



Administration of Justice 115
Community & Human Relations
(Revised 8/12/14)
Fall 2014

Instructor: Professor Mark C. Fields

Please visit my faculty webpage at

<http://www.elcamino.edu/faculty/mfields/>



@AskProfMCFields

Contact Information

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

If you are unable to access Etudes you can reach me by email: mfields@elcamino.edu

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.

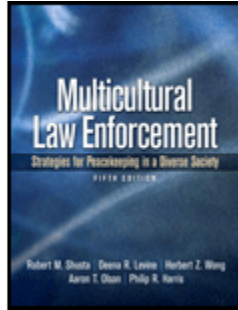
Note: for more information about the special resource center, please call 310-660-3295 or visit (SRC) room F-10.

REQUIRED TEXT:

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

Multicultural Law Enforcement

Strategies for Peacekeeping in a Diverse Society (5th Edition)



ISBN13: 978-0135050880

This edition differs from older editions. I do not recommend using older editions.

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

SLO #1 Identify Potential Conflict Issues

Upon completion of a course of study in multicultural law enforcement the student will be able to identify and explain key issues that pose potential conflict between diverse communities and the courts, police, and corrections.

SLO #2 Identify Strategies in a Multicultural Society

Upon completion of a course of study in multicultural law enforcement the student will be able to identify and describe strategies for the administration of justice in a multicultural society.

SLO #3 History and Evolution of Multiculturalism in the U.S.

Upon completion of a course of study in multicultural law enforcement the student will be able to explain the history and evolution of multiculturalism in the U.S. and the challenges presented by a multicultural society.

METHODS OF INSTRUCTION

Teaching and learning is a two-way process. These methods will include interactive discussions, multi-media presentations, and mass media resources.

Your regular participation in class is required. College work requires commitment and dedication. Arriving late, leaving early, or not engaging in the classroom discussions will severely impact your grade.

Having said all that, I get the fact that we all have lives outside of this course. I spent 15 years as a community college student myself. Things 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.

Etudes Course Management System

This course will use the Etudes online learning management system as a supplement for instruction. My job as an instructor is to prepare you for the workplace. Every job you will likely get will require you to use technology. The Etudes LMS is very user friendly with tons of YouTube tutorials to assist you if you get stuck. I've provided links to some of those videos in the Course Orientation Module. I've used numerous learning management systems over the years and Etudes is by far the best.

This course is divided into Modules which listed in the weekly schedule I will provide you. The Modules do not necessarily correspond to a chapter in the book.

Typical Assignments

1. Readings from text books
2. Classroom discussions
3. Accessing content from the internet including video, audio, and various webpage content.
4. Online discussions with other classmates and the instructor using Etudes discussion boards.
5. Assessments which include questions and short answer essays.
6. Term paper

Turnitin.com

Your term paper (yes, there is a paper for this class) will be submitted through Turnitin.com. If you have already used this system then all you need is the course code and password (see the Orientation Module for details). Again, there are numerous YouTube videos available to help you master this system. Please enroll in your Turnitin.com account during the first week of class or you will be dropped from the course.

Make-up Work

From time to time unexpected occurrences may cause you to not complete an assignment on time. This should be the **exception** rather than the rule. As such here is my policy on make-up work:

1. Discussion boards:

Discussion boards are “conversations” between you and your classmates. As such, discussion board questions may not be made up. Once the discussion board topic has closed, **you will no longer be able to participate** and all points will be forfeited.

2. Modules:

This course is divided into Modules which are sequential (they build upon each other). You should make every effort to complete the module by the due date listed in the assignment. If you fail to complete a module on time it can be made up during the **next five calendar days** at **half**

credit. After five days the module cannot be made up and you will lose all points for that module. Having said that you will be given two “free passes” for the semester. These free passes will allow you to make up a module at full credit. Your goal should be to do your work on-time and not need to use the free pass.

The student who fails to complete a scheduled 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.

No late assignments may be turned in after the final drop date of the semester.

LEARNING SUGGESTIONS

- **Read the assigned chapter.**
 - **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.**
- **Stay informed on current issues. You have current event assignments which will be due during the semester.**
- **Ask questions and participate in the discussions.**
- **It is important to approach the class with an open mind and seek to be informed.**

Attendance

You are required to attend class on a weekly basis. If you miss any three classes during this semester I am required to drop you from the course. If you want to drop the class (or simply stop participating) 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 severely impact your ability to repeat the course again in the future.

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. The criminal justice career field, like no other, requires you to adhere to the highest standards. 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.

Important Dates Fall 2014

Saturday Classes Begin	Saturday, August 23, 2014
Weekday Classes Begin	Monday, August 25, 2014
Labor Day Holiday (Campus Closed)	Monday, September 1, 2014
First Day to Apply for Fall Graduation and Certificates	Tuesday, September 2, 2014
Last Day to Add Classes (Full Semester Classes)	Friday, September 5, 2014
Last Day to Drop Without Notation on Permanent Record	Friday, September 5, 2014
Last Day to Apply for Degrees and Certificates (Fall)	Friday, October 10, 2014
Veterans Day Holiday (Campus Closed)	Tuesday, November 11, 2014
Last Day to Drop with a "W"	Friday, November 14, 2014
Thanksgiving Holiday (Campus Closed)	Thursday, November 27 - Sunday, November 30, 2014
Last Day of Semester	Friday, December 12, 2014
Winter Holiday Break (Campus Closed)	Wednesday, December 24, 2014

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 and complete your assignments you will likely pass the course.

The course grade will be graded 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 %

Activity	Description	Points
Participation	You will need to attend the class sessions and complete all modules on time.	140
Discussion Boards	Part of your grade will be participating in the discussions on the Etudes discussion board. These assignments cannot be made up after due date.	70
Current Events (2)	Refer to the Assignments, Tests, and Surveys section for details	20
Homework	You will have several homework assignments during this course.	70
Term Paper	Yes, you are required to write a research paper. Details will be provided in class.	75
Exams	These are listed in the course map schedule.	75
Final Exam	There will be a comprehensive final exam during this semester.	100
	TOTAL	550

**AJ 115 Syllabus Quiz
Fall 2014**

Name _____

Circle the correct answer:

1. The textbook for this class is
 - a. Optional
 - b. Required
2. Participation points are earned by:
 - a. Arriving to class on time
 - b. Attending all class sessions
 - c. Doing the required coursework including logging into our Etudes site.
 - d. All of the above are correct.
3. The textbook for this class is:
 - a. Strategies for Peacekeeping in a Diverse Society (5th Edition)
 - b. Any edition of the Strategies for Peacekeeping in a Diverse Society Textbook
 - c. Any criminal justice textbook
4. Students are required to access and complete assignments using the Etudes online Learning Management System as a supplemental to face-to-face instruction.
 - a. True
 - b. False
5. Students are automatically dropped from the class after _____ absences:
 - a. 1
 - b. 2
 - c. 3
 - d. There is no auto drop policy
6. No “make-up” assignments may be submitted after the drop date listed in the syllabus.
 - a. True
 - b. False
7. The **best** way to contact Professor Fields outside of office hours is:
 - a. Email
 - b. Telephone
 - c. The Etudes private message function.
 - c. all of these choices
8. Arriving late, leaving early, or failing to attend class may severely impact my grade.
 - a. True
 - b. False
9. I should anticipate _____ number of hours of coursework per week outside of class.
 - a. None
 - b. 4
 - c. 6
 - d. 3

I certify that I have read and understand this syllabus

(Student signature)

*******Tear off this sheet and turn it in to the professor*******