



**West Los Angeles College**  
Department of Administration of Justice  
Administration Justice 4:  
Principles and Procedures of the Justice System

**Syllabus**  
**Winter 2017**

**Instructor:** Armando E. Arenas, MPA

**Office Location:** Classroom

**Office Hours:** Mon-Thurs

3:20 pm- 4:20pm

**Phone** (310) 287-4246

**Section:** #7573 UC: CSU Units:3

**Class Time:** Mon-Thurs

12:30 am – 3:20pm

**Class Location** ARTC

**Email:** armandoarenas@ymail.com

**Course Description:**

This course provides an in-depth study of the justice system ranging from incidents investigated by law enforcement to final disposition and settlement in court. The student will be exposed to the history, concepts, and functions of Federal and State courts.

*Required Textbook:*

*California Criminal Procedure*

*4<sup>th</sup> Edition*

*Rutledge, Devallis*

© 2000 ISBN 0-942728-97-1

**Student Learning Outcome (SLO):**

- Students will be able to explain the steps in criminal investigations leading to prosecution.
- Students will be able to identify the key characters in State and Federal court and their functions.
- Students will be able to describe the preliminary hearing and trial process.

**Assignments:**

There will be a variety of assignments for this 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 their content.

We will have class discussions or break into small groups for discussion and class activities, but most of the course will be conveyed in lectures.

**Note:** 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 Readings:**

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 an unannounced quiz in class.

**Exams / Quizzes:**

There will be one (1) midterm and one (1) final exam. The exams provide opportunities for students to show their individual mastery of the material. Exams will not be reviewable. Students will be permitted to enter / exit the classroom during exams. Students will have six (6) unannounced in class quizzes based on assigned readings and lectures. The classroom doors will be locked.

**In Class Group Exercises:**

The objective of these exercises is to develop problem solving and decision making skills in interpersonal contexts. Field trips may be required.

**Attendance and Participation:**

Students are encouraged to attend and participate in class. Students are expected to attend every class meeting, to arrive on time and stay throughout the class period. Students may be dropped from class for excessive tardiness, for failure to attend class the first day or during the entire first week of the class, or if the total number of absences exceed the twice the number of hours the class meets per week, missed/makeup exams, missed/makeup assignments, late assignments/extensions, reporting absences.

**Writing Assignment:**

Students are required to complete a five-page paper discussing a criminal case. In the written assignment, students shall analyze the criminal investigation, evidence, and court proceedings. Students must cite at least three outside sources. The paper should be written using APA style and doubled spaced. In addition, the student should include a cover page and reference page. The writing assignment is due on week 4 of the course. The writing assignment topic will be discussed in class on week 1.

**Oral Presentation:**

Students are required to provide a 5-8 minutes PowerPoint presentation on their written assignment.

**Make up Policy:**

No assignments will be accepted after the due date. In class assignments will not be recreated. No early or make up exams.

**Plagiarism:**

Plagiarism will not be tolerated. “Violations of academic integrity of any type by a student provides grounds for disciplinary action by the instructor or college. 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” (Board Rule 9803.28).

**Extra Credit:**

Extra credit will be at the discretion of the instructor.

**Disability Support Services (DSS) Accommodation Statement\*** 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 or call 310-287-4420.” [dsps@wla.edu](mailto:dsps@wla.edu)

**Grading Criteria:** A= 275-251 B = 250-226 C = 225-201 D = 200-166 F = 166-0

Quizzes (3 @ 10 points)	30 Points
Attendance / Participation	50 Points
Midterm	50 Points
Final Exam	60 Points
Writing Assignment	45 Points
Oral Presentation	40 Points

**Week 1**

Introductions  
Syllabus review / Student questions  
Chapters 1, 2, 3, 4

**Week 2**

Chapters 5, 6, 8, 11

**Week 3**

Midterm  
Chapters 12 &13

**Week 4**

Midterm  
Presentations

**Week 5**

Presentations  
Final