Introduction to the Administration of Justice

AJ 100, AJ-10-7012 | Fall 2015
Day/ Place/ Time: Thursday Evenings | Room: ITEC Bldg, Rm 111 | 6:30-9:40 pm
First Session: 8/27/15 | Last Session: 12/10/15

Instructor Information
Andrea Roberson, Adjunct Professor

Office Hours: Please send me an email or post a question in our ECC classroom!
Phone: 660-3593 ext 3348
Email: aroberson@elcamino.edu
Please phone or email to arrange appointments.

Course Description

This course will provide students with an overview of the criminal justice system, including the historical development, present status, and suggested reforms. Topics covered will include the duties and functions of actors in the criminal justice system, including victim, offender, police, prosecuting and defense attorneys, courts, and corrections. Also covered is the criminal justice process from the formation of laws to the final stages of the treatment of criminals.

Course Objectives

On successful completion of this course, you will be able to:

1. Examine the main components of the criminal justice system
2. Analyze current issues, policies, and court cases within the criminal justice system
3. Examine the history and development of the criminal justice system
4. Analyze the role of law within the criminal justice system
**Student Learning Outcomes (SLOs)**

The SLOs are extremely important; we will discuss them several times throughout this semester. These are our performance measures to ensure you demonstrate an understanding of what we set out to teach.

**SLO #1 Components of the Criminal Justice System**

*Given instructions provided and concepts demonstrated, videos viewed and textual material studied, AJ 100 students will demonstrate an understanding of the concepts of the criminal justice system and be able to identify and explain its various components.*

**SLO #2 Police Agency Structure**

*Given instructions provided and concepts demonstrated, videos viewed and textual material studied, AJ 100 students will be able to describe the basic structure of a policing agency and explain its component functions such as patrol, criminal investigation, traffic and its various administrative support functions.*

**SLO #3 Crime Causation Theories**

*Given instructions provided and concepts demonstrated, videos viewed and textual material studied, AJ 100 students will be able to interpret a behavioral profile and be able to identify at least three crime causation theories that explain such behavior.*

**Course Student Learning Objectives**

1. Demonstrate an understanding of criminological theories used to explain crime and criminality.
2. Explain the methods, theories, and concepts associated with the sources of crime data, the emerging patterns of criminal activity, and the costs of crime.
3. Understand the history, development, and structure, and function of American police, courts, and corrections.
4. Convey an understanding of the process of adjudication
5. Show an understanding of corrections including the roles of probation, parole, and community corrections; as well as the functions of prisons and jails.
6. Identify and describe special issues in the criminal justice system involving juvenile delinquency, drugs, and the future development.
7. Critically analyze and discuss issues of crime and justice from varying perspectives.
8. Utilize conclusions from scholarly research in creating informed positions on controversial issues in criminal justice.
9. Effectively follow the appropriate writing style practiced in the social sciences (APA format)
10. Explain the definitions of crime and understand the extent of the crime problem in America.

Course Instructional Methods

This course is comprised of lectures, instructor-led discussions, student presentations, student-led lectures and discussions, quizzes, and exams. Students are encouraged to contribute their knowledge and experiences in discussions. Participation is important, because discussing controversial issues and listening to the ideas and comments from other students exposes personal and professional viewpoints. Reinforcement of learning is accomplished through course objectives, readings, discussions, quizzes, multimedia presentations, internet assignments, and video presentations. Written assignments provide students with the opportunity to sharpen their analytical and writing skills. This class is highly interactive where you will be giving in-class presentations, answering questions, and working on scenarios.

Course Required Text and Materials

   ISBN: 9781483388960 (Includes ebook and online resources)
   $72.00 (bookstore price).

The textbook is an integral part of this course. Many of the exam 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 brand new textbook for this class.
Do not buy used textbooks from previous semesters as they are not the same book.

I have established an ONLINE companion resource for your textbook; it is located at:

https://edge.sagepub.com/rennison/student-resources

Your Course ID # is: C-SLHS-MRZJ-NDMX for Introduction to Administration of Justice-Fall 2015- AJ-100-7012.

You will need to register in order to use the companion website.

**Other Recommended Resources for additional exploration**


**Attendance and Participation Expectations**

*Your regular attendance in class is required.* Showing up late for class is disruptive and interferes with the learning process. *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 more than 10% of the instructional time, 5.4 hours (two or more class sessions) or the equivalent amount of time showing up late or leaving early you will be dropped from the course.

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. It is considered academic dishonesty and grounds for disciplinary action to sign or answer for someone else. Attendance may also be taken at the end of class. If you need to leave class early on an occasional basis, let me know and we can discuss a course of action.

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 your permanent record. This will also impact your ability to take the course again in the future.

Having said all that, I get the fact that we all have lives outside of this place. Child care issues, transportation issues, etc. 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. The sooner you let me know your situation, the better, so that we can work together (without stress) for a resolution!

**Etudes Course Management System (CMS)**

This course will make use of the Etudes (myetudes.org) on-line course management system as an additional learning tool. As such, you will need to have access to a computer and broadband internet connection. The campus Library Media Technology Center has computers for your use also, so schedule your time on campus accordingly if you need that resource. The content can also be accessed from a mobile device such as a smart phone.

Log-on instructions as well as tutorials on how to use the system will be presented in class. I will also be available during class hours to assist. The system is very user friendly with tons of YouTube tutorials to assist you if you get stuck.

Your Etudes website is located at: https://myetudes.org/portal/site/080d4eee-2b42-4f4e-8024-e87f3bbbfc9f

**Summary of Assignments**

The purpose of the assignments below are to assist students in evaluating the quality of social work literature, access resources available in the library, identify questions that are worth researching, develop a plan for research, effectively communicate empirically based knowledge, think and write like a social work scientist and summarize complex readings.

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<thead>
<tr>
<th>ASSIGNMENT</th>
<th>OBJECTIVES</th>
<th>POINT</th>
<th>DUE DATE</th>
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<tr>
<th>RELATED TO ASSIGNMENT</th>
<th>VALUE</th>
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<tbody>
<tr>
<td>1. Midterm Exam</td>
<td>100</td>
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<td>2. Final Exam</td>
<td>100</td>
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<td>3. Quizzes</td>
<td>400</td>
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<td>4. Discussion/Homework Questions</td>
<td>160 Weekly</td>
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<td>5. Research Paper</td>
<td>100</td>
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<td>6. Participation</td>
<td>160</td>
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<td>7. Crime Causation Essay</td>
<td>100</td>
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<td>8. Journal Article Analysis Essays</td>
<td>100</td>
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<td>(2)</td>
<td>1- 9/10/15</td>
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<td>2- 10/1/15</td>
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<td>3- 11/5/15</td>
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<td>4- 11/19/15</td>
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<tr>
<td>9. Case Study Teach Back Assignment (Group Assignment)</td>
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<tr>
<td>10. Current Event Assignment</td>
<td>30</td>
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A. Participation (160 pts):
Participation is discussed, in detail, in the Attendance and Participation section; you receive 10 pts for each class you attend and when you check into and work in Etudes. When you miss class, you will lose points.

B. Quizzes (400 pts):
To motivate you to keep up with the course material, I will administer a handful of short, announced and unannounced Pop Quizzes throughout the semester. There will be four (4) quizzes on the dates listed above. **There will be NO make-up quizzes given. Only students in attendance will be allowed to take the quizzes.**

C. Discussion/Homework Questions (160 pts):
Students will be provided Homework and DQs in Etudes. Please respond to the DQs in the DQ thread. Please respond to the Homework by answering the requirement and submitting to the “Assignments Tab.” The total points you can receive for these assignments is 10 pts per week.

D. Midterm Exam (100 pts):
The midterm exam will cover questions from Chapters 1-6 and will be given on 10/15/15.

E. Final Exam (100 pts):
The final exam will cover questions from Chapters 7-14 and will be given on 12/10/15.
F. Research Paper (100 pts):
This paper should be approximately 7 double-spaced, typed pages; it is an APA-style (6th ed.) paper addressing one area of the criminal justice system of your choice. The focus of the paper is to provide a literature review on your topic and identify a problem/issue with this topic. Once the problem has been identified, discuss possible improvements and policy implications. You will be provided a rubric for this assignment that will be placed in the Content Section with your assignment in Etudes. **Due 11/19/15**

G. Crime Causation Essay (100 pts):
This assignment relates to SLO #3 Crime Causation Theories … AJ 100 students will be able to interpret a behavioral profile and be able to identify at least three crime causation theories that explain such behavior.

You will be provided a handout in class explaining this assignment. This topic is covered in Chapter 2 in the book. You will be provided a case study for review and will prepare a 200-300 word essay for submission to the instructor. A rubric will be provided to guide your response to this assignment. This assignment preparation will also prepare you for the group assignment for your Case Study! The due date is listed in the course schedule.

H. Journal Article Analysis Essay (100pts):
Choose an article from the Companion Website from any chapter under the “Sage Journal Articles and Readings” tab. Using the “Article Analysis Example” provided in Etudes for this assignment, provide a 2-page (12 pt font), double spaced, APA formatted article analysis and submit to the assignments folder thread for this topic in Etudes. **Due Dates: 09/17/15 and 10/08/15**

I. CASE STUDY: Teach Back Assignment (Group Assignment) (50pts- HALF of your FINAL EXAM GRADE):
During your team assignment week, your TEAM will be responsible for teaching the Case Study assigned in class. You may present your session HOWEVER you like as long as you teach EACH element listed in the assignment, and EACH person on the team must LEAD a portion in order to receive credit. You MUST incorporate the following elements:
1. Presentation (bring in on a flash drive so that you may use the overhead projector (if slides);
2. Video Exercise with Questions listed in the assignment;
3. Classroom feedback/testing item (oral quiz/question-answer- something to test students “got” the information you presented); and
4. Submit your teaching materials for your grade.

**DUE DATE: 12/04/15**

J. 2- Current Event Assignments (30 pts):
Each of these is worth 15 points and will part of the Homework requirement. You will be provided further guidance in Etudes. **DUE DATES: 09/24/15 AND 10/22/15**
Grading Scale and Procedures

A  100-90  
B  89-80  
C  79-70  
D  69-60  
F  59 and below

Assignments must be submitted by the deadlines set and will typically be returned by the next class meeting. If you are unable to complete course requirements because of extenuating circumstances, please notify the instructor on or before the date of the assignment and provide relevant supporting documentation (e.g. doctor’s note, note from counselor). An agreement to receive an Incomplete (I) grade may be negotiated, at the instructor’s discretion, if the circumstances do not allow you to finish the course on time.

Support for Students with Disabilities

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.

Academic Honesty Policy

Be sure that you understand the university’s Academic Honesty Policy. It is important that you refrain from any form of academic dishonesty or deception, such as cheating or plagiarism. You should also be aware that as a member of the academic community, it is your responsibility to turn in all suspected violators of the honor system. Plagiarism will not be tolerated. This includes but is not limited to: inappropriate citations of sources, “padding” your references, purchasing/copying a paper from the internet or friend, copying and pasting from a resource etc. Plagiarism of assignments will result in a grade of 0 and will be reported.

Students caught cheating on exams or quizzes will at minimum, receive zero (0/F) 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 high 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 for FALL 2015**

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
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<tbody>
<tr>
<td>First Day to Apply for Graduation and Certificates</td>
<td>Tuesday, September 1, 2015</td>
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<tr>
<td>Martin Luther King Holiday (Campus Closed)</td>
<td>Monday January 19 2015</td>
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<tr>
<td>Last Day To Add or Drop Without Notation on Permanent Record</td>
<td>Friday, September 4, 2015</td>
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<tr>
<td>Labor Day Holiday (Campus Closed)</td>
<td>Monday, September 7, 2015</td>
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<tr>
<td>Last Day to Apply for Degrees and Certificates</td>
<td>Friday, October 9, 2015</td>
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<tr>
<td>Veterans Day Holiday (Campus Closed)</td>
<td>Wednesday, November 11, 2015</td>
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<tr>
<td>Last Day to Drop with a “W”</td>
<td>Friday, November 13, 2015</td>
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<tr>
<td>Thanksgiving Holiday (Campus Closed)</td>
<td>Thursday, November 26 – Sunday, November 29, 2015</td>
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<tr>
<td>Last Day of Semester</td>
<td>Thursday, December 10, 2015</td>
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**Course Schedule**

<table>
<thead>
<tr>
<th>SESSION &amp; DATE</th>
<th>PREPARATION:</th>
<th>ASSIGNMENTS:</th>
<th>TOPICS:</th>
</tr>
</thead>
<tbody>
<tr>
<td>#1 08/27/15</td>
<td>Buy textbook(s); sign in to Etudes, use companion materials</td>
<td>Read Chapters 1-2</td>
<td>Orientation to the Course</td>
</tr>
<tr>
<td>#2 09/03/15</td>
<td>Read Chapters 1-2</td>
<td><strong>Homework/DQs, Prepare for Quiz 1</strong></td>
<td><strong>An Introduction to Crime and the Criminal Justice System</strong></td>
</tr>
<tr>
<td>#3 09/10/15</td>
<td>Read Chapters 2-3</td>
<td><strong>QUIZ 1, Homework/DQs</strong></td>
<td><strong>Nature and Extent of Crime</strong></td>
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<tr>
<td>#4 09/17/15</td>
<td>Read Chapters 3-4</td>
<td><strong>Homework/DQs, Journal Article Analysis #1 Due</strong></td>
<td><strong>Criminal Justice and the Law</strong></td>
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<tr>
<td>#5</td>
<td>Read Chapters 4-5</td>
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<td><strong>Criminal Justice and the Law</strong></td>
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<tr>
<td>Date</td>
<td>PREPARATION</td>
<td>ASSIGNMENTS</td>
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<td>09/24/15</td>
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<td><strong>ASSIGNMENTS</strong>: Homework/DQs, Current Event #1 Due, Prepare for Quiz 2</td>
<td><strong>TOPICS</strong>: History of Policing</td>
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<tr>
<td>10/01/15</td>
<td></td>
<td><strong>ASSIGNMENTS</strong>: QUIZ 2, Homework/DQs</td>
<td><strong>TOPICS</strong>: On the Streets: Organization, Responsibilities, and Challenges</td>
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<tr>
<td>10/08/15</td>
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<td><strong>ASSIGNMENTS</strong>: Homework/DQs, Journal Article Analysis #2 Due</td>
<td><strong>TOPICS</strong>: Police and the Rule of Law</td>
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<td>10/15/15</td>
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<td><strong>ASSIGNMENTS</strong>: –</td>
<td><strong>TOPICS</strong>: <em>MIDTERM EXAM</em></td>
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<td>10/22/15</td>
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<td><strong>ASSIGNMENTS</strong>: Current Event #2 Due/DQs, Complete Crime Causation Essay</td>
<td><strong>TOPICS</strong>: Courts and Judiciary</td>
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<td>10/29/15</td>
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<td><strong>ASSIGNMENTS</strong>: Crime Causation Essay Due, Homework/DQs, Prepare for Quiz 3 and Case Study Presentations</td>
<td><strong>TOPICS</strong>: The Prosecution, Defense and Pretrial Activities</td>
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<td>11/05/15</td>
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<td><strong>ASSIGNMENTS</strong>: QUIZ 3, Homework/DQs</td>
<td><strong>TOPICS</strong>: The Criminal Trial and Sentencing</td>
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<tr>
<td>11/12/15</td>
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<td><strong>ASSIGNMENTS</strong>: Homework/DQs, Prepare for Case Study Presentations</td>
<td><strong>TOPICS</strong>: Correctional Responses in the Community</td>
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<td>11/19/15</td>
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<td><strong>ASSIGNMENTS</strong>: QUIZ 4, Research Paper DUE, Homework/DQs, Prepare for Case Study Presentations</td>
<td><strong>TOPICS</strong>: Institutional Corrections</td>
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<tr>
<td>11/26/15</td>
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<td><strong>ASSIGNMENTS</strong>: NONE- THANKSGIVING BREAK</td>
<td><strong>TOPICS</strong>: Prison Life and Life After Prison Juvenile Justice System Exploring Specialize and Topical Issues</td>
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<tr>
<td>12/04/15</td>
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<td><strong>ASSIGNMENTS</strong>: Chapters 12-14, Review for Final</td>
<td><strong>TOPICS</strong>: CASE STUDY PRESENTATIONS, Finals Review</td>
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<tr>
<td>12/10/15</td>
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<td><strong>ASSIGNMENTS</strong>: Study Chapters 7-14</td>
<td><strong>TOPICS</strong>: <em>FINAL EXAM</em></td>
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