middle of the last century (as I was) then it may take a little longer to get you up to speed. Several students have accessed the course content through their smartphones and/or iPads (et.al.). The system is very user friendly with tons of YouTube tutorials to assist you if you get stuck. I've used numerous CMSs over the years and Etudes is by far the best.

### **Turn It in (turnitin.com)**

Your research paper (yes, there is a research paper) will be submitted through Turnitin.com. If you have already used this system then all you need is the course code and password listed in the course schedule. I will demonstrate to the class how to set up an account and use the system. Again, there are numerous YouTube videos available to help you master this system.

### **Written Exams:**

Unlike most instructors I've had or worked with, I do not believe written examinations should be the **primary** method of evaluating your learning progress. However, they are still a valuable tool and as such we will have several section exams and a comprehensive final as indicated in our course schedule. Exams will either be in class or on-line through Etudes. The student who misses a scheduled in-class chapter examination will have to make up that exam within five calendar days. Make-up exams are credited at 50% of the actual score received. Although this policy may appear harsh, it is in the interest of fairness. To allow one student the advantage of additional study time and the possibility of obtaining information about the exam would be highly unfair to the remainder of the class.

Written homework and other classwork assignments shall be turned in at the beginning of class or completed in Etudes by the indicated due dates. Late work is penalized one grade per calendar day late. After five days the maximum credit you can earn for a late assignment is 50%. No late assignments may be turned in after the final drop date.

## **LEARNING SUGGESTIONS**

- ✓ **Read the assigned chapter prior to class.**
  - **I will discuss the best method of getting the most from the textbook.**  
**Typically reading word for word through the entire chapter does not lead to a high level of comprehension.**
- ✓ **The book provides review material both in the text and on-line. I typically see students using their smartphones on campus and in class (we will discuss that later). Put them to good use and go to the textbook resources.**
- ✓ **Stay informed on current issues. You have four current events due during the semester.**
- ✓ **Ask questions and participate in classroom discussions.**
- ✓ **It is important to approach the class with an open mind and seek to be informed.**

## **ATTENDANCE & PARTICIPATION**

Attendance at all class sessions is necessary for optimal successful completion of the course. **ATTENDANCE WILL BE TAKEN AT THE BEGINNING OF EVERY CLASS MEETING.** Students will be asked to sign next to their name on the attendance roster or roll will be called. It is considered academic dishonesty and grounds for disciplinary action to sign or answer for someone else.

If your attendance or academic achievement is below standard or adversely impacting your grade and performance, I will notify you of such and suggest a course of action to improve your performance. Your success in this course is my primary goal but you will have to put forth the effort to improve if necessary.

If you want to drop the class (or simply stop attending) it is your responsibility to formally drop the course with the admissions office. Failure to formally drop the course may result in an "F" grade on the student's permanent record. This will also impact your ability to take the course again in the future.

### **STUDENT CONDUCT**

We will be setting the classroom “norms” or rules together. I will post our list in Etudes after they are agreed upon.

#### **Academic Integrity**

Students are expected to do their own work unless tasked with a group assignment. All assignments including reports, homework, quizzes and exams are a direct reflection of your thoughts and words. Students turning in work that is determined to not be their own can expect to receive zero points for that assignment. Plagiarism, regardless of the source of information is grounds for disciplinary action.

Students caught cheating on exams or quizzes will at minimum, receive zero points for the exam or quiz. Students cheating could also earn an “F” for the course and/or be expelled from the college depending on the circumstances.

**In addition, cheating in college can severely impact your ability to gain future employment in law enforcement which places a heavy emphasis on honesty and integrity.** The circumstances and the degree of penalty will be evaluated on a case-by-case basis. The student conduct code of this campus is outlined in the section titled “Student Code of Conduct” of the Board Policies section on the El Camino College website.

This career field, like no other, requires you to rise to standards established by others. This course will discuss ethical and leadership standards required in this career field. As your instructor, I am tasked with preparing you for a successful career in the administration of justice field.



## GRADING

OK, this is the part you have all been waiting for so here we go:

You all start this class on day one with 100%...then the work begins. As long as you stay engaged you will likely pass the course. As a matter of fact, I've never had anyone fail my class who attended 100% of the class sessions AND turned in all of the work. If the work is substandard I will likely give you feedback and a chance to resubmit it for a better score. Again, it's those of you who come late, leave early, miss class, and miss assignments that typically fail the class. I'll be blunt, if that is your work ethic then prepare for a life of not being very successful. Sleeping in the park and going through trash dumpsters may be in your future. Even McDonald's requires you to show up on time and do your work.

The course grade will be weighted as indicated below. For the course grade, students will be evaluated based on a percentage of a total of points accumulated during the semester. The point breakdown and a tentative distribution of letter grades for the course are as follows:

A= 90 – 100 %   B= 80 – 89 %   C= 70 – 79%   D= 60 – 69 %   F= Below 60 %

| <b>Activity</b>    | <b>Description</b>  | <b>Points</b> |
|--------------------|---|---------------|
| Participation      | Participating in the classroom activities as well as Etudes work. You have to show up to class and/or log into Etudes to participate. Arriving late or leaving early also affects your ability to participate | 160           |
| Chapter Activities | Quizzes, puzzles, on-line discussions. There are 16 chapters in the book and these are worth 10 points each.  | 160           |
| Current Events     | Refer to the handout and Etudes for instruction   | 20            |
| Research Paper     | Yes, you are required to write a research paper. Details will be provided in class.   | 125           |
| Book Section Exams | The book is divided into three sections. After each section there will be a quiz. These are listed in the course schedule.  | 150           |
| Final Exam         | This will be a comprehensive final exam covering all chapters.  | 100           |
|                    | <b>TOTAL</b>  | <b>715</b>    |