

**SYLLABUS**  
**ADMINISTRATION OF CRIMINAL JUSTICE 101**  
**INTRODUCTION TO THE CRIMINAL JUSTICE SYSTEM**

Fall 2008

Dr. Michael A. Caldero

Office Hour: Tuesdays and Thursdays 11:30a to 12:30p (or any time I am in which is generally all afternoon on Tuesday or Thursdays, and all day on most Wednesdays.

**CHECK THE SCHEDULE ON MY OFFICE DOOR**

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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 Tuesdays and Thursdays. (**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 WITH THIS SYLLABUS. 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.**

**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 thru 8, Part III chapters 9 thru 12 and Part IV chapters 12 thru 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:**

Criminal Justice Today by Frank Schmalleger, Prentice Hall, 10<sup>th</sup> edition.

**GRADES:**

Your final grade for this course will be developed in the following manner. There will be three, **in class** examinations administered. (Examination #1 will cover Part I, #2 will cover Part II examination #3 will cover Part III in your text. In addition, exam questions will be taken from the lecture material and and 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 75% OF YOUR GRADE, THE CLASS PROJECTS WILL MAKE 25% FOR A TOTAL OF 100%.** In addition there will be ample opportunities for extra credit points that will add to your cumulative score. These opportunities will be discussed thoroughly in class 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. **The class projects 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 graded but 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 zero (0) for 25% of your grade.**

In addition, there will be a project paper due at the end of the quarter (see web site for exact date) that will also contribute to your final score. See the “project paper” section of this syllabus for details.

**THE PAPER:**

From the many topics we cover in class, your **instructor will assign you a topic** which you will receive **in class**. It is expected that all sources you utilize in the paper will be properly cited. 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 **ten (10)** 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.

**EXAMS:** The first exam will Thursday, October 16th the second exam will be Thursday November 6th and the third exam will be held on Thursday December 4th. 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 fee free to ask them in class at any time.

**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.

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