

COURSE SYLLABUS
AJ 001 – Introduction to Administration of Justice
Summer 2014

INTRODUCTION

PLEASE READ CAREFULLY!
PLEASE NOTE ALL ASSIGNMENT DUE DATES!!
PLEASE NOTE ALL EXAMINATION DATES!!!

WEST LOS ANGELES COLLEGE

Summer Semester 2014
AJ 001 – Introduction to Administration of Justice
Section Number: 8010

INSTRUCTOR: *Professor George G. Yan*

The instructor is a tenured Professor with over fourteen (14) years of teaching experience in the Administration of Justice Discipline with an emphasis on Corrections, Parole, and Probation. He is also West Los Angeles College's representative to the Commission on Peace Officer Standards and Training (POST), and Coordinator for the PC 832 - Arrest and Control Courses.

With over eight years of training and teaching experience in the Los Angeles County Probation Department's Staff Training Office, the instructor is also certified by the Board of State and Community Corrections (BSCC) - Standards and Training for Corrections Program (STC). He has extensive experience in developing, implementing, and monitoring training for all levels of Probation personnel assigned to the juvenile halls, probation camps, and specialized gang functions.

Professor Yan is currently the Training Director for the Los Angeles County Probation Department's Staff Training Office in the Professional Standards Bureau. With a 2.7 million dollar budget, he oversees and operates the training academy for newly hired officers. He is also responsible for ensuring that his staff provides the most current and highest quality in-service training to over 6,000 sworn officers annually throughout the Department.

Prior to his current assignment, he was a Probation Director assigned to Central Juvenile Hall, one of the largest juvenile halls in the nation. He was responsible for the overall operation of Division II (one of four divisions), which consists of eleven (11) living units that house juvenile offenders, both females and males, ranging from ages 13-18 who are detained pending the judicial process. Many of these juveniles are serious offenders with special needs as it relates to mental health issues, developmental disabilities, and dependency minors that are also criminal offenders (Dual Supervision - 241.1 WIC).

Formerly, the Lead Supervising Deputy Probation Officer in the Intake and Detention Control (IDC) Unit at the Eastlake Juvenile Court with supervisory responsibilities for twelve (12) Deputy Probation Officers. He ensured that his deputies performed thorough investigations, made proper assessments, prepared high quality reports to the courts and articulated a sound recommendation whether to detain or release the juvenile offender pending judicial review. The decision to detain or release was made in accordance with the California Penal Code under the Welfare and Institutions Code (WIC), while adhering to the policies and procedures of the Los Angeles Probation Department as it relates to public safety, and in the best interest of the minor. His deputies also advised and assisted law enforcement agencies in interpreting the complexities of juvenile law and to gain a better understanding the juvenile justice system.

The instructor has over 39 years of service with the Los Angeles County Probation Department. His knowledge and experience in Probation is extensive and diverse. He has worked directly with juvenile offenders in secured facilities such as juvenile halls and probation camps. He also supervised adult and juvenile Asian gang probationers in the community, worked closely with school officials in the Gang Alternative and Prevention Programs, community work service programs, recruitment and selection of probation personnel, staff training, and mentoring new probation employees. He also served on the oral interview panel, interviewing prospective candidates who are pursuing a career with the Probation Department.

His credentials include a Bachelor's degree in Sociology with a minor in Physical Education. He has completed over eighteen hundred and forty (1840) hours of in-service training with Probation and other law enforcement agencies throughout the State of California. The instructor holds certificates in Peace Officer Standards and Training's (POST) PC 832-Arrest and Control Course, Standards and Training for Corrections' (STC), Juvenile Corrections Officer Core (JCOC), Field Probation Officer Core (FPOC), Basic Supervisor Core Course (BSCC), Managers/Administrators Core Course (MACC), Use of Chemical Agents, Safe Crisis Management (SCM), Basic Physical Restraints, and CERT (Community Emergency Response Team).

Mr. Yan was awarded the academic rank of Assistant Professor in the Administration of Justice/Corrections discipline at West Los Angeles College on November 27, 2001. His academic rank was elevated to Associate Professor on February 17, 2004. On May 26, 2009, he was conferred the rank of Professor.

REQUIRED TEXTBOOK



CJ: Realities and Challenges

Ruth E. Masters, Lori Beth Way,
Phyllis B. Gerstenfeld, & Bernadette T. Muscat
Second Edition, Copyright year: 2013
ISBN: 0078026520

The textbook may be purchased at the WLAC Bookstore or directly from the publisher.

COURSE DESCRIPTION

This is a survey course that covers the philosophy and history of law enforcement, and an overview of crime and the criminal law and the three basic components of the criminal justice system: the police, courts, and corrections will be examined. In addition, career opportunities in all aspects of law enforcement will be presented.

IMPORTANT DATES FOR SUMMER SESSION

Semester Begins: 06/16/14

Last day to add (Online): 06/15/14

Last day to add (In-person): 06/20/14

Last day to drop with a refund/No fee owed: 06/20/14

Last day to drop without a "W": 06/20/14

Last day to drop with a "W": 07/17/14

Finals and Semester ends: 07/27/14

INSTITUTIONAL STUDENT LEARNING OUTCOMES

Critical Thinking:

Analyze problems by differentiating fact from opinions, using evidence, and using sound reasoning to specify multiple solutions and their consequences.

Communication:

Effectively communicate thought in a clear, well-organized manner to persuade, inform, and convey ideas in academic, work, family and community settings.

Civic Responsibility:

Apply the principles of civility to situations in the contexts of work, family, community and the global world.

Cultural Diversity:

Respectfully engage with other cultures in an effort to understand them.

Ethics:

Practice and demonstrate standards of personal and professional integrity, honesty and fairness; apply ethical principles in submission of all college work.

PROGRAM STUDENT LEARNING OUTCOMES

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.

STUDENTS WITH DISABILITIES

Students with disabilities who believe they may need accommodations in this class are encouraged to contact Disabled Students Programs and Services located in the Student Services Building (SSB 320), phone number (310) 287-4450, Department Email: dsps@wlaac.edu as soon as possible to better ensure such accommodations are implemented in a timely fashion.

DOING ONLINE COURSEWORK

Please Read Carefully!

- Each week you will be asked to complete one lesson of the ONLINE course.
- Pay close attention to the vocabulary at the beginning of each lesson (hint: the vocabulary may appear on an exam).
- Read the accompanying material regarding the lessons.
- Read the appropriate chapter in the textbook.
- At the end of each lesson you will be asked to respond to several questions regarding the material from the chapter. Complete your essay as instructed in the Assignments, Tests and Surveys (AT&S) section.
- Assignments will NOT be accepted after the specified date in the "Accept Until" column in the AT&S section.

GRADING OF ASSIGNMENTS

Since your postings are the only written requirements for the course, they should be a college-level work product. Your submissions will be graded not only for content, but also for critical thinking skills, correctness, presentation, spelling, and grammar. You should write your responses assuming that the reader (me) has little or no knowledge of the subject. Answers that are too brief or incomplete will not receive high marks.

Please do not copy word for word from the textbook.

Remember, these assignments are a significant part of your grade.

Late Assignments: Any assignment that is late will lose one (1) point, and will not be accepted after the specified date indicated in the Assignments, Tests and Surveys (AT&S) section.

GRADE SCALE

- A = 455-410
- B = 409-364
- C = 363-319
- D = 318-273
- F = 272 and below

ACADEMIC HONESTY

I will enforce strict rules of academic behavior. Any student found cheating on an examination or submitting work to the instructor that is not his/her own will receive an "F" for the work or exam, and may receive an "F" for the entire course at the discretion of the instructor.

AJ 001 – SUMMER SEMESTER COURSE OUTLINE

Be sure to read the required chapters before taking the quizzes. All Quizzes and Exams are timed and can only be accessed once. Read instructions carefully before beginning!

Read Syllabus, Announcements, and answer questions

Please note: Quiz #1 is due on 06/18/14

Chapter 1 - What is the Criminal Justice System?

Chapter 2 - Types of Crime

Please note: Quiz #2 on Chapters 1 and 2 is due on 06/20/14.

Chapter 3 - Causes of Crime

Chapter 4 - Criminal Law and Defenses

Please note: Quiz #3 on Chapters 3 and 4 is due on 06/27/14.

Chapter 5 - Overview of Policing

Chapter 6 - Policing Operations

Chapter 7 - Legal and Special Issues in Policing

Please note: Quiz #4 on Chapters 5, 6, and 7 is due on 07/04/14.

07/07/14: Midterm - Chapters 1-7, 50 Questions (Due Wednesday, 07/09/14 @ 11:59 pm) - Exam has a time limit and can only be accessed once. Begin and finish the exam once you enter the exam. DO NOT pause and return at a later time!

Chapter 8 - The Courts

Chapter 9 - Pretrial and Trial

Please note: Quiz #5 on Chapters 8 and 9 is due on 07/11/14.

Chapter 10 - Sentencing

Chapter 11 - Overview of Corrections

Please note: Quiz #6 on Chapters 10 and 11 is due on 07/18/14.

Chapter 12 - Jails and Prisons

Chapter 13 - Community Corrections

Chapter 14 - Understanding and Helping Victims

Chapter 15 - Juvenile Justice

Please note: Quiz #7 on Chapters 12-15 is due on 07/26/14.

07/26/14: Study for the Final Exam

07/27/14: FINAL EXAM - Chapters 1-15 (100 Questions) may be taken anytime on 07/26/14, Saturday (Due on 07/27/14 @ 11:59 pm) – The Exam has a time limit and can only be accessed once. Begin and finish the exam once you enter the exam. DO NOT pause and return at a later time!

07/27/14: Semester Ends – Coursework will not be accepted after this date!

ESSAY ASSIGNMENT

See "Essay Assignment" in the Assignments, Tests and Surveys (AT&S) section and follow the instructions carefully.

Grading Outside Classroom Work:

Your submissions will be graded not only for content, but also for correctness, presentation, spelling, and grammar. You should write your paper assuming that the reader (me) has little or no knowledge of the subject. Treat the report as a mini-research project.

EXTRA CREDIT

Extra credit is given for completing the VTEA Survey. See "Extra Credit Assignment" in the Assignments, Tests and Surveys (AT&S) section and follow the instructions carefully.

Grading Extra Credit Work:

Your submissions will be graded not only for content, but also for correctness, presentation, spelling, and grammar. You should write your paper assuming that the reader (me) has little or no knowledge of the subject. Treat the report as a mini-research project.

STUDENT PROGRESS

College can be demanding, and life is not always as predictable as we would like it to be. Students are encouraged to speak with me as soon as possible should they fall behind in their studies and/or coursework due to unforeseen personal issues or emergencies.

I would rather work with you to either reorganize/catch-up, or make the decision to withdraw from the course than to be forced to give you a failing grade at the end of the semester.

It is your responsibility to drop or withdraw from the course. If your name is still on my roster at the end of the semester, you will receive whatever grade appears on the grade roster at that time.

I am available by e-mail or by appointment for consultation. Please note my office hours.

OFFICE HOURS / LOCATION / EMAIL

- **For non-emergencies (Questions related to the class):** Use the "Personal Message" from the "Discussion and Private Message" Section of ETUDES, but include your email address.
- **For emergencies (Family deaths, serious illnesses/injuries, etc.):** Use the college email YanG@wlac.edu
- **Office Hours**
Tuesdays: 08:00 pm - 09:00 pm (Online)
In-person Meetings: By Appointment Only
- **Office Location**
Building: General Classrooms (GC)
Room Number: 380C
- **Email:** YanG@wlac.edu