

Course: CJ 101, Item # 5000, sec. A, summer, 2012 (June 25 – Aug. 9, 2012)

Course Title: Introduction to Criminal Justice

Class Times: MTWTh 9:30-11:20 a.m.

Classroom: D103

Office Hours: to be announced

Office: C-207A

Instructor Name and Credentials: Michael S. Brown, esq., Ph.D., J.D.

Email Address: mibrown@bellevuecollege.edu

Course Materials:

Required:

Bohm, Robert M, and Keith N. Haley. *Introduction to Criminal Justice*, 7th ed. McGraw-Hill, 2012.

Optional/recommended:

Hacker, Diana. *A Writer's Reference*. Boston: Bedford/St. Martin's (latest edition).

Course Description:

This is a hands-on course combining readings, lectures, discussions, and small and large group activities during class times. The goals include actively learning about theories used for the study of criminal justice; and to critically and actively understand and appreciate various theories pertaining to what constitutes a “crime” and who is a “criminal.”

Netiquette:

It is critical that you include in the subject line of all emails you send to me 1) an identification of both the class and the matter to which the note pertains (example: NOT “question”; BUT “CJ 101, Week 4 quiz,” etc.). Not knowing what it is about or what information it contains will only cause me – as well as you – delays. Also, if you do not receive a reply from me within 24 hours (longer on weekends/holidays), it could mean that, for whatever reason, I did not receive your email. In this case, please feel free to send the same note to me again to make sure that I am aware that you are trying to contact me. Strict adherence to these guidelines is critical, as I often receive dozens of emails in a single day, and your email will easily become invisible if you do not identify it according to these rules. You are responsible for confirming receipt of any email. Consequences for any glitches resulting from not following these or any other instructions are your responsibility.

Grading Scale:

A 93-100; A- 90-92; B+ 87-89; B 83-86; B- 80-82; C+ 77-79; C 73-76; C- 70-72; D+ 67-69; D 60-66; F 0-59.

Grades are not negotiable.

Course Grading:

Journal	100 points total
Presentation	50 points total
Quizzes	10 points each
Mid-term exam	50 points
Final exam	50
Participation	1) 2 pts/day and 2) please see policies below.

Journal:

The Journal is worth 100 points and rewards consistent, ongoing effort, as well as critical thinking. The Journal will consist of 1) all graded work 2) all current issues clippings (you should print and read 4 each week of the term) 3) all notes based on in-class discussion questions 4) all notes on films 5) all notes on presentations and 6) reflections (you should have 2 each week of the term). Everything should have its own, individual date. Regular lecture notes, if any, are *not* required for the Journal. There may be additional guidelines on the Journal, orally and/or in writing, as the term progresses.

The grade on the Journal will be based on: 1) clarity of organization (3-ring binder with tabs for each of the 6 sections, dates, etc.) 2) completion of all required components 3) adherence to all applicable guidelines (course, as well as those pertaining to the Journal) and 4) depth and sophistication in the thoughts reflected in the reflections portion.

The Journal is due when you walk into the final exam session at the end of the term. Any submission of the Journal after you have begun your final exam will receive a late penalty of at least one day and a grade consistent with other policies on late submissions according to this syllabus.

The Journal need not be typed. However, it needs to conform to any and all guidelines pertaining to the Journal, written, oral, or otherwise, delivered in the syllabus and/or otherwise in any manner.

Presentation:

You must do 1) an oral presentation (2-3 minutes long) and 2) a written presentation (example to be distributed) on any topic of your choice as long as it integrates themes and specific materials from this class (readings, lectures, films, etc.). Although it is not required, I strongly recommend that you speak to me about your choice of topic before you start doing research in order to make sure that your topic ties into course materials.

Both the written presentation and the oral presentation are due during **Week 4**. Each and every part of this assignment is due by the due date(s); the attempted submission of any part of this assignment after the due date makes the entire assignment late.

If you sign up for an oral presentation on a specific date but do not do it for any reason whatsoever (unless it is for an “emergency” as defined in this syllabus), you will get a 0 on the oral presentation, and there are no makeups on the oral presentation (you may still submit the written presentation according to applicable guidelines).

If you are not in class when we do signups for the oral presentation, you may not pick and choose when to do your oral presentation; you must do it on the first day, if space is available and/or or get a 0 on the oral portion (you can still get credit for the written presentation if you otherwise abide by course policies).

Technical problems:

Technical problems – including computer-related, printer-related, etc. – do not excuse late submissions. If you are experiencing technical difficulties, the resource to consult is the Help Desk or other formal sources dedicated to dealing with such issues.

Participation (variable):

“Participation” assumes that you will attend class on a daily basis and that you fully contribute to all class sessions. It also includes being ready to discuss your current news clippings and your reflections from your Journal, things that you will be doing on an on-going basis anyway throughout the summer term.

“Participation” consists of point deductions for conduct that detracts from the classroom learning environment and/or from academic integrity. Points may be deducted from individual student grades with or without notice. At no time is any student to assume that conduct that is disruptive in any public setting to be acceptable in this classroom. By enrolling and remaining in this course, the student understands, and accepts, that whether conduct is “disruptive” and thus warranting point deductions is up to the sole discretion of the instructor; and the instructor may, with or without notice, deduct points for disruptive conduct at any time and to whatever extent the instructor deems proper. Those unaccustomed to classroom decorum within a college environment should take the initiative to check with the instructor about what is proper if there are any questions in order to avoid losing points wherever possible.

Incompletes:

There is no eligibility for a grade of Incomplete unless you have finished at least 90% of all course work up to the time that you make the request. The request must be in writing and have your name, course name/number, and a detailed explanation concerning why you will not be able to finish the remaining work. You must make the request no later than the last class meeting during Week 9. I retain sole discretion, however, and will grant requests only on a case-by-case basis and with appropriate documentation.

There must be a legitimate medical or family emergency before I will grant a request for an Incomplete. However, there must be ample, written, documented proof of the emergency. You must attach the documentation to your written request for the Incomplete (see the section above about acceptable documentation for makeup requests). All supporting documentation must pertain to the period of the emergency.

Keeping Track of Your Work:

You must save all of your work and keep track of it for your own records. Failure to do so may result in losing points for lost work, and students understand that they bear all responsibility for failing to abide by this, as well as any/all other course policies. The instructor will always bring an updated grade sheet to class; please check with the instructor to find out what your standing is on a regular basis.

Makeups, General Policies:

You may make arrangements for, or take, a makeup, only if you have an emergency. An “emergency” consists of death or physical incapacitation (including documented work-related matters or court proceedings). Any supporting documentation must be in writing on letterhead paper or other official document from an official source, e.g., doctor, official, college personnel, legal guardian, or parent; and it must have the preparer’s signature and current contact information. This written letter of excuse must accompany your emailed request, with proof of written approval from me, to take the makeup under applicable guidelines in this syllabus, and it must pertain specifically to the dates of the missing assignment. Even if you otherwise comply with these requirements, if you make the foregoing arrangements but then do not make it up at the arranged date/time, you will get a 0 on the assignment with no additional opportunities for makeup.

Under no circumstances whatsoever may a student take a mid-term exam makeup any later than 14 calendar days from the regular mid-term exam date.

In no event will any makeup, revision, or related materials be accepted after Thursday of **Week 6**.

Notwithstanding any provision in this section or elsewhere, the instructor reserves sole discretion in all related matters, and the student is not to presume that compliance guarantees approval and/or credit for a makeup.

Makeups, Quizzes:

You may do a makeup on the syllabus quiz in Week 2 if you miss it during Week 1. Missing the syllabus quiz, for whatever reason, does not excuse non-compliance with the syllabus and/or the syllabus quiz content. There is no makeup on the syllabus quiz after Week 2.

There is a quiz at the end of each week (except for exam days), covering anything and everything that we have done for that week. Quizzes will cover only materials for that week; they will not cover anything from the previous week.

You may make up one missed quiz if you have a legitimate reason (work-related, emergency, with documentation, as described in this syllabus) without any penalty. Under no circumstances except an “emergency,” as defined in this syllabus, will there be any makeup quiz after Week 5. Any quiz makeup will be at the end of the regular quiz session on a Thursday.

Late Enrollment, Absences, and Mixups Generally:

Enrolling in class late (e.g., after the beginning of the term, etc.) will not excuse any policies here or elsewhere in the syllabus (e.g., if you miss a quiz during Week 1 or Week 2 due to late enrollment, there is no entitlement to any deviation from policies either written or oral.

Absence from class when any guidelines and/or policies, written or oral, are disseminated does not excuse non-compliance, and all policies will still apply. It is the student’s re-

sponsibility, if they miss class, to check with the instructor in order to ensure that they have all current policies and instructions.

Any and all mixups are the student's responsibility, as are any deductions from/penalties upon the grade.

Writing Proficiency:

I will grade you on grammar, punctuation, spelling, and all other aspects of writing in any written assignment (except the Journal). If you have problems with writing, I strongly recommend that you explore various means for correcting them. One handy reference tool for catching the most common problems in writing is Diana Hacker's *A Writer's Reference*.

Late Assignments:

Unless I indicate otherwise, all assignments are due no later than class time. At any point thereafter, there is a minimum one grade deduction. There is also a one grade deduction for each calendar day that an assignment is late. Example: A student turns in an assignment on Wednesday even though the due date was Monday. It is two calendar days late. The paper, which would otherwise have received a "A," becomes a "C" after two letter grade deductions for being late two calendar days. If she turns it in on Friday, it is four days late and the grade becomes an "F" (although a grade of an F may result, depending on whether it is a good faith effort, it may still receive some nominal credit at my sole discretion). If she turns it on Monday of the following week, it is six calendar days late and there is no possibility of an "F" grade, i.e., 0 points even if she turns it in as a good faith effort.

Academic Dishonesty and Plagiarism:

Evidence of academic dishonesty or unethical behavior will lead to disciplinary action, including, but not necessarily limited to: a 0 on the assignment; referral to appropriate authorities; penalties upon the final grade for the course; institution of formal proceedings according to university policies.

All academic assignments are to be the work of the individual student. The following are some examples of dishonesty or unethical behavior:

Using another person's words, ideas, or results without giving proper credit to that person; giving the impression that it is the student's own work.

Any form of cheating on examinations.

Altering academic or clinical records.

Falsifying information for any assignments.

Partly or wholly completing an assignment(s) partially or wholly completed by another person or source.

Copying work or written text from a student, the internet, or any document without giving due credit to the source of the information in a manner making it clear that you are not the sole creator of the work.

Penalties for Non-Conformity with Course and/or College Guidelines:

PENALTIES:

At a *minimum*, the schedule of penalties for any non-conformity with course and/or College policies is as follows:

Failure to submit assignment according to instructions: 1st instance – 25% deduction; 2nd instance – 50% deduction; 3rd or more instances – 0 credit/no revision/makeups.

All penalties apply separately; one or more penalties here or elsewhere may apply to any submission. Example: An assignment loses half credit for being late and loses another 25% due to incorrect submission procedure; result – the maximum score the assignment can receive if the assignment was originally worth 20 points is 5 points after the 75% reduction in grade.

Failure to attend an exam session: there is no makeup, and the exam score will be 0.

Disruptive conduct that negatively affects the learning environment for others and/or for the instructor: warning and mandatory 10 point deduction for the first instance with or without notice and/or limited access to course access. 25 point mandatory, minimum deduction for the second instance with or without notice and/or referral for academic discipline and/or limited access to course access in addition to all other means available per course and College policies.

In all instances above, as well as under any other course or College policies, sole discretion about appropriate penalties rests with the instructor; the student understands and accepts that there is no negotiation with the instructor's decision thereupon.

In addition, at the instructor's sole discretion, regardless of whether it is a first offense or otherwise, the instructor may refer the incident to appropriate channels and/or take additional steps, which may result in one or more of the following: 1) suspension 2) expulsion 3) failing grade 4) referral to Security/background check and/or 5) permanent notation on the student's academic transcripts. There may be additional penalties on a case-by-case basis.

Assignment Submission Guidelines:

I will not accept anything through email.

I will not grade partial assignments. Nothing will be graded unless and until it is submitted in its entirety; and the receipt date and time will be based on receipt of the first and only part that is submitted.

Special accommodations:

Please make note of the following statement:

“The Disability Resource Center serves students with a wide array of learning challenges and disabilities. Please visit the DRC if you have any questions about classroom accommodations, whether you are a student or a faculty member.

If you are a student who has a disability or a learning challenge for which you have documentation or have seen someone for treatment and if you feel you may need accommodations in order to be successful in college, please contact the DRC staff as soon as possible.

The DRC office is located in B132 or you can call our reception desk at 425-564-2498. Deaf students can reach us by video phone at 425-440-2025 or by TTY at 425-564-4110. Please visit our website for application information into our program and other helpful links at www.bellevuecollege.edu/drc

Remember if you are someone who has either an apparent or non apparent disability and requires assistance in case of an emergency situation, such as a fire, earthquake, etc, please meet with your individual instructors to develop a safety plan within the first week of the quarter.”

Please also note that accommodations in this class do not apply retroactively, so please plan accordingly.

Etiquette for Exams:

There must be at least one seat between you and the next person during all quizzes and exams, and I may, furthermore, rearrange seating at any time at my discretion. During exams, *all* desk space needs to be completely clear of *anything* except your exam and a pen or pencil. There is complete silence during all quizzes and exams.

COURSE OUTLINE:

WEEK 1 (June 25- June 28)	<u><i>Introduction to Criminal Justice</i></u> (read text, Chapters 1 and 2) Monday: Introduction to the course and syllabus Tuesday: Lecture/Discussion Wednesday: Lecture/Discussion Thursday: Quizzes on 1) syllabus and 2) this week’s materials
WEEK 2 (July 2- July 5)	<u><i>Crime and the Law</i></u> (read text, Chapters 3 and 4) Monday: Introduction to this week’s topic Tuesday: Lecture/Discussion Wednesday: July 4, Holiday – no class/school closed Thursday: Quiz on this week’s materials; distribution of mid-term exam study guide
WEEK 3 (July 9-	<u><i>Policing</i></u> (read text, Chapters 6 and 7) Monday: Introduction to this week’s topic

July 12) Tuesday: Lecture/Discussion
Wednesday: Lecture/Discussion
Thursday: **Due: presentation topic approval (ungraded); mid-term exam**

WEEK 4 Administration of Justice; Presentations (read text, Chapter 8)
(July 16- Monday: Introduction to this week's topic
July 19) Tuesday: Lecture/Discussion
Wednesday: **DUE: In-class oral presentations for first half of class**
Thursday: **DUE: In-class oral presentations for other half of class; and
written presentation due from everyone**

WEEK 5 Sentencing; (read text, Chapter 9)
(July 23- Monday: Introduction to this week's topic
July 26) Tuesday: Lecture/Discussion
Wednesday: Lecture/Discussion
Thursday: Quiz on this week's materials

WEEK 6 Corrections (read text, Chapters 10 and 11)
(July 30- Monday: Introduction to this week's topic
Aug. 2) Tuesday: Lecture/Discussion
Wednesday: Lecture/Discussion
Thursday: Quiz on this week's materials; **last day for submitting any missing
work if permitted by instructor and with qualifying documentation**

WEEK 7 Juvenile Justice; Review Period (read text, Chapter 13)
(Aug. 6- Monday: Introduction to this week's topic
Aug. 9) Tuesday: Tuesday: Lecture/Discussion
Wednesday: Practice exam
Thursday: Final Exam

*This syllabus represents the proposed plan for this term. However, there may be changes according to unexpected circumstances, and students are responsible for inquiring about any updates in the event of their absence from class when any changes are announced.

**Students will be assumed to have read, studied, and agreed to any and all policies, guidelines, and/or the like.

***Continuing enrollment in this course constitutes understanding of and agreement to abide by these, as well as all other, course and/or College policies.

****The instructor will not provide legal advice. The student also understands that, under no circumstances does enrollment in this class give rise to an attorney-client relationship or to privileged communications.