

Course Syllabus

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

Fall 2008

Debra Wilson
Office: D100-F
Office Hours: Monday through Sunday (online)
Phone: (425) 564-4123
E-mail: dwilson@bellevuecollege.edu
Class meets online

Textbook: Criminal Justice Today. Author: Schmalleger Pub: Pearson.

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.

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.

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.

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 will not be accepted without prior approval from me. The absolute final deadline for ALL course work is every Sunday no later than 11:55 PM PST.

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.

Communicating to me your emergency is important for you to receive any extension on any assignments, exams, etc.

Groupwork: You may work in study groups on all exercises, assignments, quizzes, and exams. Cooperative learning groups are strongly encouraged.

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 IS AN ESSENTIAL ELEMENT IN THIS COURSE!

What you can expect for assignments:

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@bellevuecollege.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 and Grading

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

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

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Critical Engagement Criteria:

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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.

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

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