



Syllabus AJ-1 online

WEST LOS ANGELES COLLEGE

Administration of Justice

ADM-Justice 1: Introduction to Administration of Justice

Associate Professor: C.Williams Flournoy, MSA

Section:8143 (UC-CSU) 3 unit

Office Location: online

Class Time: online

Office hours: M-Th 0715-0750 hrs

Classroom Location: online

Phone: (310) 287-4246

Email: via private message

Required Text:



CJ Realities and Challenges 1st Edition
Ruth E. Masters, Lori Beth Way
©2011, ISBN-13 9780073401515

Course Description:

This course will cover the philosophy and history of the United States Criminal Justice system. An overview of the three components: law enforcement, court, and corrections will be explored. In addition an overview of crime, criminal law and careers opportunities in all aspects of the criminal justice field.

Student Learning Outcome (SLO):

- Describe the three branches of government: Identify the three branches of government and their application to the criminal justice process.
- Describe the three components of the criminal justice system: Explain the relationship between the police, courts and corrections.
- Compare and contract the difference between how adults, juveniles, gays, homosexuals, lesbians, and cross-gender persons are handled by the criminal justice system: Explain why this is important.
- Identify the federal, state and municipal law enforcement agencies: Explain their duties and responsibilities.
- Demonstrate an awareness of cultural diversity: Explain race riots and police intervention tactics.
- Identify the minimum standards of qualifications for employment in a criminal justice agency: Explain the hiring process and demonstrate an

awareness of the different requirements of the police, courts, and corrections

Assignments:

There will be a variety of assignments for the class this semester to accommodate different learning styles. All assignments must be well written, and they will be graded on their composition as well as on their content. Etudes technology will be integrated into this course. **All assignments must be turn in via Etudes** and hand delivered at the instructor's request. Follow the directions for logging into Etudes.

Therefore, you will need access to a computer with Internet service. Computers are available in the campus library (HLRC), college computer labs, with connections to the Internet, which are reasonably accessible and available on campus. Assignment should be created and submitted as an attachment in one of the following: Microsoft word document, Pages, or Microsoft PowerPoint presentation.

Participation: Each student has the responsibility to participate each and every class discussion. The instructor takes no responsibility for conveying information to students who are not in attendance or participating. Field trips may be required. Note the following:

- Ensuring all assignments will be turned into the instructor on time.
- Completing weekly reading assignments.
- Completing weekly discussion questions daily
- Completing other assignments as assigned.
- Completing weekly quizzes

Assignments:

1. State assignment 50 points

Research one California State **law enforcement** agencies and develop a Powerpoint presentation on the mission and functions of each agency. Your presentation should include a 5- to 10-slide Microsoft® PowerPoint® presentation that addresses the agency's creation and history, charter, current resources and issues, and future challenges, major activities and careers. Please use the note section of the PPT to help explain your slides.

2. Federal assignment 50 points : Research one federal **law enforcement** agencies and develop a PowerPoint presentation on the mission and functions of the agency. Your presentation should include a 5- to 10-slide Microsoft® PowerPoint® presentation that addresses the agency's creation and history, charter, current resources and issues, and future challenges, major activities and careers. Please use the note section of the PPT to help explain your slides.

3. Interview 45 points

Interview a criminal justice professional (deputy sheriff, police officers, judge, prosecutor, defense attorney, probation officer etc.) Develop six (6)

questions on their of discretion, and how they interact with other criminal justice professionals. Write a paragraph or two reflection on the outcome of the interview. Ask following question to if necessary to receive substantive response from the person you are interviewing. College level work must be submitted.

4. Station Visit 65 points

Visit your local police / sheriff's department. In a PowerPoint presentation 10 or more slides include a photo at the station, and information from the community meeting.

- Crime data
- Community programs
- Station captain
- Community Relations officer
- Youth programs
- Questions related to problems in your community
- etc.

5. **Due process 25 points:** In PowerPoint presentation identify all the due process rights (amendments) related to the criminal justice system. Prepare a PowerPoint presentation listing the due process rights in numerical order.

Assigned Reading: Students will be expected to read each of the reading assignments assigned per week. Chapters should be read before the start of each week, as there might be a quiz at the start of class. Guest lecturers may visit class during the semester. Therefore, class discussions will not necessarily cover all materials in the book or some chapters at all, however you are responsible for **ALL** assigned readings whether discussed in class or not.

Exams: Each quiz and exam is made up of questions taken from the textbook and class lectures. These exams provide opportunities for students to show their individual mastery of the material. Online exams will be available via Etudes and once you start an exam you will have 15 minutes to complete.

Group Project: The purpose of this project is to develop problem solving and decision making skills in interpersonal contexts. Field trips maybe required. Group presentation will be presented to the entire class and each group member must be present.

Weekly Discussion: Weekly discussion assignments must be posted in the discussion. Will not accept via email. Discussions must be posted in the correct thread i.e., week one discussion question in week one discussion classroom thread in order to be scored. Postings placed in the wrong discussion room thread will not be graded and will not be scored. No Late discussion postings after due date and times. Your grade will be based on your substantive context and collaboration with the class in the discussion. You must respond to the discussion question and two or more of your classmates posting per discussion question to receive full credit. Posting all on the same day does

not meet the participation requirements.

Portfolio:End of course reflection paper and cumulative assignments.

Grading: Each assignment, quiz, exam or project will have a point count so you will know how it adds to your final grade. Check the grade book for your points. In order to calculate your grade, add up the total points you receive and divide that by total points possible.

A=100-90% B= 89-80% C= 79-70% D= 69-60% F= 59-0%

Make-up Policy: No assignment(s) will be accepted after the indicated due date and time. Make sure you check the website for due dates of assignments.

Plagiarism: Written work that you hand in is assumed to be original unless your source material is documented appropriately as per MLA or APA. Using the ideas or words of another person, even a peer, or a web site, as if it were your own, is plagiarism. Cheating and plagiarism are serious academic offenses. Students should read the section on cheating and plagiarism. A student who is dishonest in this respect will be excluded from the course.

Violations of Academic Integrity include, but are not limited to the following actions: cheating on an exam, plagiarism, working together on an assignment, paper or project when the instructor has specifically stated students should not do so, submitting the same term paper to more than one instructor, or allowing another individual to assume one's identity for the purpose of enhancing one's grade. For more information on the Standards of Student Conduct refer to the college catalog available in hardcopy and online at www.wlac.edu.

Extra Credit (EC): Class extra credit will be at the discretion of the instructor based on class assessments and opportunity during the term.

College Withdrawal Policy: It is the student's responsibility to withdraw from classes. Instructors have no obligation to withdraw students who do not attend courses, and may choose not to do so. Student who don't drop the course are subject to receive an "F". Please read withdrawal policy, which can be found at: www.wlac.edu.

Special Instructional Accommodation: If there are special accommodations that you require to be successful in this course please discuss your situation with the professor. Students with disabilities who need any assistance or accommodations should contact the instructor. Students should also contact the Disabled Student Programs & Services (DSPS) center located in SSB 320, call 310-287-4420 or dsps@wlac.edu.

Syllabus Change Policy: **This syllabus is a guide for the course and is subject to change. If you can't follow this guide it is suggested that you drop this course.**

Week	Reading	Assignments
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April 13	<p>Part 1: Crime, Law, and the Criminal Justice System</p> <p>Chapter 1: What is the Criminal Justice System?</p> <p>Chapter 2: Types of Crime</p>	<p>Welcome</p> <p>Introductions</p> <p>Accept the syllabus</p> <p>Weekly Discussion #1</p> <p>Exam #1 Chapters 1 & 2</p>
April 20	<p>Chapter 3: Causes of Crime</p> <p>Chapter 4: Criminal Law and Defenses</p>	<p>Weekly Discussion#2</p> <p>Exam #2 Chapters 3 & 4</p> <p>State PowerPoint Assignment</p>
April 27	<p>Part 2: Law Enforcement</p> <p>Chapter 5: Overview of Policing</p> <p>Chapter 6: Policing Operations</p>	<p>Weekly Discussion#3</p> <p>Exam #3 Chapters 5 & 6</p> <p>Federal PowerPoint Assignment</p>
May 4	<p>Chapter 7: Legal and Special Issues in Policing</p> <p>Part 3: Adjudication</p> <p>Chapter 8: The Courts</p>	<p>Weekly Discussion#4</p> <p>Exam #4 Chapters 7 & 8</p> <p>Due Process PowerPoint</p>
May 11	<p>Chapter 9: Pretrial and Trial</p> <p>Chapter 10: Sentencing</p>	<p>Weekly Discussion#5</p> <p>Exam #5 Chapters 9 & 10</p>
May 18	<p>Part 4: Corrections</p> <p>Chapter 11: Overview of Corrections</p> <p>Chapter 12: Jails and Prisons</p>	<p>Weekly Discussion#6</p> <p>Interview Assignment</p> <p>Exam #6 Chapters 11 & 12</p>
May 25	<p>Chapter 13: Community Corrections</p> <p>Part 5: Special Issues</p> <p>Chapter 14: Understanding and Helping Victims</p>	<p>Weekly Discussion#7</p> <p>Exam #7 Chapters 13 & 14</p> <p>Portfolio Assignment</p>
June 1	<p>Chapter 15: Juvenile Justice</p>	

	Chapter 16: Contemporary Challenges	Exam #8 Chapters 15 & 16

I have read the syllabus, and I accept its terms.

Yes