

Course Syllabus

CJ 101

Introduction to Criminal Justice

Fall Quarter 2012

Dr. Michael Caldero

Office: Fully Online

Office Hours: Online Only

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Class meets online

Textbooks: CJ Realities and Challenges, 2nd Ed. Masters, Ruth E. and Way, Lori Beth, McGraw Hill.

AND

An EasyGuide to APAStyle by: Schwartz, Landrum, and Gurung. Sage Publications
ISBN 978-1-4129-9124-7.

SPECIAL NOTE FOR THIS CLASS: YOU MUST TAKE THE PRE-TEST (DURING THE FIRST WEEK OF THE CLASS) AND THE POST-TEST (DURING THE LAST WEEK OF CLASS) IN ORDER TO RECEIVE FULL CREDIT. IF YOU FAIL TO TAKE ONE OR BOTH OF THESE SIMPLE TESTS YOUR FINAL CUMULATIVE GRADE SCORE WILL BE REDUCED BY TEN (10) POINTS.

These tests are very simple with no right or wrong answers but they are critical to the ongoing development of this course and your co-operation is not only important it is greatly appreciated. Just go to the "pre-test" and "post-test" icons at the appropriate times and answer the five questions, make this the first thing you do in this class.

THANKS VERY MUCH. Dr. C

Syllabus test: During the first week of this course you will also need to take the "syllabus test", it is a ten point deduction from you final score if not taken and can only be taken during the first week. Go to the week one module and just click on the "syllabus test" icon after you have read this syllabus.

You must have:

- Internet access
- Text
- An open mind

COURSE DESCRIPTION:

The purpose of the course is to present a cursory analysis of the Criminal Justice System and its role in American society. The course begins a look at the justice system, crime, and the measurement of crime, the police, the courts and the corrections system. The course then continues with an analysis of a variety of components and issues that constitute the Criminal Justice system and its operation. The class website will also direct your attention to lecture material and extra credit options which will be posted on the Bulletin Board.

The course is designed to inform you regarding a broad spectrum of issues and problems confronting American society by exposing you to a variety of opposing and sometimes controversial perspectives regarding key issues, questions and problems we are currently facing in this world and especially in this country. . The lecture material is designed to support and reinforce the book material not repeat it. It is therefore important that you check the announcements, bulletin board and email regularly in order receive this important information. The idea of this class is to get you to view problems and issues facing your society and the criminal justice system from numerous perspectives therefore allowing you to reach your own conclusions as to how problems may be addressed in the future and what is important to you and your society.

IF YOU WANT TO DO WELL IN THIS CLASS READ THESE INSTRUCTIONS AND FOLLOW THEM CAREFULLY

SPECIAL INSTRUCTIONS: Properly constructed research papers are the heart of college level learning and a skill you must learn to master if you expect to be successful in any educational or professional endeavor, this is especially true for anyone working within the criminal justice system in almost any capacity. It is also true that the ability to pay attention to details can significantly enhance both a professional as well as academic career. It is to these ends that the first two weeks of this class will be dedicated.

For the first two weeks of class you will need to concentrate on one of your assigned texts: "An Easy Guide to APA Style". You will need to acquire a good working knowledge of the APA style and format as it will be required for all your assignments. For your papers the APA style and format must be followed meticulously (this means the style and format for all your references and content), but for your discussions you need only follow the requirements for proper reference citation in the body of your discussion and in your reference page. (If you have questions regarding this requirement please feel free to ask me at any time).

As a general guideline for all your assignments I highly recommend that you use more than just one or two references (never rely on just the text) when writing your papers and discussions. The more references you utilize the greater the depth of your subject analysis. And try to use references with both authors and dates, this rationale for this is explained in your APA text.

At the end of the second week of class (see exam dates in this syllabus) you will have an exam on the contents of the text "An Easy Guide to APA Style". I strongly urge you to study this text thoroughly. This exam will be worth 100 points. By taking the time to learn the proper style and format you will greatly increase your success rate, not only in this class, but in every college or university class you take. Since you are obviously smart enough to read this far I will give you some more very useful information. Several hours before you take this test (APA exam) go to the Bulletin Board and print out the "exam key", you will find it very useful for completing the exam successfully. But one caution however, do not, under any circumstances, pass on to any of your classmates the information you learn in the exam key, doing so will be grounds for your failure in this class.

A BRIEF CLASS OUTLINE

READ THIS AND YOU WILL KNOW EXACTLY WHAT IS EXPECTED OF YOU

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1. Read the syllabus carefully, pay attentions to details, especially in the "Special Instructions" section.

2. For the first two weeks of class study for the APA exam, the syllabus and Pre-test which will be available Saturday, September 29th thru Sunday, September 30th.

3. You will have four (4 pages of text) papers and one five page paper (Term paper) due for the class. One paper is due on each of the following dates: Sunday, October 14th, Sunday October 28th, Sunday November 11th, and Sunday November 25th. The Term paper is due Sunday December 2nd. (see the assignment and term paper modules for designated topics).

4. You will have five discussions to post. The first is only a paragraph or two about yourself and it is due September 30th. The other four discussions are two (2) full pages of text and are due Sunday, October 14th, Sunday, October 28th, Sunday, November 11th, and Sunday, November 25th. (see assignment module for designated topics)

5. The exam dates are as follows: (Syllabus test), available September 18th through September 30th. (Pre-Test), available Saturday September 29th thru Sunday September 30th. (APA exam), available Saturday, September 29th thru Sunday, September 30th. (Mid-term exam), available Saturday, October 27th and Sunday, October 28th. The (Final exam) which will be available Saturday, December 1st, and Sunday December 2nd. And finally the (Post-Test), also available December 1st and 2th.

6. Don't forget to check the BULLETIN BOARD regularly for the following: 1. Lecture material, 2. Extra Credit options, and 3. Helpful hints for the exams. (all these are discussed and explained in the syllabus). I will contact you through the "class email", as well as "announcements" and the "bulletin board". If for some reason Vista/Blackboard is not working I can be reached at my Bellevue College email address: mcaldero@bellevuecollege.edu

7. And most importantly, getting your papers, discussions and exams done in a timely manner is most important, so is "paying attention to details", especially when doing your assignments and following the APA style and format, and reading the syllabus, "it gives you some very valuable information".

•Technological Objective:

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To master the simple use of any computer that happens to be available. Many of your assignments and readings will be located on the Internet. Outcomes: You will be

expected to research information on a website. With that information, you will be expected to create a paper and to post your research in the discussion forum.

•Praxis Objective:

To recognize differences between theory, factual knowledge, and the application and synthesis of that knowledge in praxis. Outcomes: You will apply theoretical discussions to examples within their own institutions, as they relate to race and ethnicity. Focus on conceptually linking criminological theory to current events and personal narratives shared in discussions.

Extra Credit Work: If you want to hedge your grade a bit, especially if you have missed an assignment and need to make up points, you can do so by following these directions. Check the Bulletin Board regularly (just click on the website icon) and you will see that I often post topics and questions for you to research. I suggest you read the instructions below right now (you may even want to copy them).

The first five students who do these three things after they receive the extra credit topic, will receive an extra credit grade point that will be added to their total grade score. First, research the topic. Second, post the reference you located concerning the topic. (this means the information not simply the url) Third, write a paragraph or two discussing or describing what you found, you can even express your personal opinion on the subject, and post it. If your work follows these guidelines and is timely (generally one of the first three) I will notify you through the Bulletin Board. These extra points can be a real grade saver by the end of the course, grab them when you can. And don't assume that just because three people have posted that your posting won't count as many times posted work does not follow the requirements.

Deadlines/Due Dates - All due dates and deadlines are firm. Late assignments (discussions and papers) will not be accepted under any circumstances.. The absolute final deadline for ALL course work is every designated Sunday no later than 11:55 PM PST.

PLEASE NOTE that all papers and discussions must be submitted by the indicated dates and times, no late papers or discussions will be accepted under any circumstances so please don't ask. In addition, you **MUST** respond to at least two (2) other students discussions in order to receive ANY points for your discussion posting.

Exams:

There will be two exams which will cover the course material. The exams are in multiple-choice. For each, your score on the exam will be the percentage of questions

you answered correctly. It is important that you take these exams in a timely manner, please check the exam module for exact times and dates, and again, plan ahead.

The exams are each 90 minutes in duration, and are administered such that each question is shown on the screen. You can go on or return to a previous if needed. Further, should you not complete all questions before the 90-minute deadline, any unanswered questions will be counted as incorrect. This format makes it imperative that you begin the exam well-prepared.

Exam questions will be developed from three sources, your textbook, posted lecture material, and Bulletin Board postings.

Communicating - It is your responsibility to communicate to me any emergency and/or other situations in a timely manner (24 hours in advance) prohibiting you from completing an exam.

Groupwork: You may work in study groups on all exercises, assignments, quizzes, and exams. Cooperative learning groups are strongly encouraged, however, you may not, under any circumstance collaborate during the actual taking of any exam. The penalty for doing so is immediate failure of the class.

Grading:

All assignments must be completed in order to pass the course. Your course grade will be calculated in the following way:

APA Quiz, Mid-Term and Final Exam: 100 points (each) (300 point total)

FOUR (4) page papers: 25 points EACH (100 point total)

Discussion Board: FIVE 2 page discussions each worth 20 points (100 point total)

Final Paper: 100 points

Total 600 Points

Grades and Grading

- Grades on assignments are calculated using a 100-point scale

A A- B+ B B-

100-95 94-90 89-86 85-84 83-80

C+ C C- D+ D D- F

79-76 75-74 73-70 69-66 65-64 63-60 Below 60

All assignments are due on the dates listed in the assignment module: It is very important that you submit all assignments (papers and discussions) in a timely manner, please plan ahead. Planning is an essential element to the successful completion of online courses.

All assignments must reach me through Assignment drop box midnight on the due date.

Other Important Notes

BCC Technical Support

Troubleshooting for WebCT or Vista

- First: Check the WebCT Server Status page to find out if there are reported problems
- Second: If the problem is with your class, not the system, contact your instructor to report the problem
- Third: If you cannot reach your instructor, contact the Distance Education office at (425) 564-2438 or landerso@bcc.ctc.edu

<http://tinyurl.com/studentsupport-start> - welcome to online learning, browser check, logging on

<http://tinyurl.com/studentsupport-LMC> - Library Media Center access online

<http://tinyurl.com/studentsupport-downloading> - info on getting files to download on a PC

<http://tinyurl.com/studentsupport-getFlash> - instructions for students who need to download Flash to view Camtasia lectures/videos

<http://tinyurl.com/studentsupport-unzipping> - instructions on how to unzip a file (a little dated)

<http://tinyurl.com/studentsupport-zipping> - instructions for students on how to compress (zip) a folder of files into a single file

The Academic Tutoring Center offers one-on-one and group tutoring sessions for college credit courses.

Location: D204

Phone: (425) 564-2468

Students and community members can find career planning and job search assistance in the Career Center. The Center provides one-on-one career advising, classes and workshops, work-study and internship opportunities, and many computerized resources.

Location: B231

Phone: (425) 564-2018

Academic, career, and personal counseling services and credit classes are available to all enrolled BCC students.

Location: B234

Phone: (425) 564-2212

DRC provides advocacy and classroom accommodations, including specialized materials, technology and equipment for eligible students with disabilities.

Location: B132

Phone: (425) 564-2498 or 564-4110 (TTY line)

The Childcare Center provides affordable, quality childcare to children ages 3 months to 7 years, an on-site Head Start program, and resources and classes for parents.

Location: Building Q

Phone: (425) 564-2240

Educational Planning Resource Center

Advisors, counselors and resources are available for students who wish to transfer to a four-year university, pursue a career or are undecided about their major.

Location: B232

Phone: (425) 564-2437

Learning & Computer Labs

Many academic learning labs and nearly 1,300 computers are dedicated for student use at BCC. View our complete list of labs including those located in the library and across campus.

Location: Various

Library Media Center

In addition to traditional library resources, the LMC provides access to electronic periodicals, research assistance, books and publications, computers with Internet connections, material reservation, media lab, study rooms and other helpful resources.

Location: D124

Phone: (425) 564-225

Multi-Cultural Student Services (B233)

MCS provides culturally-sensitive academic and support services to BCC students. MCS services include outreach, advising, counseling, cultural events planning, and curriculum and policy development.

Location: B233

Phone: (425) 564-2208

PROCEDURES AND GUIDELINES OF THE SOCIAL SCIENCE DIVISION

WINTER 2012

Cheating, Stealing and Plagiarizing*

Cheating, stealing and plagiarizing (using the ideas or words of another as one's own without crediting the source) and inappropriate/disruptive classroom behavior are violations of the Student Code of Conduct at Bellevue College. Examples of unacceptable behavior include, but are not limited to: talking out of turn, arriving late or leaving early without a valid reason, allowing cell phones/pagers to ring, and inappropriate behavior toward the instructor or classmates. The instructor can refer any violation of the Student Code of Conduct to the Dean of Student Services for

possible probation or suspension from Bellevue College. Specific student rights, responsibilities and appeal procedures are listed in the Student Code of Conduct, available in the office of the Dean of Student Services.

Incomplete

If a student fails to complete all the required work for a course, an instructor may assign the grade of Incomplete (“I”). The student must complete the coursework by the end of the next quarter, or receive the assigned letter grade (usually an “F”).

F Grade

Students who fail a course will receive a letter grade of "F."

Final Examination Schedule

The Social Science Division will adhere to the final examination schedule as stated in the BC Schedule. Final examinations will be held at the end of each quarter at fixed times. Instructors will not give examinations in advance of the regular schedule. A student who is absent from any examination held at any time during the quarter may forfeit the right to make up the examination. If, for illness or some other circumstance beyond the student's control, the student is unable to be present at any scheduled examination and has contacted the instructor on a timely basis, the student may be permitted to take such examination at a time designated by the instructor.

Withdrawal From Class

College policy states that students must formally withdraw from a class by the end of the seventh week of the quarter (Registration Office, B125). If a student has not withdrawn by that date, an appropriate letter grade will be assigned for the course.

Hardship Withdrawal

Instructors may assign the grade of “HW” (hardship withdrawal) at their discretion in the event that a student cannot complete the coursework due to extreme and exceptional circumstances. Students may also contact the Enrollment Services office BEFORE grades are assigned in cases of hardship.

Students Who Require Disability Accommodations:

Students with disabilities who have accommodation needs are encouraged to meet with the Disability Resource Centre (DRC) office located in B132 (telephone

425.564.2498 or TTY 425.564.4110), to establish their eligibility for accommodation. The DRC office will provide each eligible student with an accommodation letter. Students who require accommodation in class should review the DRC accommodation letter with each instructor during the first week of the quarter.

Students with mobility challenges who may need assistance in case of an emergency situation or evacuation should register with Disability Resource Centre, and review those needs with the instructor as well.

Distribution of Grades

Grades will not be posted in the Social Science Division or in faculty offices, and secretaries will not give out grades. Students should access their grades through the BC Web site.

Return of Papers and Tests

Paper and/or Scantron score sheet returns will be arranged in the following ways ONLY: by mail, if student supplies the instructor with stamped, self-addressed envelope (with appropriate postage); or by the instructor designating a time and place whereby the student may retrieve his/her papers. Unclaimed papers and/or Scantron score sheets must be kept by the instructor for a minimum of sixty (60) instructional days following the end of the quarter.

*If you are accused of cheating, stealing exams and/or plagiarism, there is a Bellevue College Student Discipline and Appeals Procedure (the right to due process) which you may pursue. Contact the office of Division Chair (D110), the Dean of Student Services (B231A) or the Associated Student Body (C212) for information regarding the appeals process.

Blackboard VISTA Information for Winter 2012

Distance Education @ Bellevue College <http://bellevuecollege.edu/distance/>

Your Blackboard VISTA site and Winter 2012 classes will be available AFTER 8:00 am Pacific Standard Time (PST) on Tuesday, January 3, 2012

- Blackboard VISTA is the course management system where we host online and a majority of hybrid (on-campus with an online component) classes.

- You **MUST** create your Bellevue Student Network Account as soon as you register, as we use the information to create your Blackboard VISTA site and populate it with classes.
- It can take 24 hours to complete the process if you register and create your Bellevue Student Network Account just prior to the start of the quarter, or at any time after the quarter has begun.

<http://mybcc.net/createAccount.asp>

- Blackboard VISTA username = Your Bellevue Student Network Username
 - o Username only without the @student.bellevuecollege.edu extension
- Blackboard VISTA password = Your Bellevue Student Network Password

The Distance Ed. Home Page is at <http://bellevuecollege.edu/distance/>

Is this your first time taking classes online at Bellevue College? We are offering a two-day FREE instructor-led online workshop on December 29 and 30, Thursday and Friday. Multiple sections of this workshop are available. Information is at <http://bellevuecollege.edu/distance/OnlineWksInfo.asp>

What are your responsibilities as an online student?

Prior to the start of the quarter:

1. Review the “Equipment and Skills” requirements at <http://bellevuecollege.edu/distance/skills.asp>
2. Get your books. <http://bcc.collegestoreonline.com/>
3. Go to <http://bellevuecollege.edu/distance/classroom.asp> to
 - Review the Blackboard VISTA Online Tutorial to better understand how the course management system works **BEFORE** you start your classes.
 - Set Up Your Browser for Blackboard VISTA access.
 - And learn “How to Start Classes on Blackboard VISTA”.

- Important information about registration, withdrawal deadlines and refund policies is located on the BC Academic Calendar. BC school policy requires students to follow the same academic calendar for online and on-campus classes.

<http://bellevuecollege.edu/enrollment/calendar/deadlines/#Winter-2012>

Winter 2012 VISTA Workshops

We can only answer Blackboard VISTA questions in these workshops. We cannot help with questions related to other software or computer issues you may need to resolve in order to succeed in your online course. Blackboard VISTA Workshops give you a hands-on version of the same material that is covered in the Blackboard VISTA Tutorial located online at:

<http://bellevuecollege.edu/distance/studentguide/>

Please see the Distance Education website or call our office to verify room locations for each session. NOTE: Please check the Distance Education website for time and room numbers for the following on-campus workshops.

Tuesday, January 3 – 10:30 am to 12 noon in Room A133

Wednesday, January 4 – 5:30 to 7:00 pm in Room A133

Thursday, January 5 – 3:00 to 4:30 pm in Room A133

Friday, January 6 – 9:00 to 10:30 am in Room A133

Distance Education @ Bellevue College

The Distance Education Office is in Room A-140; Phone 425-564-2438, Toll-free 1-877-641-2712 or by email at disted@bellevuecollege.edu Winter Quarter 2012 Office Hours: Monday – Thursday, 8:00 am – 5:00 pm; Friday 8:00 am – 4 pm. To help, we need your registered name, Bellevue student number, course name and number, instructor's name and details of the problems you are encountering.