

SYLLABUS
ADMINISTRATION OF CRIMINAL JUSTICE 101
SURVEY OF THE CRIMINAL JUSTICE SYSTEM

Winter 2008

Dr. Michael A. Caldero

Office Hour: Tuesdays and Thursdays 10:30 to 11:30 (or any time I am in which is generally all afternoon on Tuesday or Thursdays, and all day Wednesdays, but it's always a good idea to just make an appointment)

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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. (Or in case of night class "ONLY ON WEDNESDAY'S AT 5:30PM)--- (SEE "**SPECIAL INSTRUCTIONS SHEET**") 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 chapters 1, 2, 3, 4, 5, 6, 7, 8, 9, in the required text however, this sequence may be slightly altered as the course progresses. 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.

REQUIRED TEST:

“Introduction to Criminal Justice”, Robert Bohm and Keith Haley, McGraw-Hill publishers. Fifth Edition.

EXAM DATES AND DUE DATE FOR MID TERM PAPER:

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 chapters 1, 2, and 3, examination #2 will cover chapters 4, 5, and 6, examination #3 will cover chapters 7, 8, and 9.) The dates of the exams are as follows: **Exam #1 Thursday January 24th, Exam #2 Thursday February 14th, and Exam #3 Thursday March 13th.** 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. **HOWEVER, THE AVERAGE OF THE THREE EXAMS WILL CONSTITUTE ONLY 75% OF YOUR GRADE. THE OTHER 25% OF YOUR FINAL GRADE WILL BE DETERMINED BY THE SCORE YOU RECEIVE ON YOUR MID-TERM PAPER WHICH WILL BE DUE BY MIDNIGHT ON FRIDAY FEBRUARY 28TH AND MUST BE POSTED ON THE CLASS WEBSITE AS INDICATED.**

ASSIGNMENTS *VERY IMPORTANT*

There will be **SIX (6) THREE (3) page assignments** for this class. You must do at least **FIVE (5)** of them and each of those must be submitted **ON THE WEBSITE** by their due date and time. If you fail to do at least five of these assignments, which are short three page papers, you will be given a grade of **F** regardless of how you scored on your exams or your mid-term paper. **THE ASSIGNMENTS AND THEIR DUE DATES AND TIMES ARE POSTED ON THE WEBSITE UNDER THE “THREE PAGE ASSIGNMENTS” ICON BUT JUST TO MAKE SURE YOU HAVE THEM, HERE THEY ARE. EACH ASSIGNMENT MUST BE POSTED ON THE WEBSITE BY MIDNIGHT ON THE FOLLOWING THURSDAYS: January 24th and 31st, February 7th, 14th, 21st and 28th.** I highly recommend that you take these assignments seriously. If you are not sure about these instructions ask me in class. If your assignment does not meet the class standards, meaning it is not written properly or doesn't cover the material or is plagiarized, you will not be given credit for the submittal... Yes, this means you can only afford to mess up (or not do) **ONE PAPER**. However, they are relatively simple papers and I do not expect you will have much trouble. The computer keeps score of these papers and will automatically fail you if you do not attend to them in a regular and timely fashion.

IMPORTANT INSTRUCTIONS FOR PAPER SUBMISSION:

Please note that I cannot open papers you submit if the attachment is not correct. I can only view in Vista documents that end in .DOC (Word Document) or .RTF (Rich Text Format).

Do not use the format .docx or .wps

“PLEASE READ THE FOLLOWING ADDITIONAL INSTRUCTIONS REGARDING PAPER SUBMISSIONS”: For submission of an assignment OR term paper, you must following these directions:

1. Save your paper to a file.
2. The file must be in .doc or .rtf format only
3. In VISTA, select “ADD ATTACHMENTS”
4. Select the “COMPUTER ICON” to attach file.
5. Select the file you need to attach.
6. Select “ATTACH FILE”
7. Select “SUBMIT.”

THE TERM PAPER:

From the many topics we cover in class, your **instructor will assign you a list of topics to chose from**, which you will receive **ON THE WEBSITE, BY THE END OF THE SECOND WEEK OF CLASS. (Which is January 10th)**. It is expected that all sources you utilize in the paper will be properly cited according to APA standards with an adequate REFERENCE SECTION. 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, it’s general structure AND ESPECIALLY IT’S ADHERENCE TO APA REFERENCING STANDARDS. (if you don’t know what that is look it up on Google or look in the BCC library). If you have a question regarding this paper please feel free to ask in class or on the class website at any time. **One more word of caution. ALL PAPERS ARE PROCESSED THROUGH PLAGERISM SOFTWARE, SO BE CAREFUL TO CITE REFERENCES PROPERLY AND “DO YOUR OWN WORK”. “REMEMBER, THIS PAPER MUST BE POSTED ON THE CLASS WEBSITE BY MIDNIGHT, FRIDAY, FEBRAURY 28TH”.**

EXAMS: All exams will be held in class during regular class time and are not cumulative. The first exam will be on **THURSDAY, JANUARY 24TH**, the second exam will be **THURSDAY, FEBRUARY 14TH** and the third exam will be held on **THURSDAY, MARCH 13TH**. 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.

MORE EXTRA CREDIT:

For those of you who really want to build good grade insurance I have one more option, it is called **service learning**. This will require you to work at least 10 hours for a volunteer program (you can choose from a list of programs in the area). After you finish the service you will write a short paper describing what you experienced and what you learned. Service learning can earn you five (5) extra credit points. If you are interested in the details of this option ask me, anytime, even during class.

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.