

Division: BEHAVIORAL & SOCIAL SCIENCES DIVISION
Course Name: ADMINISTRATION OF JUSTICE 067 - COMMUNITY RELATIONS I
Section: 7580 / Semester Spring 2014

Instructor Name: Steve Vera

Class Hours: Monday / Wednesday
9:15 A.M. – 10:40 A.M.

Office Hours: Monday / Wednesday
Immediately following class

School Website: www.wlac.edu

Address: 9000 Overland Ave., Culver City, CA. 90230

Instructor E-mail: veras@wlac.edu or at
25767@lapd.lacity.org

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
Examination of the complex relationship between the community and the justice system with emphasis on the challenges of dealing with the role of race, ethnicity, gender relations, sexual orientation, social class, language, and culture in shaping these relations. Emphasis is placed upon the professional image the police want to maintain and the concerns the public may have about police profiling. Discussions will include working with the homeless, illegal aliens, and other diverse populations.
Required Texts:
Community Relations Concept, 4th Edition Author: Denny F. Pace
Recommended Material
Dictionary – Webster’s New World College Dictionary or American Heritage College Dictionary Thesaurus – American Heritage College Thesaurus or Roget’s
Required Materials:
<ul style="list-style-type: none">• 8 ½ X 11 notebook paper• #2 pencil, blue or black pen, and highlighter

<p>Student Objectives:</p> <ul style="list-style-type: none"> • 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.
<p>Institutional Learning Outcomes(ILO's) & SLO</p> <p>A. Critical Thinking: Analyze problems by differentiating fact from opinions, using evidence, and using sound reasoning to specify multiple solutions and their consequences.</p> <p>B. Communication: Effectively communicate thought in a clear, well-organized manner to persuade, inform, and convey ideas in academic, work, family and community settings.</p> <p>E. Civic Responsibility: Apply the principles of civility to situations in the contexts of work, family, community and the global world.</p> <p>G. Cultural Diversity: Respectfully engage with other cultures in an effort to understand them.</p> <p>H. Ethics: Practice and demonstrate standards of personal and professional integrity, honesty and fairness; apply ethical principles in submission of all college work.</p>
<p>Course Requirements and assignment guidelines</p>
<p>Quizzes</p> <p>Quizzes will be given weekly to ensure that you are keeping up with the readings and attending class. Missed quizzes may be made up with a satisfactory reason on an individual basis.</p>
<p>Essays</p> <p>Essays provide you the opportunity to practice and demonstrate skills learned in class. <u>Previous drafts must be attached to final essays.</u> Note: All writing assignments, except those designated as in class writing assignments <u>must be typed.</u> Grading Rubric will be attached to final essays.</p> <p>Other assignments, as listed below, will occur in class and serve to reinforce learning.</p> <ul style="list-style-type: none"> • In Class writing responses • Weekly quiz • Exams: midterm and final
<p>Late Assignments</p> <p>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.</p>

Grading				
Assignment Category	# of Assign	Points Per Assignments	Total Points	% of Total Grade
Chapter assignments	14	5	70	14%
Quizzes	14	5	70	14%
Essay				
Out of Class	1	80	80	16%
Presentation				
In class	1	80	80	16%
Mid-Term	1	100	100	20%
Final	1	100	100	20%
Grand Total	28		500	100%
450-500 =A 399 - 449 = B 348 - 398 = C 297 - 347 =D 296 and below = F				
Class Policies				
<p>Attendance 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 students, attending class regularly means to participate in the class discussions as directed, and to take the quiz/exams. Students who are unable to attend class regularly, regardless of the reason or circumstance, should withdraw from the class. 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 students, this means if you do not complete your assignments or fail to attend weekly as directed in the syllabus you are subject to exclusion from the class.</p> <p>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.</p> <p>Preparedness You are expected to arrive on time. You will come to each class session prepared. You will have your books, binders, pens/pencils, any work that is due, and you will be prepared to discuss all readings / assignments.</p> <p>Cell Phones , Ipods, etc. Turn them off and put them away when class begins! Although it may 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 distracts 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.</p> <p>Contacting Me E-mail is the best and quickest way to contact me. If you have problems do not let it snowball. Contact me immediately. Students are expected to ask questions and obtain help from the instructor via E-mail and / or during office hours.</p>				

For more information refer to the attached link.

http://www.wlac.edu/academics/pdf/wlac_10-12_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_10-12_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)

Heldman Learning Resources Center (HLRC), Room 119 1 (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) 287-4486

The WLAC Library provides instruction on how to use the online catalog periodicals 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 for study (WLAC College Catalog).

For more information refer to the attached link

http://www.wlac.edu/academics/pdf/wlac_10-12_Services.pdf

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

Week	Date	Course Topic	Assignment (Due next Class Meeting)
1	Feb 10, 2014	Introduction, overview of class goals, expectations and assignments. (Projects and Essay)	Read Chapter 1.
	Feb-12-2014	Lecture Chapter 1	Complete 5 questions from chapter 1 – Read chapter 2
2	Feb-17-2014	Presidents' Day	No Class Submit written questions
	Feb-19-2014	Chapter 1 Quiz Lecture Chapter 2	Read Chapter 2
3	Feb-24-2014	Lecture Chapter 2	Complete 5 questions for chapter 2- Read Chapter 3
	Feb-26-2014	Chapter 2 Quiz Lecture Chapter 3	Read Chapter 3
4	Mar-3-2014	Lecture Chapter 3	Complete 5 questions for chapter 3- read Chapter 4
	Mar-5-2014	Chapter 3 Quiz Lecture Chapter 4	Review lecture covered in class
5	Mar-10-2014	Lecture Chapter 4	Complete 5 questions for chapter 4- Read chapter 5
	Mar-12-2014	Chapter 4 Quiz Lecture Chapter 5	Review lecture covered in class
6	Mar-17-2014	Lecture chapter 5	Complete 5 questions for chapter 5 – read chapter 6
	Mar-19-2014	Chapter 5 Quiz Lecture Chapter 6	Complete 5 questions for chapter 6 – read chapter 7
7	Mar-24-2014	Chapter 6 Quiz Lecture Chapter 7	Complete 5 questions for chapter 7 – read chapter 8
	Mar-26-2014	Chapter 7 Quiz Lecture Chapter 8	Complete 5 questions for chapter 8 / Review all previous chapters to prepare for mid term
8	Mar-31-2014	Chapter 8 Quiz Midterm review	Review chapters 1-8 for midterm
	Apr-2-2014	Midterm exam	Final Questions concerning Essay (Due April 14, 2014)

9	Apr-7-2014	No Class	Spring Break: Apr 7 - April 13
	Apr-9-2014	No Class	Spring Break: Apr 7 - April 13
10	Apr-14-2014	Submit Essay Project presentation	In Class
	Apr-16-2014	Project presentation	In Class
11	Apr-21-2014	Lecture chapter 9	Review lecture covered in class
	Apr-23-2014	Lecture chapter 9	Complete 5 questions for chapter 9 - read chapter 10
12	Apr-28-2014	Chapter 9 Quiz Lecture Chapter 10	Review lecture covered in class Chapter 10
	Apr-30-2014	Lecture chapter 10	Complete 5 questions for chapter 10 – read chapter 11
13	May-5-2014	Chapter 10 Quiz Lecture chapter 11– Quiz	Review lecture covered in class
	May-7-2014	Lecture chapter 11	Complete 5 questions for chapter 11 –read chapter 12
14	May-12-2014	Chapter 11 Quiz Lecture chapter 12	Review lecture covered in class
	May-14-2014	Lecture chapter 12	Complete 5 questions for chapter 12- read chapter 13
15	May-19-2014	Chapter 12 Quiz Lecture chapter 13	Review lecture covered in class
	May-21-2014	Lecture chapter 13	Complete 5 questions for chapter 13 - read chapter 14
16	May-26-2014	Memorial Day	No Class
	May-28-2014	Chapter 13 Quiz Lecture chapter 14	Complete 5 questions for chapter 14
17	Jun-2-2014	Chapter 14 Quiz Lecture Exam Review	Review for final exam
	Jun-4-2014	Final Exam	