

WLA College
A.J. 1
Fall 2013, Section: 8113

INTRODUCTION TO THE ADMINISTRATION OF JUSTICE

Prof. Stapleton
(310) 287 4221
stapleb@wla.edu

WEEKLY CLASS SCHEDULE (Revised September 15, 2013)

Required Text: CJ Realities and Challenges, 2nd edition
Author: Masters, Ruth and Way, Lori Beth et al
ISBN: 978 0 07 802652 2

Please check with the WLAC bookstore for book rental information. The 1st edition of this text will be acceptable but there are some differences that I will try to address in lectures posted in the Modules. You will need the text the first week of school so do not hesitate to obtain a copy.

Weekly Schedule:

Students are expected to log in to the “virtual” classroom at the beginning of each week and check the Weekly Class Schedule for the week’s assignments, read the material posted in the Module, post your response to the weekly Discussion question, and take the quiz bi-weekly.

Class runs each week, with Discussions opening on Sundays and Quizzes/Exams opening on Thursdays. If you are planning to be away, make arrangements to have access to internet so you can log-in weekly. The 15 Graded Discussions are to be posted not later than Saturday and are graded on Sunday. Discussions posted after Saturday will receive half credit or less.

Important Dates for Fall 2013 (holidays are not observed for this class)

08/26/13	Log-in, complete Introductions in Discussion and in Tasks, Tests & Surveys
09/06/13	Last day to drop without a “W” appearing on your college record
09/06/13	Last date to drop with a refund and no fee owed.
10/17-19/13	This is the date of the Midterm exam on Chapters 1-7. There are no make-ups
11/15/13	This is the last day to drop the class with a “W” appearing on your college record
11/30/12	Short answer essay due NOV 30. There are no make-ups
12/12-14/13	Final Exam is open. The final exam, Ch 1-15, plus court cases: There are no make-ups

Date **Assignment:** Class runs Mon thru Sat, online, review the chapter quiz/vocabulary weekly

Welcome 08/26/13 to 08/31/13

During this week please read the course syllabus and review the following:

- Welcome Letter, Course Policies
- Weekly Class Schedule for Assignments
- Discussion Questions, Assignments: Quizzes, Exams and the Essay Assignment

Reminder about assistance or accommodation:

If there are special accommodations that you require to be successful in this course, please request assistance from the professor. To receive accommodations for a special need or disability, students must register with the Office of Disabled Student Program and Services. Please contact the DSPS Director at (310) 287 4450 for information and assistance. Student Services Building, 3rd floor, room 320.

How to contact the instructor:

E-mail: stapleb@wla.edu

Office: General Classroom, GC 380 M, by appointment (310) 287 4221

Week 1: 08/26/13 to 08/31/13

Lecture: What is the Criminal Justice System (CJS), Chapter 1
What is crime? Know the terms mala in se and mala prohibita
The Structure of the Criminal Justice System
Compare/contrast the Crime Control Model with Due Process Model
Influences on Criminal Justice
Challenges to Criminal Justice Today

Reading: Complete Chapter 1, review chapter summary, key terms, study questions

Discussion #1: Discussion & Private Messages, post your welcome "Hello to Everyone"

Week 2: 09/02/13 to 09/07/13

Lecture: Types of Crime, Chapter 2
Measuring Crime, the Uniform Crime Reports, Part 1 and Part 2 Offenses
Distinguish the different types of crimes (crimes against persons, property crimes)
Understand crime categories (public order, political, organized crime, by gender)

Reading: Complete Chapter 2, review chapter summary, key terms, study questions

Discussion #2: Discussion & Private Messages, post your comments to the instructor's question

Quiz #1 10 questions, 5 questions from the course syllabus & 5 questions on self -introduction

Quiz #2 20 question quiz from Chapter's 1 & 2 (both open 09/05 & close on 09/07)

Week 3: 09/09/13 to 09/14/13

Lecture: Causes of Crime, Chapter 3
Seeking the Causes of Crime: Early Schools (Classical, Positivist)
Biological Factors,
Psychological Factors,
Sociological Factors, Labeling Theory, Environment, Peer Pressure
Victimization Factors
Know the theories and the founders of each school of criminology

Reading: Complete Chapter 3, review chapter summary, key terms, study questions

Discussion #3: Discussion & Private Messages, post your comments to the instructor's question

Week 4: 09/016/13 to 09/21/13

Lecture: The Criminal Law, Chapter 4
Know the purpose for which the law exists and the history of criminal laws
Modern Sources of the Law include constitutions and penal codes
Know the difference between the criminal & civil law
Know the general categories of criminal offenses (felonies, misdemeanors, infractions)
Distinguish between the corpus delicti, intent, actus reus, mens rea and defenses

Reading: Complete Chapter 4, review chapter summary, key terms, study questions

Discussion #4: Discussion & Private Messages, post your comments to the instructor's question

Quiz #3 20 question quiz from Chapter's 3 & 4 (open on 09/19 & close on 09/21)

Survey: Reminder, the Survey for Career & Technical Education is a required assignment due September 28. Students who complete the survey by September 21 will earn 5 points of extra credit. If completed by Sep 21, you will receive an additional 5 bonus points.

Week 5: 09/23/13 to 09/28/13

Lecture: An Overview of the Police, their Purpose & Organization, Chapter 5
History & Structure of the police, including the federal, state and municipal police
Recruitment, Selection and Hiring Process
Explain the different styles of policing: watchman, legalistic & service
Understand police discretion and the existence of police subcultures

Reading: Complete Chapter 5, review chapter summary, key terms, study questions

Discussion #5: Discussion & Private Messages, post your comments to the instructor's question

Week 6: 09/30/13 to 10/05/13

Lecture: Policing Operations, Chapter 6
Know the role of the police (maintain order, keep the peace, enforce all laws)
Understand strategies (preventive patrol, problem-oriented and community policing)
Review the broken windows theory
Patrol is the backbone of American policing, know the various types
Differentiate between police and public opinion and responding to diverse populations

Reading: Complete Chapter 6, review chapter summary, key terms, study questions

Discussion #6: Discussion & Private Messages, post your comments to the instructor's question

Week 7: 10/07/13 to 10/12/13

Lecture: Legal and Special Issues and Challenges, Chapter 7
Fourth, fifth, Sixth Amendments to the U.S. Constitution
Understand the use of force, police pursuits, drug and gang enforcement
See The Bill of Rights as outlined in the Module
4th Amendment, (Unreasonable Search & Seizure, Probable Cause)
5th Amendment, (Due Process of Law, Double Jeopardy)
14th Amendment, (Due Process of Law Applicable to States)

Reading: Complete Chapter 7, review chapter summary, key terms, study questions

Discussion #7: Discussion & Private Messages, post your comments to the instructor's question

Quiz #4 30 question quiz from Chapter's 5, 6 & 7 (open on 10/10 & close on 10/12)

Week 8: 10/14/13 to 10/19/13 (Midterm progress report)

Midterm Complete the 50 question midterm exam, each question is worth 2 points.
Chapters 1-7 (Opens 10/18 and closes 10/20)

Discussion #8: Discussion & Private Messages, post your comments to the instructor's question

Week 9: 10/21/13 to 10/26/13

Lecture: Adjudication, the Courts, Chapter 8
Know the court structure and jurisdiction in both state and federal courts
California Courts: Superior Court, District Courts of Appeal, Supreme Court
Federal Courts: District Trial Court, U.S. Courts of Appeal, Supreme Court
Know the difference between a trial court and an appeals/supreme court
Understand the United States has an adversarial system of justice
Know who is in the courtroom: judge, jury, prosecutor, defense attorney, juries and
challenges to jurors, witnesses, bailiff, clerk, court reporter, and victims

Reading: Complete Chapter 8, review chapter summary, key terms, study questions

Discussion #9: Discussion & Private Messages, post your comments to the instructor's question

Week 10: 10/28/13 to 11/02/13

Lecture: Pretrial and Trial, Chapter 9

Review defendant's rights:

5th Amendment (Due Process and Double Jeopardy)

6th Amendment, (Right to Attorney, Speedy Trial, Public Trial, Trial by Jury or trial by Court (judge), Know the Charges, Confront Witnesses, Compel Witnesses

8th Amendment, (Bail Shall Not Be Excessive, Cruel & Unusual Punishment)

14th Amendment, (Due Process of Law Applicable to States)

After arrest comes booking, then arraignment, plea is entered, preliminary hearing

A defendant can be charged either by indictment or information, know the difference

Know the stages in the trial after the initial appearance: jury selection, opening statements, testimony, closing arguments, charge to the jury, deliberation and the rules of evidence. Define evidence and types of evidence

Know the procedure of the appeals process

Reading: Complete Chapter 9, review chapter summary, key terms, study questions

Discussion #10: Discussion & Private Messages, post your comments to the instructor's question

Quiz #5 20 question quiz from Chapter's 8 & 9 (opens 10/31 and closes 11/02)

Essay: See Module 8 for instructions on the Short Answer Essay, **Due Nov 30, 2013.**

Select one question to write on, post your answer in Assignments, Essay paper.

Week 11: 11/04/13 to 11/09/13

Lecture: Philosophy and Goals of Sentencing, Chapter 10

Review defendant's rights after conviction and sentencing

Understand the concept of Cruel and Unusual Punishment

Goals and Models of Sentencing (types of sentences and guidelines)

Understand the difference between determinate and indeterminate sentencing

Understand federal guidelines, mandatory sentencing, plea bargaining

Capital Punishment, imprisonment, fines and other punishments

Reading: Complete Chapter 10, review chapter summary, key terms, study questions

Discussion #11: Discussion & Private Messages, post your comments to the instructor's question

Week 12: 11/11/13 to 11/16/13

Lecture: Overview of Corrections, Chapter 11

There are federal prisons and state prisons

Know the history and purpose of the correctional system, both US & California

What are the models of present day corrections?

Who is behind bars?

We talk about race and gender, but what about transgender, transsexual, gays, etc?

What about private prisons?

Reading: Complete Chapter 11, review chapter summary, key terms, study questions

Discussion #12: Discussion & Private Messages, post your comments to the instructor's question

Quiz #6 30 question quiz from Chapter's 10, 11 & 12 (open 11/14 and closes 11/16)

Week 13: 11/18/13 to 11/23/13

Lecture: Jails and Prisons (know the difference), Chapter 12
Understand the jail system and jail population
With the present economy, there are rising costs in both the jails and the prisons
Know the different security levels and classification of prisoners
Who are correctional officers?
Review of prisoner's rights and Life in Prison and Jails, Prison gangs
Understand special populations in jail and prison (race, gender, subcultures)
Know lifestyles and how gays, lesbians, transsexuals are treated in prison?
Riots, unrest and sexual crimes in prisons
Rehabilitation and Treatment in Prison
Inmates with Mental Disorders
What about inmates who are ill, or have contracted HIV/AIDS?
What is the status of private contract prisons?

Reading: Complete Chapter 12, review chapter summary, key terms, study questions

Discussion #13: Discussion & Private Messages, post your comments to the instructor's question

Week 14: 11/26/12 to 12/01/12 (no holiday for online on 11/28, log-on to complete Discussion 14)

Lecture: Community Corrections, Chapter 13 and Understanding Victims, Chapter 14
Probation, Parole, Community Corrections
Know the difference and similarities of probation & parole
Understand community corrections and different types of sanctions: community service, restorative justice, restitutions and fines, mediation, house arrest, electronic monitoring, community centers, work release programs.
Recognizing Victimization, History of Victim Advocacy, Working with Victims
Victim Assistance, Collaboration

Reading: Complete Chapter 13 & 14, review chapter summary & key terms

Discussion #14: Discussion & Private Messages, post your comments to Instructor's Question

Essay: Short Answer Essay, **Due Nov 30, 2013**. Instructions posted in Assignments

Week 15: 12/02/13 to 12/07/13 (last week of classes, all missing assignments & Discussions due)

Lecture: Juvenile Justice, Chapter 15
Know the history and development of juvenile law and juvenile courts
Understand the Modern Juvenile Justice System and how juveniles are processed
Landmark court cases for juveniles and Juvenile Corrections

Reading: Complete chapter 12, review key terms

Discussion #15: Discussion & Private Messages, post your comments to Instructor's Question

Quiz#7 30 question quiz from Chapter's 13, 14 & 15 (open 12/06 and closes 12/08)

Week 16: 12/02/13 to 12/07/13

Final Exam: The final exam will open on Dec 12, and close on Dec 14, 2013. No make-ups!
Final Exam, 100 questions, comprehensive, from the chapters & quizzes.

Class closes: December 15, 2013 (use instructors campus e-mail after this date)

- Each assignment will have a point count so you will know how it adds to your final grade.
- Missed quizzes, exams or assignments will result in 0 points for the missed assignment.

HOW YOUR GRADE IS DETERMINED:

Make-ups: All missing work must be turned in if approved by instructor:

Discussion Questions remains open after the closing date, but points are deducted for being late.

Last date to post an answer to a Discussion Question is Dec 07, 2013.

A student who misses a quiz must submit a request for a make-up to be considered by the instructor and will be considered on a case by case basis. Permission must be obtained from the instructor to make-up missing work otherwise 0 points or an "F" will be recorded.

The Midterm, Research Paper and Final Exam will not be approved for make-up except in very rare emergencies that can be documented. Out of town and not having access to internet is not considered a valid excuse, so plan your schedule accordingly.

Special Survey Assignment. Students will be asked to participate in a confidential **Career and Technical Education Survey** provided by the campus. The purpose of the student survey is to generate funding for the college by asking certain questions from out career and vocational education students. Once the student has completed this survey and provided proof of completion, 05 extra credit points are awarded if completed by the due date of September 28, 2013. A bonus of 5 additional points will be awarded if completed by September 21.

Students who have not completed the survey will not receive their final grade until they do so.

To calculate your final grade, check the Grade Book for your point total, then compare to the Grade Scale below:

Assignment/Quiz/Exam	Possible Points
Weekly Discussions, x 15 weeks x 5 points each:	075 points
7 quizzes, approximately 10 questions per chapter & syllabus:	160 points
Q#1 10 questions from Syllabus & Self Introduction	
Q#2 20 questions from Chapter 1 & 2	
Q#3 20 questions from Chapter 3 & 4	
Q#4 30 questions from Chapter 5, 6 & 7	
Q#5 20 questions from Chapter 8 & 9	
Q#6 30 questions from Chapter 10, 11, 12	
Q#7 30 questions from Chapter 13, 14, 15	
Midterm: The midterm will consist of 100 questions:	100 points
Research Paper/Library assignment.	015 points
Final Exam: The final exam will consist of 100 questions:	100 points
Total points possible:	450 points

Final Grade Scale:

450 to 400 = A, 399 to 360 = B, 359 to 315 = C, 314 to 270 = D. 269 and below = F

CLASS POLICIES

Course Description: The philosophy and history of law enforcement will be presented. Topics will include an overview of crime theories and crime causation as well a discussion on the organization of the police, courts, and corrections at the local, state and federal levels. In addition, a survey of professional career opportunities and the qualifications required for entry into a career in Administration of Justice or transfer requirements to a four year university will be presented. *(UC Transfer Credit Limit: A maximum of one course from Administration of Justice 1 or 4 will be acceptable for UC credit.)*

Student Learning Outcomes:

§ Student will be able to analyze and evaluate the current legal system in the United State of America from a historical perspective.

§ Describe the three components of the criminal justice system: Explain the relationship between the police, courts and corrections.

The On-line Learning Process:

Students are expected to log-in each week to the Virtual Classroom on the Etudes Platform and are cautioned to keep up with the reading assignments and take the quizzes and exams on time. Access to the Etudes Platform is open 24 hours a day, however, the quizzes/exams have time limits. Exams, quizzes and Discussions will be available on Thursdays, and must be completed not later than Saturday, by 11:55 pm.

I will grade exams on Sundays and POST any Announcements Sunday evening for the upcoming week. I will check the class website and my private messages every 48 hours for your comments, if any.

All assignments, including any quiz/exam, must be taken within the time period provided. Quizzes and exams are available on Thursdays and must be completed by Saturday night NLT 11:55 pm. I do not allow make-ups EXCEPT on an individual case by case basis where we can discuss why a quiz or exam was missed and the student can provide documentation of the emergency.

There is no make-up for the final exam. If you do not take the final exam you will receive 0 points and your final grade will be calculated without the final exam, impacting your overall score and final grade. In the event a student wants to withdraw from the course, then it is up to the student to process a “withdraw” in accordance with the college catalog otherwise their grade is in jeopardy. Check the Weekly Class Schedule ABOVE.

Professional Conduct in Our Virtual Classroom Community:

I encourage you to participate in the CLASS DISCUSSIONS, and to ask questions and post items of interest in the Student Lounge or Chat Room. This class is a “safe harbor” for you to have discussions. One of the unifying objectives in this course is to familiarize you with best practices and give you exposure to becoming a member of a professional community.. I also have the responsibility to insure that our virtual classroom is a conducive learning environment for all students. As such, all students will please follow these policies for all emails, postings, discussion groups and chat rooms:

1. No profanity or foul language, either in writing or pictures, of any kind at any time.
2. Please address everyone politely by their name.
3. Under no circumstances may you ask for a classmate's personal contact information or in any way ask for a personal meeting or date.
4. Unless I specifically ask you to do so as a proper part of an assignment, do not include in your email signatures or other material in your messages any kind of a personal nature, including sales solicitation, information about a business, or a political or religious message of any kind. Do not include a blind or other kind of hyperlink to such information. Appropriate photographs are welcome as an avatar.
5. Please use common sense and common courtesy as if you are already a professional in the law enforcement community. Please check with me first if you have any questions about what is appropriate. Violators will be asked to remove the inappropriate item or are subject to exclusion from the course.

Lectures

Lectures from my campus class will be posted each week in the Module. During class I have a lot of handouts that reflect my lectures which I will post in the **Modules**. My lectures are based upon my own experiences as a Los Angeles Police Officer, commissioned officer in the military, and my reserve duties with the Los Angeles County Probation Department.

I started my career as a police officer in Los Angeles after returning from military service. After completing Sergeant's School at the LAPD Academy I was given the opportunity to teach full-time at Los Angeles City College and change careers. I also attended law school, but instead of pursuing a career in law I obtained my real estate license and started a parallel career, working as a college professor and as a real estate broker. I went to school on the GI Bill, graduating from Los Angeles City College, transferring to UCLA for my BA degree, and CSULA for my Master's,

At the start of the Gulf War I joined the US Army Reserve and became a military police instructor preparing soldiers for duty as Military Police soldiers (95 B) or Corrections (95 C) for the confinement of prisoners of war (EPW). I also continued my service to the community by serving as a Reserve Police Officer for LAPD, later Glendale PD, and finally as a Deputy Probation Officer with Los Angeles County.

Today I am the elected chair over Behavioral Social Science Division, which includes Administration of Justice, and I remain involved in real estate investments. In addition, I own a company that provides training on law enforcement and real estate topics. In the past five years I have traveled to Cuba, Mexico, and the People's Republic of China offering lectures on police training/tactics and related business topics.

Grading Criteria:

Grading will be on the point system. We will cover approximately one or more chapters each week followed by a quiz covering the materials consisting of 10 multiple-choice, true false or matching questions from each chapter. Each quiz will be available open on Thursday and must be completed not later than Saturday evening of the same week. Quizzes are timed, approximately 30 minutes for 20 questions. Each quiz is made up of exam questions taken from the end of each chapter summary, vocabulary words and trade terms, and from the attachments posted in the course Modules and the course syllabus.

A midterm and comprehensive final exam will also be administered during the course. These exams will be made up of questions from the same sources as the chapter quiz. The midterm and final will have approximately 100 questions each. Right now the midterm will consist of questions from chapters 1-7 and the final from chapters 8-15. In addition to the quizzes and exams, you have a weekly Discussion question that you must post a response to for a grade. Late postings will result in a lower grade. The Discussions remain open all semester to don't ignore them, the points add up. Your final grade will be based upon the total points received during the course.

Make-up missing work:

I do not give make-up quizzes or exams except in emergency situations. If a student misses a quiz or an exam you are to write the instructor and explain your absence. I have, on occasion, by special request and due to individual circumstances, granted make-ups to students who have missed a quiz, or created a special set of questions for those who have had some sort of technical failure or emergency that can be documented.

There are no make-ups for the final exam. A student who does not take the final exam as assigned in the course syllabus, in accordance with the College Policy as reported in the Schedule of Classes, will receive no points for the exam. Since the final grade is determined by the total points earned by the student, missing any exam will have a negative impact on the overall grade.

Attendance and Participation:

On campus students are expected to attend all classes for which they are registered, to be prompt and to remain in class/lab for the entire time. For online students, attending class regularly means that you log-in to the Etudes class each week, participate in the class Discussions as directed, and to take the quiz/exams on time.

An Activity Report is generated each day informing the instructors when a student has been absent more than 7 days. It will also show when and where the student logged in. Instructors may drop a student from a class whenever a student is absent more hours than the number of hours the class meets per week. For online students, this means if you do not complete your assignments or fail to log-in weekly as directed in the syllabus, you are subject to exclusion from the class if you are absent for more than one week. Holidays are not observed for online classes so be prepared to log-in each and every week.

Dropping a Class:

Student wanting to drop a class should drop online at www.wlac.edu, click "For Students," then "Student Information System." Students who register and then never attend or stop attending a class are responsible for withdrawing from the class to prevent being issued a failing "F" grade in the class or exclusion. If your name appears on the final grade roster, then you will be assigned a grade of A, B, C, D, or F depending upon your total points for the course. Withdrawal from class can affect your financial aid.

Special Instructional Accommodation:

Please contact me if you need assistance. I check the website and my private messages e-mail every forty-eight hours or sooner. I encourage all of you to e-mail me with any specific questions regarding course content, assignments, or any problem that trips you up. Please use the Discussions, Private Message section for all college related correspondence.

If there are special accommodations that you require to be successful in this course, please request assistance from the professor. To receive accommodations for a special need or disability, students must register with the Office of Disabled Student Program and Services. Please contact the DSPS Director at (310) 287 4450 for information and assistance, office: General Classroom Building, 3rd floor.rm 320.

Doing Your Own Work:

As the instructor I am here to assist you. I expect each of you to do your own work and not copy or do group exams unless told to do so by the instructor. There are two main areas for you to be concerned with. First, do your own work. Take the exam using your book, your own notes, and your own materials. Do not take the exam with a buddy who shares answers. Second, when writing a paper, whether it be an essay or term paper, do your own work. Do not have someone else give you answers or write the paper for you.

This includes loaning your paper to other students to have a look. If that student copies from your paper, both students are guilty of plagiarism and will receive no credit for the work.

Plagiarism, as defined in the 1995 Random House Compact Unabridged Dictionary, is the "use or close imitation of the language and thoughts of another author and the representation of them as one's own original work." Plagiarism by students is considered academic dishonesty or academic fraud and offenders are subject to academic censure, up to and including expulsion. Some individuals caught plagiarizing claim that they plagiarized unintentionally, by failing to include quotations or give the appropriate citation or reference.

Any student who commits plagiarism, copies work from others without giving them credit, has someone else do their work, or does not follow the Class Policies above, is subject to exclusion from the course or will receive an "F" for the dishonest work and a notice sent to the Dean of Student Affairs.

Please review <http://en.wikipedia.org/wiki/Plagiarism> and the Etudes Code of Conduct Standards of Student Conduct:

Faculty members are charged with responsibility for building and maintaining a classroom atmosphere conducive to learning. Disruptive, disrespectful, or obstructive behavior will be dealt with in terms specific to this syllabus and in accord with the LACCD Standard of Student Conduct. Select forms of disciplinary action appropriate to the misconduct may be taken by an instructor when there is evidence that the student's behavior interferes with classroom instruction.

The following types of disciplinary action may be taken by an instructor:

- 1) Warning- A verbal or written notice, given to the student by an instructor. Continuation or repetition of the specified conduct may be cause for further disciplinary action.
- 2) Removal by Instructor - An instructor may remove (suspend) a student from his or her class for the day of the incident and the next class meeting. During this period of removal, the student shall not return to the class from which he or she was removed without the concurrence of the instructor of the class.

Academic Integrity:

Students are responsible for the honest completion and representation of their work, for the appropriate citation of sources, and for respect of others' academic endeavors. When there is evidence of cheating or plagiarism in classroom work, the instructor may assign a failing grade, "F" or zero points to the examination or assignment in which the alleged cheating or plagiarism occurred. Before a substandard grade is issued the instructor will provide the student with supporting documentation of the plagiarism or cheating charge. Instructors have the authority to use plagiarism detecting instruments such as "Turn It In" to detect academic dishonesty.

Forms of Behavior which Violate Academic Integrity:

Cheating. Using any materials or devices or strategies which provide undue advantage on any exam, assignment, activity or other method of assessment for a course. This includes, but is not limited to, looking at another student's exam, using phones or other communications systems to text message during exams, taking pictures or images of exams, talking with others during exams, using Internet to find information, or any other system of inappropriate "help." Exams are to be measures of what YOU, as an individual, have learned.

Collaboration. Working together on projects, paper, exams or other forms of assessment which are to be completed individually. This includes giving or sharing your paper with others.

Plagiarism. Taking anyone else's work as one's own. Presenting another's words, ideas, forms of expression, materials, or labor without proper citation, referencing, and declaration that this material originated outside the student's own work.

Students may refer to the College Catalog or the online student orientation at www.wlac.edu; click "Counseling, Assessment and Orientation," then scroll down to "Orientation" for complete details regarding the above policies.

Instructional Support and Monitoring:

Monitor your academic progress online at www.wlac.edu click "Counseling, Assessment and Orientation," then on the DegreeWorks icon or visit the Counseling Office in A13.

Weekly Class Schedule:

Please visit the Syllabus – Weekly Class Schedule for additional information on assignments, due dates, and lecture material.

All students are required to read, review the syllabus, and ask any questions.

The syllabus is subject to change.

C. Stapleton