

## Course Syllabus

CJ 101

Introduction to Criminal Justice

Summer 2011

Dr. Michael Caldero

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Office Hours: Online Only

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Class meets online

Textbooks: Fundamentals of Criminal Justice :A Sociological View, 2nd Ed. Steven E. Barkan and George J. Bryjak, Jones and Bartlett Learning.

**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 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.

### **•Technological Objective:**

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.

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

**SPECIAL INSTRUCTIONS FOR YOUR PAPERS AND DISCUSSIONS:** If you want to score the maximum possible points for all your papers and discussion here is some very important information. **FIRST**, and most important is to be sure you utilize the APA referencing format in both the body of your work and at the end which is a "**reference**" page not a "bibliography" or a "works cited" page. The instructions for the APA format can be found on the class website, or the Bellevue College website or in the bookstore. **I highly recommend that you find a book or manual that teaches you the APA format and use it carefully every time**

**you do an assignment, this means a discussion as well as a paper. SECOND**, utilize more than one reference. This means more than one outside source other than the text book. **THIRD, do not use WIKEPEDIA as a reference**, it is not a recognized source for any academic work. **FOURTH**, do not copy a classmate's work and do not paraphrase from a reference source unless you cite it properly. The idea behind these assignments (papers and discussions) is to encourage the production of proper scholarly activity and the pursuit of course directed research and knowledge through writings and peer interaction. Properly done research papers are the heart of college level learning and something you must learn to master if you expect to be successful in any educational or professional endeavor.

**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 three 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.

### **What you can expect in this class:**

- Etiquette and Netiquette

#### Netiquette:

Threaded discussion posts in online course spaces are an integral part of online learning environments. A feeling of safety is basic for any collaborative dialogue. An overview of the process of creating and participating in a safe discussion environment is provided in the online course space.

#### Critical Engagement Criteria:

In addition to the netiquette guidelines for online collaboration, you will be expected to participate in the online discussions in a way that engages with the topic and with the other participants. An overview of the criteria used in this course to evaluate your participation through your original and response posts is provided in the online course space.

#### Critical Thinking

The ability to think and write critically is essential skills in many walks of life. Critical thinking skills are developed and refined through practice, self-reflection, and the critique and support of peers and instructors. Throughout this course you will have many opportunities to exercise your analytical thinking, synthesize information, and apply knowledge to real-life situations.

**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. **The final paper has a different due date which is 11:59pm PST on Friday, August 5th.**

**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.**

Exam question 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.

**WARNING: THIS IS NOT YOUR TRADITIONAL COURSE WHERE I LECTURE AND YOU QUIETLY TAKE NOTES. I ENCOURAGE A COOPERATIVE LEARNING APPROACH AS WELL AS SEVERAL EXPERIMENTAL AND INNOVATIVE TEACHING/LEARNING TECHNIQUES. GROUPWORK (PEER COLLABORATION), IS AN ESSENTIAL ELEMENT IN THIS COURSE!**

What you can expect for assignments:

1. Assigned textbook reading (About 2 chapters a week)
2. Four (4) (4 page minimum) Papers
3. Five (5) (2 page minimum) Discussions
4. One (1) Mid-term exam and One (1) Final Exam (both timed).
5. One Final Paper (5 page minimum length).

Discussions:

You will apply principles you are learning and participate in discussion with the online class on the information covered in the assigned reading. You must participate in each discussion and must respond to at least two (2) other student's discussions. **Please remember that the above referencing instructions apply to the discussions as well as the papers.**

## **ASSIGNMENT AND EXAM DUE DATES**

Your papers and discussions will both be due on the following dates:

Discussion number one (introduction) **Sunday, July 3rd**

Paper number one and Discussion Number two, **Sunday, July 10th**

Paper number two and Discussion Number three, **Sunday, July 17th**

Paper number three and Discussion number four, **Sunday, July 24th**

Paper number four and Discussion number five, **Sunday, July 31st**

Final paper, **Friday, August 5th.**

The mid-term exam can be taken from **Friday, July 15th thru Sunday July 17th**

The final exam can be taken from **Friday, August 5th thru Sunday August 7th**

## **Grading:**

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

Mid-Term and Final Exam: 100 points (each) (200 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 500 Points

## **Grades and Grading**

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

#### Etiquette and Netiquette

Threaded discussion posts in online course spaces are an integral part of online learning environments. A feeling of safety is basic for any collaborative dialogue. An overview of the process of creating and participating in a safe discussion environment is provided in the online course space.

#### Critical Engagement Criteria:

In addition to the netiquette guidelines for online collaboration, you will be expected to participate in the online discussions in a way that engages with the topic and with the other participants. An overview of the criteria used in this course to evaluate your participation through your original and response posts is provided in the online course space. You will be required to respond to at least two (2) other students postings in each discussion.

#### Final Exam – Exam #2

Final Paper: (1) 5 Page Paper referenced in APA (see Bellevue College Writing Lab below for instructions to reference in APA Format) to be submitted via assignment drop-box

For all modules there are indeed chapter readings consisting of about 1 chapter a week. All of the necessary material is contained in the "lectures" and demonstrations in each week's module.

#### Assignments:

General breakdown and basic description of assignments. Refer to full description of assignments in each week's module.

#### Exam:

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.

### Plagiarism

The BCC Student Code is also very clear about the seriousness of cheating and the actions that faculty members are required to take in cases of plagiarizing: The BCC Student Code prohibits cheating, stealing, plagiarizing, knowingly furnishing false information to the college, or submitting to a faculty member any work product that the student fraudulently represents as his or her own work for the purpose of fulfilling or partially fulfilling any assignment or task required as part of a program of instruction. All forms of cheating, stealing, and plagiarizing will be reported to the Dean of Instruction.

### 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](mailto:landerso@bcc.ctc.edu)

### Guide to Documentation, APA Style

Bellevue College writing lab website address: <http://bellevuecollege.edu/writinglab/APA.html>

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

**\*\*ONE IMPORTANT LAST WORD\*\***

If you just pay attention to details and adhere to good writing skills you will do well in this class. Those who don't and who haven't read this syllabus (most will not go this far) will not do well in this teaching mode. Besides a basic command of the English language you need to know when to reference in the body of your paper (according to the APA format this usually means the authors last name the date, Smith, 2001 or if you used a direct quote and/or paraphrased you will include the page number, Smith, 2001 p.99). The difficulty comes in your reference page where you encounter urls and articles with no authors and no dates, (avoid these like the plague) they have specific requirements which are addressed in the APA instructions, either follow the link to these or get your hands on a book that details these requirements. These are really simple details but year after year I see students fail these classes because they don't bother follow simple instructions. I do not grade on a curve, I want to see everyone succeed in class so I set a standard and expect you to reach or exceed it. Those who want success badly enough will have it, you will receive what you earn. Best of luck to all of you. Dr. C