

## Course Syllabus

ADM CJ Administration of Criminal Justice 101  
Survey of the Criminal Justice System

Summer 2008

Instructor: Debra Wilson  
Office Phone: 206-423-2312  
Email: [dwilson@bcc.ctc.edu](mailto:dwilson@bcc.ctc.edu)

Textbook: Introduction to Criminal Justice by Robert M. Bohm and Keith N Haley

### 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.

This 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.

What you can expect in this class:

1. Assigned textbook reading (About 1 chapter a week)
2. Weekly Discussion Board
3. One (1) Final Exam (timed)
4. One Final Paper (5 pages in length)
5. Five (5) 2 page Written Papers (must be turned in to pass this class)

Weekly 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) discussions.

Research Projects: Service Learning.... (To be determined)

Your Requirements:

You are responsible for writing (5) FIVE 2 page papers, double spaced, and no more than a 12 font, on topics we will be covering. You must submit these papers on to the ASSIGNMENT ATTACHMENT or to my BCC email ([dwilson@bcc.ctc.edu](mailto:dwilson@bcc.ctc.edu)) if you can not download the attachment.

You must submit these assignment papers each week or you will not pass this class. These

papers are pass/fail only.

#### Grading:

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

- Final Exam: 100 points
- (5) FIVE 2 page papers – must complete or failure of class will occur.
- Discussion Board
- Final Paper: 100 points

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

A A- B+ B B- C+ C C-  
100-95 94-90 89-85 84-80 79-75 74-70 69-65 64-60  
C+ C C- D F  
74-70 69-65 64-60 59-51 50-0

#### Due Dates:

All assignments are due on the dates listed in the course schedule:

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

#### Exceptions:

You may turn in your Papers late only if issues arise are out of your control and by arranging it with me on or before the due dates.

The following is an estimated sample of each Quarter's schedule:

#### Module One / Assignment 1.1 and 1.2

##### Introduce yourself

In this module, you will be expected to create discussion of who you are and why you are taking this class. This module is taking place of introductions you would normally discuss in the classroom.

- 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. You will be required to respond to at least two (2) other students postings in each discussion.

#### Module Two

##### Readings:

- Chapter 1
- Assignment 2.1 (1) 2 Page Paper to be submitted via assignment drop-box.
- Assignment 2.2 gradable discussion topic with a minimum of two responses.

#### Module Three

##### Readings:

- Chapter 2
- Assignment 3.1 (1) 2 Page Paper to be submitted via assignment drop-box.
- Assignment 3.2 gradable discussion topic with a minimum of two responses.

#### Module Four

##### Readings:

- Chapter 3
- Assignment 4.1 (1) 2 Page Paper to be submitted via assignment drop-box.
- Assignment 4.2 gradable discussion topic with a minimum of two responses.

#### Module Five

##### Readings:

- Chapter 3-5
- Assignment 5.1 (1) 2 Page Paper to be submitted via assignment drop-box.
- Assignment 5.2 gradable discussion topic with a minimum of two responses.

#### Module Six

##### Readings:

- Chapter 3-5
- Assignment 6.1 (1) 2 page paper to be submitted via assignment drop-box.
- Assignment 6.2 gradable discussion topic with a minimum of two responses.
- Final Exam – Exam #1
- Final Paper: (1) 5 Page Paper 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.

## Course Work

### Assignments:

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

### Exam:

There will be one exam which will cover the course material. The exam is in multiple-choice or short answer format. For each, your score on the exam will be the percentage of questions you answered correctly. Grading follows a straight-scale format. In extraordinary situations a make-up exam will be made available to a student who misses a regularly-scheduled exam. This exam must be completed within one week of the original deadline date.

The exam is 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.

## Critical Thinking

The ability to think and write critically are 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.

## Library Support

All students enrolled in Bellevue Community College distance courses (VISTA) can use the BCC Libraries online databases and receive reference and research assistance from the Library Services. Enrolled students can also borrow books and other circulating material and receive photocopies of journal articles.

Visit the Web page <http://www.bcc.ctc.edu/lmc/info.html> for links to the BCC online database and library support information, including specific information and resources for select courses.

## 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)

### 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.

will be reported to