

West Los Angeles College
Department of Administration of Justice

ADM-Justice 1: Introduction to Administration of Justice

Professor: Capt R. Engen (Ret.)
Class location: GC430

Section 3134
Class time: Tuesday 6:45pm--10:00pm

The Instructor is available for counseling one hour prior to each class meeting (Rm GC 430) and/or may be scheduled as needed. Email: Joaneth1@aol.com

Required text:

CJ Realities and Challenges 1st Edition
Ruth E. Master, Lori Beth Way
2011. ISBN 13 9780073401515

Course description:

The philosophy and history of law enforcement; overview of crime and police problems; organization and jurisdiction of local, state and federal law enforcement agencies. In addition, a survey of professional career opportunities and the qualifications required for entry into a career in Administration of Justice or transfer to a four-year university will be presented.

Student Learning Objectives(SLO):

SLO #1. Student will be able to analyze and evaluate the current legal system in the United States of America from a historical perspective.

SLO #2. Describe the three components of the criminal justice system: explain the relationship between the police, courts and corrections.

SLO #3. Characterize the social impact of crime and its effect on individuals in society.

Assignments:

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

Guest lecturers may visit the class during the semester, therefore class discussions will not necessarily cover all materials in the book or some chapters. 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 per week. Chapters should be read before the start of each week, as there may be a quiz at the start of each class.

Exams:

There will be various quizzes, a midterm and a final exam. These exams provide opportunities for students to show their mastery of the material. Exams are not reviewable. No one will be permitted to enter/exit the classroom during exams. **FINAL EXAM is June 2, 2015.**

Grading:

Each assignment, quiz, exam, or project will have a point count so you will know how it adds to your final grade: A=100-90% B=80-80% C=70-70% D=60-60% F=59-0%

Make up Policy:

No assignment will be accepted after the due date and time. In class assignments will not be recreated. You have one day to make-up an exam--with prior approval only. Repeated make-up exams and early exams are not allowed.

Plagiarism:

You must document your sources as per MLA or APA. using the ideas or words of another person, even a peer, or a website, as if it were your own, is plagiarism. Cheating and plagiarism are serious academic offenses. A student who is dishonest in this respect will be excluded for 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 stated students should NOT do so, submitting the same paper to more than one instructor, 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.

Extra Credit:

Class extra credit will be at the discretion of the instructor based on class assignments and opportunities during the term.

College Withdrawal Policy:

It is the STUDENT'S responsibility to withdraw from classes. Instructors have no obligation to drop students who do not attend courses, and may choose not to do so. Students who do not drop the course are subject to receive a "F." Please read the withdrawal policy at www.wlca.edu.

Note the following dates:

DROP without a "W"

February 20, 2015

DROP with a "W"

May 8, 2015

Attendance:

- Regular class attendance is required. 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 legitimate reasons (e.g. serious illness, death in family) students may not be able to attend class. With the exception of exam dates, do not send emails requesting to miss classes. I will leave this decision as to when or if to miss a class to your best judgment. Class notes used for lectures will not be provided. You must obtain class notes and assignments from a fellow student if you miss class. You may have one day to make up a missed exam with prior approval. repeated make-up exams will not be allowed.
- Students are expected to arrive a few minutes before the start of class so that lectures may commence on time. Repeat instances of tardiness and absences will not be permitted. More than 3 absences will affect course grade and/or result in exclusion. It is suggested that students drop the class if family, work, or other work obligations make it difficult to be on time or to attend class.
- Students are expected to be active participants during each class period. The instructor reserves the right to score students based on their level of participation and knowledge of course material.
- Students are expected to handle themselves professionally during class, including being prepared for class (reading material), arriving on time and being active participants. it is my intent to treat each student as an adult and as such require a standard of behavior consistent with the "real world."
- We will discuss controversial criminal justice/social issues in a frank and forthright manner. Students must direct comments or responses in a professional manner and respect the

opinions of others. If you are offended by a comment, come to me during office hours to discuss the issue. In many cases these can be used as a valuable learning experience and I will do my best to rectify a problem.

- Disruptive, disrespectful or obstructive behavior will be dealt with in accordance with the LACCD Standard of Student Conduct.
 1. Warning--a verbal or written notice given to the student by the instructor.
 2. Removal by instructor--an instructor may suspend a student from class for the day of the incident and the next class meeting. During the period of removal, the student shall not return to the class without the permission of the instructor of the class. No assignments or exams will be accepted or given to a student who has been suspended.
 3. Exclusion--With legitimate reasons, you may be dropped from the course and not allowed back in the classroom.

Miscellaneous:

- NO HEAD WEAR (male or female) may be worn in class. This includes hats, hoods, wave caps, sweatbands, bandanas, sunglasses, goggles, earmuffs, or combs/picks, except by administrative permission for medical necessity, religious, or school-related events.
- Garments that are distracting or inappropriate are prohibited such as see-through materials, pajamas, trench coats, ripped/torn clothing, printed profanity, 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 secured between the waist and the hips. Undergarments worn as outerwear, bathing shorts, and pajama pants are prohibited.
- **Use of electronic devices:** I may categorically disallow all electronic devices to be used in class. **Turn off all devices and put them away during class. Violations may result in exclusion or other disciplinary action.** No one is allowed to repeatedly enter and exit the classroom.
- **Recording lectures and discussion is not permitted without the prior written consent of the instructor. If you violate this policy you will be subject to civil law complaint.**

Special Instructional Accommodation:

Students with disabilities who need assistance or accommodations should contact the instructor and the Disabled Student Programs & Services center located in SSB 320. Contact 310-287-4420 or dsps@wlac.edu.

Student Development:

A portion of each lecture period will be directed toward the issues of Student Interest developed from the third meeting "Student Assessment Session" (Educational Goals, Student Learning Objectives, and Career Aspirations/Goals/Strategies). Lectures and online activities are proffered to initiate dynamic interactions and discourse.

This syllabus is a guide for the course and is subject to change. If you cannot follow this guide it is suggested that you drop this course.

COURSE SCHEDULE

| <u>DATE</u> | <u>TOPIC</u> | <u>Assignment</u> |
|---------------|---|-------------------|
| Feb 10 | Overview: Criminal Justice System | Chapter 1 |
| Feb 17 | Depiction of Crime in America | Chapter 2 |
| Feb 24 | Criminal Behavior--Causation | Chapter 3 |
| Mar 3 | Nature of Crime--Criminal Law | Chapter 4 |
| Mar 10 | Legal Aspects (Review) | Hand-out |
| Mar 17 | EXAM #1 <u>ON CAMPUS</u> | |
| Mar 24 | Law Enforcement--History, Role | Chapter 5 |
| Mar 31 | Police--Field Operations--Patrol | Chapter 6 |
| Apr 7 | Police--Investigations--CSI | Chapter 7 |
| Apr 14 | Constitution--Laws of Arrest | Hand-out |
| Apr 21 | Evidence--Search & Seizure (Review) | Chapters 5-7 |
| Apr 28 | EXAM #2 <u>ON CAMPUS</u> | |
| May 5 | Courts--CJ Procedures | Chapters 8 & 9 |
| | <u>**PROJECTS DUE**</u> | |
| May 12 | Corrections-Probation-Punishment | Chapters 10-13 |
| May 19 | Juvenile Justice-Trends (Review) | Chapters 15-16 |
| May 26 | Review | |
| June 2 | FINAL EXAM <u>ON CAMPUS</u> | |

Changes may be made at the discretion of the Instructor. Any changes will be announced.