

## SYLLABUS

### ADMINISTRATION OF CRIMINAL JUSTICE 101

### INTRODUCTION TO THE CRIMINAL JUSTICE SYSTEM

Spring 2009

Dr. Michael Caldero

Office Hour: Mondays and Wednesdays 11:30a to 12:30p (or any time I am in which is generally all afternoon on Mondays or Wednesdays, and all day on **most** Tuesdays.. CHECK THE SCHEDULE ON MY OFFICE DOOR TO BE SURE.

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### PLEASE NOTE THIS IMPORTANT INFORMATION

This class is taught in a HYBRID mode. Which means that it meets in the classroom only on Mondays and Wednesdays. (SEE "SPECIAL INSTRUCTIONS") On the remaining days of the week there are assignments, projects, and class interactions that must be performed within the class web site. To take this class you must be computer literate and you must have access to the internet. If you do not own a computer or if you do not have internet access you may utilize the college computers in the N building. Raise your hand immediately if you believe you will have difficulty with this procedure.

THERE WILL BE A "SPECIAL INSTRUCTION" SHEET HANDED OUT IN CLASS, PLEASE TAKE EXTRA TIME TO READ IT AS IT WILL DETAIL THE EXACT TIMES THIS CLASS WILL MEET IN THE CLASSROOM. THIS IS A SPECIAL SITUATION FOR THIS QUARTER ONLY. PLEASE SEE ME IF YOU HAVE ANY QUESTIONS REGARDING THESE INSTRUCTIONS.

CELL PHONE, PERSONAL COMPUTERS AND PAGERS **ARE NOT ALLOWED IN CLASS**. IF YOUR CELL PHONE RINGS DURING CLASS TIME IT IS EXPECTED YOU WILL LEAVE THE ROOM WITH IT AND NOT RETURN UNTIL CLASS IS OVER FOR THE DAY.

### 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 course will generally focus on four parts. Part I consists of

Chapter 1 thru 4, Part II chapters 5, 6, and 7, Part III chapters 8, 9, and 14 in the required text. Remember to pay special attention as the chapters are covered in class and check the vista website regularly for advanced notices as to which chapters will be covered on a given exam. The website will also direct your attention to special projects, issues, and discussion questions.

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. The lecture material is designed to support and reinforce the book material not repeat it. It is therefore important that you attend class 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.

#### REQUIRED TEST:

Introduction to Criminal Justice, Robert Bohm and Keith Haley, 5th Edition, McGraw-Hill publishers.

#### GRADES:

Your final grade for this course will be developed in the following manner. There will be three, in class examinations administered. (Examination #1 (**Wednesday, April 29th**) will cover part I, examination #2 (**Wednesday, May 20th**) will cover Part II examination #3 (**Monday, June 15th**) will cover Part III in your text. In addition, exam questions will be taken from the lecture material and and your postings on the class website. ) Exam dates and other important information can also be located on the website on the BULLETIN BOARD AND THE CALENDAR, please check these sites regularly. Each exam is valued at 100 points. **THE THREE EXAMS MAKE ARE WORTH 100 POINTS EACH IN COMPUTING YOUR GRADE. THE CLASS PROJECTS AND MID-TERM PAPER ARE SCORED DIFFERENTLY, (SEE BELOW).** In addition there will be ample opportunities for extra credit points that will add to your cumulative score. These opportunities will be discussed thoroughly during the first day of class, I highly recommend that you be sure to attend not only the first day but every class session during the quarter. If you are not sure about this information please ask me in class.

#### CLASS ASSIGNMENTS

The class assignments are three page papers which must be submitted on the schedule indicated on the class website. Please pay special attention to the attachments you utilize when posting the paper. There are special instructions on the website, be sure to read them. **You must do seven of the eight papers,** they will not be given a grade, however, if they are substandard they will be rejected and you will be notified. **If you fail to do seven papers or if a paper is rejected and you do not re-submit it within one week after rejection you will receive a reduction of 15 percentage points from your cumulative grade score.** If you complete all the class projects

“on time” you will receive five (5) additional points to your cumulative grade score. IF YOUR PAPER IS REJECTED YOU WILL BE NOTIFIED IN CLASS WITHIN ONE WEEK OF ITS SUBMISSION THAT YOU NEED TO RE-DO IT. You must re-submit the paper during first class period following your notification in order to receive credit. **I highly advise you to do these papers early just in case something happens, like an illness or computer problem, that prevents you from submitting a paper. These papers MUST be submitted online, I will NOT accept hard copies under any circumstances.**

**Details of class assignments:** In three (3) pages you will need to do two things, describe the problem to be addressed and provide the solution to the problem that YOU would recommend if you had the opportunity (power) to do so. This paper is designed to incorporate your perspective as well as those of the “experts”. That’s all you have to do, define the problem and give me your solution.

**I HIGHLY ADVISE YOU TO DO THESE PAPERS (ASSIGNMENTS) EARLY, ESPECIALLY THE FIRST ONE. IF YOU EXPERIENCE COMPUTER OR OTHER TECHNICAL DIFFICULTIES WHEN SUBMITTING YOU WILL BE ABLE TO RESOLVE THE PROBLEM WELL IN ADVANCE OF THE DEADLINE DATE. YOU CAN DO THESE PAPERS AT ANY TIME, THEY JUST CANNOT BE SUBMITTED PAST THE DUE DATES. THOSE WHO PLAN AHEAD WILL ALWAYS DO BEST IN THIS CLASS.**

In addition, there will be a term paper (**due Monday, June 15th in hard copy to be turned in at class time**) that will also contribute to your final score. See the “term paper” icon on your class website for details.

**THE TERM PAPER:** Be sure to click on the "term paper" icon on your class website for details that will tell you how to locate the possible topics for this paper.

The paper will be typed, double spaced, and consist of at least five (5) pages, it will also be stapled together (no paper clips or covers). A cover “page” is fine. The paper will be graded on its content, attention to grammar, spelling, and its general structure. The paper will generate a possible score of five (5) percentage points toward your final total. This means that if you do all that is required of you, your paper will give you a score of five. If however, you do not do the paper or if the job you do is substandard, you will receive a Fifteen (15) point deduction in your final total. If you have any questions regarding this scoring process please ask me in class. If you have a question someone else probably does also. **THIS PAPER WILL BE TURNED IN (HARD COPY) DURING CLASS TIME ON MONDAY, JUNE 15TH.**

**THIS PAPER MUST CONFORM TO APA STANDARDS IN ALL REFERENCES IN THE BODY OF THE PAPER AND THE REFERENCE PAGE.** If you are not familiar with these requirements a detailed publication of these requirements can be purchased at the college book store. **DO NOT, UNDER ANY CIRCUMSTANCES, UTILIZE “WIKIPEDIA” AS A REFERENCE IN ANY FORM FOR THIS PAPER. DOING SO WILL CAUSE YOUR PAPER TO BE REJECTED. IN ADDITION, ANY PLAGIARISM OF THE MATERIAL FOR THIS**

PAPER WILL RESULT IN THE REJECTION OF THE PAPER AND POSSIBLY FAILURE FOR THE CLASS.

EXAMS: The first exam will Wednesday, April 29th, the second exam will be Wednesday, May 20th and the third exam will be held on Monday, June 15th. Please remember to bring a scantron form and number two pencil to each exam. **It is especially important that you construct a study group and incorporate the helpful hints in your exam preparations. Peer collaboration is an essential element of this class and will be discussed extensively prior to the first exam.**

#### ATTENDANCE:

I do not take attendance. I believe your education is “your” responsibility and you should be treated as adults. However, past experience has repeatedly demonstrated that it is extremely difficult to pass this course without regular attendance. (ESPECIALLY SINCE THE CLASS PHYSICALLY MEETS ONLY TWO DAYS A WEEK)

EXTRA CREDIT OPTIONS: There are several ways to earn extra credit points during this course. The first is "Big L" points. These points are acquired each time you respond in class to a question that substantially contributes to the course subject matter. (this usually means you have prepared yourself by reading the text and doing the assignments and/or researching relevant material). Second, is to post on the Vista Bulletin Board a response to and extra credit topic. These topics are given out in class so be sure to watch for them. Here is the procedure you must adhere to in order to receive credit for your posting. 1. Research the topic, write a paragraph or two describing what information you have found and state your opinion of it. 2. Post the paragraph and the article, link, etc., you have located. If your posting is noteworthy for the class, I will respond to you in the Vista email site with the instructions to "print and bring" your posting. You will print out your posting and write your first and last name across the top. You will then bring the posting to the next class session and turn it in to me. All Big L and extra credit points are cumulative grade points, this means that after your exams are averaged these points are added to your score. Yes, that's right, you could conceivably score only C's on your exams and still earn an A in the course, it all depends on how much work you want to do. If you have questions regarding extra credit points please feel free to ask them in class at any time.

#### HELPFUL HINTS

Several days prior to every examination I will post on the class website a list of possible test questions. I highly recommend that you form study groups to work on these questions, you will find they are very helpful in focusing your attention on the material you will likely see on the exams.

#### 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.

Communicating - It is your responsibility to communicate to me any emergency and/or other situations in a timely manner prohibiting you from completing a task ) exam or term paper (there are no excuses for the class projects). Communicating to me your emergency is important for you to receive any extension on any exam or the term paper.

Groupwork: It is highly recommended that you study in groups on all exercises, assignments, and exams. This course is specifically designed for peer collaboration and you will find that cooperative learning groups are essential to a successful learning experience not only for this course but in all your college and professional learning endeavors.

#### PLAGERISM:

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

## GRADING POLICY:

97 - 100% = A

93 - 96% = A-

89 - 92% = B+

85 - 88% = B

81 - 84% = B-

77 - 80% = C+

73 - 76% = C

69 - 72% = C-

65 - 68% = D+

61 - 64% = D

60% or less = F

UNLESS YOU HAVE NOTIFIED ME AT LEAST TWENTY FOUR (24) HOURS IN ADVANCE, A MISSED EXAM WILL BE SCORED AS A ZERO AND AVERAGED AS SUCH INTO YOUR GRADE.

Now that you have read this, be the first to ask me about “Big L’s” during our next class and you will earn some extra credit.

If you have any questions regarding this class please feel free to ask them in class or at my office in D-100-C.