



Division: BEHAVIORAL & SOCIAL SCIENCES DIVISION
Course name: ADMINISTRATION OF JUSTICE 067 - COMMUNITY RELATIONS I
Section: 7580 / Semester: Spring 2015

Instructor Name: S. Vera

School Website: www.wlac.edu

**Class Hours: Monday / Wednesday
9:15 a.m. – 10:40 a.m.**

**Address: 9000 Overland Ave., Culver City, CA 90230
Location: LAPD ARTC**

**Office Hours: Monday / Wednesday
Immediately following class**

**Instructor E-mail: veras@wla.edu or
25767@lapd.lacity.org
Location: ARTC POPP Office**

Welcome

This course offers an in-depth exploration of the roles of Administration of Justice practitioners and their agencies. Through interaction and study, students will become aware of the interrelationships and role expectations among the various agencies and the public. Primary emphasis is placed upon the professional image of the Criminal Justice system, and the development of positive relationships between members of the system and the public. ☺

Course Description:

DESCRIPTION: This course offers an in-depth exploration of the roles of Administration of Justice practitioners and their agencies. Through interaction and study, students become aware of the interrelationships and role expectations among the various agencies and the public. Primary emphasis is placed upon the professional image of the Justice Administration system, and the development of positive relationships between members of the system and the public. Transfer: UC:CSU
Units: 3

Required Texts

Community Relations Concept, 4th Edition
Author: Denny F. Pace

Recommended Materials

Include suggested readings and use of the library resources.

Dictionary – *Webster's New World College Dictionary* or *American Heritage College Dictionary*
Thesaurus – *American Heritage College Thesaurus* or *Roget's*

Required Materials

- 1 three ring binder
- 2 Blue or Green Composition Books (WLAC bookstore)
- 8 ½ x 11 notebook paper (plenty)

- #2 pencils, blue or black pens, and highlighters
- Package of manila envelopes
- A stapler

Course Objectives:

Upon successful completion of this course, students will be able to . . .

1. Critical Thinking: Analyze problems by differentiating fact from opinions, using evidence, and using sound reasoning to specify multiple solutions and their consequences.
2. Communication: Effectively communicate thought in a clear, well-organized manner to persuade, inform, and convey ideas in academic, work, family and community settings.
3. Civic Responsibility: Apply the principles of civility to situations in the contexts of work, family, community and the global world.
4. Cultural Diversity: Respectfully engage with other cultures in an effort to understand them.
5. Ethics: Practice and demonstrate standards of personal and professional integrity, honesty and fairness; apply ethical principles in submission of all college work.

Student Learning Outcomes (SLO)

- Student will analyze the relationship between the community and the criminal justice system.
- Understand and evaluate police performance for evaluations. Identify different police strategies and tactics.
- Students will identify current topics and issues in police community relations.

Course Requirements and assignment guidelines

Quizzes

Quizzes will be given regularly to ensure that you are keeping up with the readings and attending class. Missed quizzes cannot be made up, even if you arrive late to class.

Essays

Essays provide you the opportunity to practice and demonstrate skills learned in class. Previous drafts must be attached to final essays. **NOTE: All writing assignments, except those designated as in class writing assignments, must be typed.** Grading rubrics will be attached to final essays.

Other assignments, as listed below, will occur in class and serve to reinforce learning:

- In Class Writing Responses
- Exams: Midterm and Final

Late Assignments

Each student is allowed one late essay assignment. It must be turned in by the next class meeting to receive credit and the grade will be reduced by one letter grade. DO NOT e-mail me your essays and other typed assignments. They will not be accepted. Other late assignments will not be accepted.

Grading

Assignment Category	# of Assign.	Points Per Assignment	Total Points	% of Total Grade
Quizzes				
<i>Chapter / Lecture</i>	14	5	70	14%
Writing assignment				
<i>Out of Class</i>	14	5	70	14%
Essay		-	-	-
<i>SARA Project</i>	1	80	80	16%
Team Presentation				
<i>In class</i>	1	80	80	16%
Mid-Term	1	100	100	20%
Final	1	100	100	20%
Grand Total	41	-	500	100%
500 -450 = A	449 -399 = B	398 -348 = C	348 -288 = D	287 and below = F

Class Policies

Attendance

Because class discussions and group work are an integral part of this course, attendance is mandatory. Up to 3 absences are allowed. After that, you could be dropped. Students are expected to attend every class meeting, to arrive on time and stay throughout the class period. **Excessive absenteeism will lower your grade, as well as walking in and out of class.** 3 tardies = 1 absence. Students may be dropped from class for excessive tardiness, or for failure to attend class the first day or during the entire first week of the class.

Walking In and Out of Class

When you arrive to class, make sure you have used the restroom, had a chance to eat, check your messages, etc. Walking in and out is rude and disruptive. If you need to leave early, or have some other problem, you need to notify me in advance. **Any student who makes a habit of walking in and out of class may be asked to leave.**

Preparedness

You are expected to arrive on time. You will come to each class session prepared. You will have your books, binder, pens/pencils, any work that is due, and you will be prepared to discuss all readings/assignments.

Cell Phones, iPods, etc.

Turn them off and put them away when class begins! Although it may not seem possible, you can survive without talking and texting on your cell phone, or listening to your iPod, for a little over an hour. Talking and texting on cell phones not only distract you, but they are a distraction for me and

your peers. Distractions interrupt/disrupt the class and I will not tolerate interruptions. **You will be asked to leave if this occurs.**

“Netiquette” and “Civilogue”

This semester, you will post weekly responses to the class blog on various topics related to the class and the world around us. The term “netiquette” is a combination of the words internet and etiquette. The term “civilogue” is a combination of the words civil and dialogue. Both terms, as well as the words used to create them, are essential to the class. You may not agree with the views and opinions expressed by your peers, but you don’t have the right to be disrespectful. Personal attacks, profanity, vulgarity and comments that are not productive additions to the conversation will be deleted and you will not receive credit for the assignment.

Contacting Me

E-mail is the best and quickest way to contact me. Thanks to modern technology, my e-mail is linked to my phone. Therefore, excuses such as, “I tried to contact you but (fill in the blank)” will not work. **If you have a problem, do not let it snowball. Contact me immediately.** Students are expected to ask questions and obtain help from instructor via email and/or during office hours.

Refer to the course website/blog for more information on UMOJA policies.

For more information refer to the attached link:

http://www.wlac.edu/academics/pdf/WLAC_12-14Catalog_Policies.pdf

College Policies:

Academic Integrity (Plagiarism)

In accordance with code 9803.28, **academic dishonesty is prohibited and will not be tolerated in this class.** 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. Academic dishonesty of any type, such as cheating or knowingly furnishing false information, by a student provides grounds for disciplinary action by the instructor or college. In written work, no material may be copied from another without proper quotation marks, footnotes, or appropriate documentation.

- **Plagiarism will result in a zero for the assignment, possible dismissal from the class and disciplinary action from the college. You will not receive credit for any essay missing previous drafts, citations and/or a Works Cited page.**

Student Conduct

According to code 9803.15, disruption of classes or college activities is prohibited and will not be tolerated. Refer to the catalog and the Standards of Student Conduct in the Schedule of Classes for more information.

Recording Devices

State law in California prohibits the use of any electronic listening or recording device in a classroom without prior consent of the instructor and college administration. Any student who needs to use electronic aids must secure the consent of the instructor. If the instructor agrees to the request, a notice of consent must be forwarded to the Vice President of Academic Affairs for approval (WLAC College Catalog).

For more information refer to the attached link:

http://www.wlac.edu/academics/pdf/WLAC_12-14Catalog_Policies.pdf

Campus Resources

As stated earlier in this syllabus, **if you are having problems, don't let them snowball.** Come and talk with me and check out some of the campus resources available to you.

Office of Disabled Student Programs and Services (DSP&S)

Student Services Building (SSB) 320 | (310) 287-4450.

West Los Angeles College recognizes and welcomes its responsibility to provide an equal educational opportunity to all disabled individuals. The Office of Disabled Students Programs and Services (DSP&S) has been established to provide support services for all verified disabled students pursuing a college education. DSP&S students may qualify for: priority registration, registration assistance, special parking permits, sign language interpreters and assistive technology (WLAC College Catalog).

Instructional Support (Tutoring) & Learning Skills Center

Heldman Learning Resources Center (HLRC) | (310) 287-4486

Improve your reading, language, vocabulary, spelling, math fundamentals and chemistry knowledge with convenient, self-paced computer-aided courses in the Learning Skills Center. Increase your knowledge and learning success: sign up for tutoring in various college subjects (WLAC College Catalog).

Library Services

Heldman Learning Resources Center (HLRC) | (310) 287-4269 & (310) 287-4486

The WLAC Library provides instruction on how to use the online catalog, periodical and research databases. In addition to a large collection of books, periodicals and videos the WLAC Library has course textbooks which students may use while in the Library. Web access is available in LIRL as well as meeting rooms. The upper floors provide a beautiful view ideal for study (WLAC College Catalog).

For more information refer to attached link:

http://www.wlac.edu/academics/pdf/WLAC_12-14Catalog_Policies.pdf

ADMINISTRATION OF JUSTICE 067 - Community Relations I – Spring 2015

Monday / Wednesday: 9:15 a.m. – 10:40 a.m.

NOTE: This syllabus and class schedule is subject to change if circumstances warrant it (e.g. student performance, etc.). **Expect revisions and divergences.**

Spring 2015: Traditional Semester

Session Period

February 9 - June 7

M-F CLASSES Begin.....Feb 9, 2015

FINALS (PDF schedule).....Jun 1 - 7, 2015

LAST DAY TO

Drop a Class with a refund/no fee owed.....Feb 20, 2015

Drop a Class without a "W"Feb 20, 2015

Drop a Class with a "W"May 8, 2015

File Pass / No Pass.....Feb 20, 2015

CAMPUS CLOSED

Presidents' Day..... Feb 13 - Feb 16

Cesar Chavez Day..... Mar 31

Spring Break..... April 4 - April 10

Memorial Day..... May 25

Week	Date	Course topics	Assignment (Due Next Class Meeting)
1	Mon. 2/9/15	Introduction, overview of class goals, expectations and assignments. (Community Relations Projects and SARA Essay)	
	Wed. 2/11/15	Introduction, overview of class goals, expectations and assignments. (Community Relations Projects and SARA Essay)	Read Chapter 1
2	Mon. 2/16/15	Lecture Chapter 1	Read Chapter 1
	Wed. 2/18/15	Lecture Chapter 1	Complete 5 questions from chapter 1 Read Chapter 2
3	Mon. 2/23/15	Submit Chapter 1 Questions Lecture Chapter 2	Complete 5 questions from chapter 2 Read Chapter 2
	Wed. 2/25/15	Submit Chapter 2 Questions Progress check on essay and project Lecture Chapter 2	Read Chapter 3
4	Mon. 3/2/15	Chapter 1 and 2 quiz Lecture Chapter 3	Complete 5 questions from chapter 3 Read Chapter 4
	Wed. 3/4/15	Submit Chapter 3 Questions Lecture Chapter 4	Complete 5 questions from chapter 4 Read Chapter 4
5	Mon. 3/9/15	Submit Chapter 4 Questions Lecture Chapter 4	Read Chapter 5
	Wed. 3/11/15	Chapter 3 and 4 quiz Progress Check on SARA essay and Project Lecture chapter 5	<ul style="list-style-type: none"> • Complete 5 questions from chapter 5 • Read chapter 5
6	Mon. 3/16/15	Submit chapter 5 questions Lecture chapter 5	Read chapter 6
	Wed. 3/18/15	Lecture chapter 6	<ul style="list-style-type: none"> • Complete 5 questions from chapter 6 • Read chapter 7 and submit 5 questions from chapter

7	Mon. 3/23/15	Submit chapter 6 and 7 questions Lecture chapter 7	•
	Wed. 3/25/15	<ul style="list-style-type: none"> • Chapter 5 , 6 and 7 quiz • Presentations 	• Prepare for mid term
8	Mon. 3/30/15	<ul style="list-style-type: none"> • Presentations 	•
	Wed. 4/1/15	<ul style="list-style-type: none"> • Mid Term on chapters 1-7 • Presentations 	• Read chapter 8
9	Mon. 4/6/15	<ul style="list-style-type: none"> • Spring Break 	• Spring Break
	Wed. 4/8/15	<ul style="list-style-type: none"> • Spring Break 	• Spring Break
10	Mon. 4/13/15	<ul style="list-style-type: none"> • Submit SARA project • Lecture Chapter 8 	<ul style="list-style-type: none"> • Complete 5 questions from chapter 8 • Read Chapter 9
	Wed. 4/15/15	<ul style="list-style-type: none"> • Submit chapter 8 questions • Lecture Chapter 9 	<ul style="list-style-type: none"> • Complete 5 questions from chapter 9 • Read Chapter 10
11	Mon. 4/20/15	<ul style="list-style-type: none"> • Submit Chapter 9 Questions • Lecture Chapter10 	<ul style="list-style-type: none"> • Complete 5 questions from chapter 10 • Read Chapter 10
	Wed. 4/22/15	<ul style="list-style-type: none"> • Submit chapter 10 questions • Chapter 8 and 9 quiz • Lecture chapter 10 	• Read Chapter 11
12	Mon. 4/27/15	<ul style="list-style-type: none"> • Lecture Chapter 11 	<ul style="list-style-type: none"> • Complete 5 questions from chapter 11 • Read chapter 12
	Wed. 4/29/15	<ul style="list-style-type: none"> • Submit chapter 11 questions • Lecture chapter 12 	<ul style="list-style-type: none"> • Complete 5 questions from chapter 12 • Read chapter 12
13	Mon. 5/4/15	<ul style="list-style-type: none"> • Chapter 10 and 11 quiz • Submit chapter 12 questions • Lecture chapter 12 	• Read chapter 13
	Wed. 5/6/15	<ul style="list-style-type: none"> • Lecture chapter 13 	<ul style="list-style-type: none"> • Submit 5 questions from chapter 13 • Read chapter 13
14	Mon. 5/11/15	<ul style="list-style-type: none"> • Lecture chapter 13 	• Read chapter 14
	Wed. 5/13/15	<ul style="list-style-type: none"> • Lecture chapter 14 	• Submit 5 questions from chapter 14

15	Mon. 5/18/15	<ul style="list-style-type: none"> Chapter 12, 13 and 14 quiz 	Prepare for final exam
	Wed. 5/20/15	Prepare for final exam	
16	Mon. 5/25/15	Memorial Day	
	Wed. 5-27	<i>Final Exam review</i>	
	Mon. 6-1-15	<i>Final Exam: NOTE: The date and time for the Final Exam could change. You will be notified well in advance if this is the case.</i>	

Student Acknowledgment

(Please return this sheet to the instructor to receive 5 credit points.)

"I _____, have completely read this syllabus and understand and agree to the course requirements."

Please indicate below, any special needs or circumstances that may have some impact on your work in this class, and for which you may require special accommodations, including but not limited to physical or mental disabilities, inability to arrive in class on time or need to leave class early, observance of religious holidays, ect.

Special needs or circumstances:

Notice of Assignment with Extra Credit

Students who are enrolled in Career and Technical Education (CTE) courses are asked to complete a confidential survey for funding purposes to the school.

The college receives special funding to offer CTE courses for course development, updating, and equipment. The survey is confidential and will ask you a few questions about your goals, current occupation, and household information.

To complete the survey and post your response in Etudes, see the instructions below.

Extra Credit. To receive your 5 Extra Credit points, go to the weblink, complete the survey and post your completion in the Etudes section, Assignments, Tests and Surveys not later than February 28. Late postings can earn 5 Extra Credit points if the process is completed by March 14. Postings after March 14 are still required but no extra credit points are awarded.

Go to this link:

https://services.laccd.edu/districtsite/workforce_dev/vtea/survey_login3.asp

Upon completion of the posting make a copy your Certificate of Completion or completion statement and print it and then submit the printout to the instructor.