

ADM-Justice 1 Syllabus 2014



## West Los Angeles College

### Department of Administration of Justice

#### ADM-Justice 1: Introduction to Administration of Justice

**Professor:** C. Flournoy Williams, MSA

**Section:** 0134 (UC -CSU) 3 unit

**Office Location:** GC 480

**Class Time:** M-Th 0800-1005 hrs

**Office hours:** M-Th 0715-0750 hrs

**Classroom Location:** GC 430

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Required Text:



CJ Realities and Challenges 1<sup>st</sup> Edition

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#### 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 contrast 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. <http://www.wlac.edu/online/logininfo.asp>

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.

We will at times have class discussions or break into smaller groups for discussions and class activities, but most of the course content will be conveyed in lectures. Note that lectures will draw on assigned readings, but they are designed to complement and expand upon them, not to repeat them.

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.

**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 each day.

**Exams:** During Summer session exam will be given frequently based on the material covered. 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. Exams are not reviewable. No one will be permitted to enter/exit the classroom during exams. The classroom doors will be locked. 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.

**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 due date and time. In class assignment will not be recreated. You will have one day to make-up a missed exam with prior approval. Repeated make-up exams will not be allowed. No early or make-up exam.

**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](http://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](http://www.wlac.edu). **Note the following dates:**

Drop w/o a "W"

Drop w a "W"

**Attendance:** Regular class attendance is recommended and required. I reserve the right to record attendance via roll call, sign-in sheets, or short quizzes that will be administered at the beginning of the class period. Students who are tardy or miss class will not be permitted to turn in or make up quizzes. In addition, it is your responsibility to ensure your signature is recorded on any sign-in sheets.

For various legitimate reasons (e.g., serious illness, death in the family) students may not be able to attend class. With the exception of class period when exams are administered, do not send emails requesting permission to miss classes. I will leave this decision as to when you

must miss class to your best judgment. Class notes used for lectures will not be provided. It is your responsibility to obtain class notes and assignments from a fellow student if you miss class. You will have one day to make-up a missed exam with prior approval. Again repeated make-up exams will not be allowed.

Students are expected to arrive a few minutes before the start of class so that the lecture may commence on time. Repeat instances of tardiness and absences will not be permitted. More than three (3) absences will affect course grade and /or result in exclusion. It is suggested that students drop this course if you have family, work, or other life obligations that make it difficult to be on time or to attend class.

Students are also expected to active participants during each class period. As with attendance, the instructor reserves the right to score students based on their level of participation in class and knowledge of the course material. Thus, students are expected to read all material covered during a class period thoroughly before the start of class. This will ensure all students in the class are familiar with the basic issues to be covered during a particular class session.

**Professionalism:** Students are expected to handle themselves professionally during class. Professionalism includes attending and being prepared for class (e.g., reading material), arriving to class on time, and being engaged, active participants in the classroom experience. It is my intent to treat each student as an adult, and as such, require standards of professionalism that are highly consistent with the "real world."

We will discuss controversial criminal justice/ social issues in a frank and forthright manner because I believe it is important to do so. As professionals, students must direct comments or responses to the class and me in a professional manner. We must all respect the opinions of each other. I would also request that if you are offended by the comments of a fellow classmate or myself that you come to me during my office hours to discuss the dilemma with me. In many cases these instances can be used as valuable learning experiences and I will do my best to rectify the problem.

NO HEAD WEAR (male or female) of any kind should be worn in the classroom. This includes, but is not limited to hats, hoods, wave caps, sweatbands, bandanas, sunglasses, goggles, earmuffs, or combs / picks in the hair. Except with administrative permission(i.e. medical necessity, religious, school related events).

Garments that are distracting or inappropriate are prohibited, including but not limited to those with see-through materials, pajamas, trench, coats, rips/tears, printed profanity, or language/symbols/styles that promote sex, the use of alcohol, drugs, tobacco products, gang-related or other illegal activities.

The waistband of pants, shorts or skirts must be worn and secured between the hips and the waist. Undergarments as outerwear, pajama pants, bathing suit shorts and bottoms are prohibited.

**Standards of Student Conduct:** Professors are charged with the 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.

**The following types of disciplinary action to 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. No assignments or exams will be accepted or given to a student who has been suspend.
- 3) Exclusion- For legitimate reasons you will simply be dropped from the course and will not be allowed to return back to the classroom.

**Communication:** It is expected that all students check their email on a regular basis. Important information such as assignments, class cancellations, and changes in course material may be relayed via email. When you communicate with the course instructors through email, please include your first and last name along with the course title and section number within the text of the email.

Email is to be used to communicate with others in a professional manner. The ready access to instant communication, however, can sometimes result in inappropriate content. This primarily refers to students sending emails to the Professor or Teachers Assistant while they are upset about course-related issues. I would strongly encourage everyone to use the "one day rule" when sending emails that might be considered inappropriate. Either wait "one day" until "cooler heads prevail" and then meet with the Professor.

I will not provide feedback about exams or other assignments via email. Any such questions or consultation must take place in person during my office hours. Exam answers will not be given.

**Use of Electronic Devices:** I reserve the right to categorically disallow any electronic devices to be used during this course. This includes but not limited to iPod's, iPad's, Blackberry's, cell phones, laptop computers, Tablets and other communication devices if I find they are not being used properly. **Turn all cell phones off and put them away during class.** Cell phone violations may result in exclusion, fine or other disciplinary action suitable. No one is allowed to repeatedly enter and exit the class. Laptop computers, for example, will not be permitted if individuals are using them to check email, surf the Internet, watch TV/ videos, or other uses not related to the class. This determination is at the sole discretion of the instructor.

**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](mailto:dsps@wlac.edu).

**Syllabus Change Policy: This syllabus is a guide for the course and is subject to change. Recording of lectures and discussions will not be permitted without the prior written consent of the instructor. If you violate this recording policy you will be subject to a civil law complaint. If you can't follow this guide it is suggested that you drop this course.**

**Part 1: Crime, Law, and the Criminal Justice System**

Chapter 1: What is the Criminal Justice System?

Chapter 2: Types of Crime

Chapter 3: Causes of Crime

Chapter 4: Criminal Law and Defenses

**Part 2: Law Enforcement**

Chapter 5: Overview of Policing

Chapter 6: Policing Operations

Chapter 7: Legal and Special Issues in Policing

**Part 3: Adjudication**

Chapter 8: The Courts

Chapter 9: Pretrial and Trial

Chapter 10: Sentencing

**Part 4: Corrections**

Chapter 11: Overview of Corrections

Chapter 12: Jails and Prisons

Chapter 13: Community Corrections

**Part 5: Special Issues**

Chapter 14: Understanding and Helping Victims

Chapter 15: Juvenile Justice

Chapter 16: Contemporary Challenges