

WLA College
A.J. 1
Spring 2017, Section: 8004

**INTRODUCTION TO THE
ADMINISTRATION OF JUSTICE**

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SYLLABUS - CLASS POLICIES ONLINE VERSION: (Feb 8, 2017)

Required Text: CJ Realities and Challenges, 2nd edition
by Masters, Ruth, and other authors, ISBN: 978 0 07 802652

Although some students would like to use other textbooks with similar titles and topics, please be advised all of my test questions come from this assigned text! You grade is at risk if you do not have the correct text!

The 1st edition of the text may be used but there may be some risk to the page changes referenced in class from the 2nd ed version. Also check with the WLAC bookstore for both used copies and text rentals.

Student Responsibility:

Students who fail to attend class in the 1st week will be excluded and your seat given to another student. Students are expected to log in to the “virtual” classroom at the beginning of each week and check the Announcement section, read the material in the Module, and take the quizzes as assigned. If you have a confidential question, send it through the Private Message section. **Each week there is a graded Discussion Question and a Quiz or exam that is due.**

Course Description: The philosophy and history of law enforcement will be presented. Topics will include an overview of crime theories and causation as well a discussion on the organization of the police, courts, and corrections at the local, state and federal levels. 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. (*UC Transfer Credit Limit: A maximum of one course from Administration of Justice 1 or 4 will be acceptable for UC credit.*)

Student Learning Outcomes:

1. Student will be able to analyze and evaluate the current legal system in the United States of America from a historical perspective.
2. Describe the three components of the criminal justice system: Explain the relationship between the police, courts and corrections.
3. Characterize the social impact of crime and its effect on individuals in society.

Reminder about assistance or accommodation:

If there are special accommodations that you require to be successful in this course, please request assistance from the DSPS office. To receive accommodations for a special need or disability, students must register with the Office of Disabled Student Program and Services. Please contact the DSPS Director at (310) 287 4450 for information and assistance. Location: Student Services Building, 3rd floor, room SSB 320. E-mail copy of the letter to me.

Important Dates for Spring, 2017. Please note holidays are not observed for this online class.

02/06/17 Canvas is open. Log-in, check out the Modules, review the Syllabus, ask questions.
02/16/17 Last day to drop the class and receive a refund/no fee owed to the college
02/16/17 Last day to drop the class without a “W” appearing on your college record
03/30 to 04/02 Midterm exam, Chapters 1-7, **there are no make-ups except upon approval by instructor**
05/05/17 Last day to drop the class with a “W” appearing on your college record
06/02 to 06/05 Final Exam, Chapters 1-15, plus court cases, closing 11:55 am; **there are no make-ups!**

WEEKLY CLASS SCHEDULE (subject to change)

Week 1: 02/06/17

Topics: What is the American Criminal Justice System (CJS), Chapter 1
Identify the three major components of the criminal justice system, philosophies and history, conflicting goals, define social justice
What is crime? Know the terms mala in se and mala prohibita
Compare/contrast the Crime Control Model with Due Process Model

Reading: Complete Chapter 1, review chapter summary, key terms, and study questions

Quiz #1 10 questions from Chapter 1.

Week 2: 02/13/17

Topics: Types of Crime, Chapter 2
Social impact of crime, how crime is measured, the Uniform Crime Reports, Part 1 and Part 2 Offenses, distinguish the different types of crimes (crimes against persons, property crimes) and crime categories such as public order and political crimes, organized crime, hate crimes and crimes by gender

Reading: Complete Chapter 2, review chapter summary, key terms, and study questions

Quiz #2 10 question quiz from Chapter 2.

Week 3: 02/20/17

Topics: Causes of Crime, Victimology, Crime Data Collection, Chapter 3
Seeking the Causes of Crime: Early Schools such as the Classical or Positivist, and Biological Factors, Psychological Factors, Sociological Factors, Victimization Factors
Know the theories and the founders of each major school of criminology

Reading: Complete Chapter 3, review chapter summary, key terms, and study questions

Quiz #3 10 question quiz from Chapter 3.

Week 4: 02/27/17

Topics: The Criminal Law, Major Court Cases, Chapter 4
Know the nature and purpose for which the law exists history and philosophy
Modern Sources of the Law, substantive law, procedural law
Know the difference between the civil law and criminal law, felonies, misdemeanors, and infractions, distinguish between the corpus delicti, actus reus, mens rea and defenses

Reading: Complete Chapter 4, review chapter summary, key terms, and study questions

Quiz #4 10 question quiz from Chapter 4.

Week 5: 03/06/17

Topics: An Overview of the Police, their Purpose & Organization, Chapter 5
History & structure of the police, including the federal, state and municipal police
Recruitment, selection and hiring process; police corruption and integrity
Explain the different styles of policing: watchman, legalistic & service
Understand police discretion and the existence of police subcultures

Reading: Complete Chapter 5, review chapter summary, key terms, and study questions

Quiz #5 10 question quiz from Chapter 5.

- Week 6: 03/13/17**
 Topics: Policing Operations, Chapter 6
 Recognize chain of command, span of control, structure of police management
 Know the role of the police (maintain order, keep the peace, enforce all laws, ethics)
 Understand strategies (preventive patrol, problem-oriented and community policing)
 Patrol is the backbone of American policing, know the various types. Racial profiling
 Deployment of Police Resources, how it is determined
 Differentiate between police and public opinion and responding to diverse populations
 Reading: Complete Chapter 6, review chapter summary, key terms, and study questions
 Quiz #6 10 question quiz from Chapter 6.
- Week 7: 03/20/17**
 Topics: Legal and Special Issues and Challenges, Chapter 7
 Arrest, search & seizure, Miranda Rights, Due process of Law
 Read the 1st 10 amendments to the US Constitution
 Specifically, know and be able to explain the rights and/or protections of each:
 4th Amendment, 5th Amendment, 14th Amendment
 Reading: Complete Chapter 7, review chapter summary, key terms, and study questions
 Reading: See The Bill of Rights, page 511 (2nd ed text), then look up the 14th Amendment.
 Quiz #7 10 question quiz from Chapter 7.
- Week 8: 03/27/17**
 Midterm: 100 question midterm exam, chapters 1-7. See note in the Questions section on how to prepare for the midterm exam. No make-ups for the midterm except by approval of the instructor, plan accordingly!
 Essay: **Writing assignment opens is due 04/30.** Effectively follow the appropriate writing style practiced in the social sciences (APA). Critically analyze and discuss issues of crime and justice from varying perspectives. Utilize conclusions from scholarly research in creating informed positions on controversial issues in criminal justice while demonstrate your ability to raise critically relevant questions based on independent reading of criminal justice literature. No late postings.
- Week 9: 04/03/17 Spring Break (04/01 to 04/07)**
- Week 10: 04/10/17**
 Topics: Adjudication, the Courts, Chapter 8
 Know the court structure and jurisdiction in both state and federal courts
 California Courts: Superior Court, District Courts of Appeal, Supreme Court
 Federal Courts: District Trial Court, U.S. Courts of Appeal, Supreme Court
 Know the difference between a trial court and an appeals/supreme court
 Understand the United States has an adversarial system of justice
 Know who is in the courtroom: judge, jury, prosecutor, defense attorney, juries and challenges to jurors, witnesses, bailiff, clerk, court reporter, and victims
 Reading: Complete Chapter 8, review chapter summary, key terms, and study questions
 Quiz #8 10 question quiz from Chapter 8.

- Week 11: 04/17/17**
 Topics: Pretrial and Trial, Chapter 9
 Review defendant's rights:
 5th Amendment (Due Process and Double Jeopardy)
 6th Amendment, (Right to Attorney, Speedy Trial, Public Trial, Trial by Jury or trial by Court (judge), Know the Charges, Confront Witnesses, Compel Witnesses
 8th Amendment, (Bail Shall Not Be Excessive, Cruel & Unusual Punishment)
 14th Amendment, (Due Process of Law Applicable to States)
 Arrest, booking, then arraignment where a plea is entered, preliminary hearing
 A defendant can be charged either by indictment or information, know the difference
 Know the stages in the trial after the initial appearance: jury selection, opening statements, testimony, closing arguments, charge to the jury, deliberation and the rules of evidence.
 Define evidence and types of evidence. Know the procedure of the appeals process
 Reading: Complete Chapter 9, review chapter summary, key terms, and study questions
 Quiz #9 10 question quiz from Chapter 9.
- Week 12: 04/24/17**
 Topics: Philosophy and Goals of Sentencing, Chapter 10, Code of Hammurabi
 Review defendant's rights after conviction and sentencing
 Understand the concept of Cruel and Unusual Punishment
 Goals and Models of Sentencing (types of sentences and guidelines)
 Understand the difference between determinate and indeterminate sentencing
 Understand federal guidelines, mandatory sentencing, plea bargaining
 Capital Punishment, imprisonment, fines and other punishments
 Reading: Complete Chapter 10, review chapter summary, key terms, and study questions
 Quiz #10 10 question quiz from Chapter 10.
- Week 13: 05/01/17**
 Topics: Overview of Corrections, Chapter 11,
 There are federal prisons and state prisons
 Know the history and purpose of the correctional system, both US & California
 What are the models of present day corrections? Who is behind bars?
 We talk about race and gender, but what about transgender, transsexual, gays, etc?
 What about private prisons?
 Reading: Complete Chapter 11, review chapter summary, key terms, and study questions
 Quiz #11 10 question quiz from Chapter 11.
- Week 14: 05/08/17**
 Topics: Jails and Prisons (know the difference), Chapter 12,
 Understand the jail system and jail population
 Review of prisoner's rights and Life in Prison and Jails, Prison gangs
 Understand special populations in jail and prison (race, gender, subcultures)
 Know lifestyles and how gays, lesbians, transsexuals are treated in prison?
 Riots, unrest and sexual crimes in prisons. Rehabilitation and Treatment in Prison.
 Inmates with Mental Disorders.
 Reading: Complete Chapter 12, review chapter summary, key terms, and study questions
 Quiz #12 10 question quiz from Chapter 12.

Week 15: **05/15/17**
Topics: Community Corrections, Chapter 13
 Probation, Parole, Community Corrections
 Know the difference and similarities of probation & parole
 Understand community corrections and different types of sanctions: community service, restorative justice, restitutions and fines, mediation, house arrest, electronic monitoring, community centers, work release programs.
Reading: Complete Chapter 13, review chapter summary, key terms, and study questions
Quiz #13 10 question quiz from Chapter 13.

Week 16: **05//22/17**
Topics: Understanding Victims, Chapter 14
 Recognizing Victimization, History of Victim Advocacy, Working with Victims
 Victim Assistance, Collaboration
Reading: Complete Chapter 14, review chapter summary, key terms, and study questions
Quiz #14 10 question quiz from Chapter 14.

Week 17: **05/29/17**
Topics: Juvenile Justice, Chapter 15, Module 15
 Know the history and development of juvenile law and juvenile courts
 Understand the Modern Juvenile Justice System and how juveniles are processed
 Landmark court cases for juvenile procedure and juvenile corrections
Reading: Complete chapter 12, review chapter summary, key terms, and study questions
Quiz #15 10 question quiz from Chapter 15.

Final Exam **06/01/17 through 06/04/17 Final exam is open**
The final exam will consist of 100 questions, comprehensive, from the chapters 1-15, summaries, key terms, former quizzes, study questions, Myth/Realty, & postings in the Modules.

Make-ups: All missing work must be turned in not later than May 28, if late submission has been approved by instructor. There are no make-ups for the midterm or the final exam except upon verification of an emergency or exigent circumstances.

Vacations and not having access to a computer is not considered an emergency.

Each assignment, quiz, or exam will have a point count so you will know how it adds to your final grade. Missed quizzes, exams or assignments will result in 0 points for the missed quiz and may impact your final grade so make sure you complete all assignments on time.

In the event of an emergency, or exigent circumstances, students may ask the instructor for a make-up of a missed quiz. On a case by case basis the instructor will consider the request. Permission must be obtained from the instructor to make-up missing work otherwise 0 points or an "F" will be recorded. Approval is on a case by case method and will not be unreasonably withheld.

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The On-line Learning Process:

Students are expected to log-in each week to the Virtual Classroom on the Etudes Platform and are cautioned to keep up with the reading assignments and take the quizzes and exams on time. Access to the Etudes Platform is open 24 hours a day, however, the quizzes/exams have time limits. Exams and quizzes will be available on Thursdays, and must be completed not later than Sunday, 11:55 am. I will grade exams on Sundays and POST any Announcements Sunday evening for the upcoming week. I will check the class website and my private messages every 48 hours for your comments, if any. I do not allow make-ups EXCEPT on an individual case by case basis where we can discuss why a quiz or exam was missed. If you do not take the midterm or the final exam you will receive 0 points and your final grade will be calculated without the final exam, impacting your overall score and final grade.

All assignments, including any quiz/exam, must be taken within the time period provided. Discussions are posted weekly, open Sunday and remain open until Saturday for full points. Discussions will remain open for an additional week for late postings but at reduced points.

In the event a student wants to **withdraw from the course**, then it is up to the student to process a “withdraw” in accordance with the college catalog. See the Weekly Class Schedule for withdrawal dates to avoid penalties.

Professional Conduct in Our Virtual Classroom Community:

I encourage you to participate in the DISCUSSIONS, and to ask questions and post items of interest in the Student Lounge or Chat Room. This class is a “safe harbor” for you to have discussions.

One of the unifying objectives in this course is to familiarize you with best practices and give you exposure to becoming a member of a professional community.. I also have the responsibility to insure that our virtual classroom operates in a conducive learning environment for all students. As such, all students will please follow these policies for all emails, discussion groups and chat rooms:

1. No profanity or foul language, either in writing or pictures, of any kind at any time.
2. Please address everyone politely by their name.

3. Under no circumstances may you ask for a classmate's personal contact information or in any way ask for a personal meeting or date.
4. Unless I specifically ask you to do so as a proper part of an assignment, do not include in your email signatures or other material in your messages of any kind of a personal nature, including sales solicitation, information about a business, or a political or religious message of any kind. Do not include a blind or other kind of hyperlink to such information. Violators will be excluded from the course.
5. Please use common sense and common courtesy as if you are already a professional in the law enforcement community. Please check with me first if you have any questions about what is appropriate.

Lectures appear in the Modules as postings:

Lectures from my campus class will be or have been posted each week in the Module. During class I have a lot of handouts, which I will also include as Attachments in the Modules. My lecture information is based upon my own experiences as a Los Angeles Police Officer, commissioned officer in the military police, and my reserve duties with the Los Angeles County Probation Department.

I started my career as a police officer in Los Angeles after returning from military service. After completing Sergeant's School at the LAPD Academy I was given the opportunity to teach full-time at Los Angeles City College. I also attended law school, but instead of pursuing a career in law I obtained my real estate license and started a parallel career, working as a college professor and as a real estate broker.

At the start of the Gulf War I joined the US Army Reserve and became a military police instructor, preparing soldiers for duty as Military Police soldiers (95 B) or Corrections (95 C) assignments for Operation Desert Shield. I also continued my service to the community by serving as a Reserve Police Officer for LAPD, later Glendale PD, and finally as a Reserve Deputy Probation Officer with Los Angeles County.

I served as the chair over Behavioral Social Science for 15 years and now I am the coordinator for the Accelerated College Transfer program. In the past five years I have traveled to Amsterdam, Belgium, Cuba, London, Mexico, Paris, and the People's Republic of China.

Grading Criteria: (See How Your Grade is Calculated for a Point Total)

Grading will be on the point system. We will cover one chapter each week, then have a quiz every other week on two or three chapters, 10 questions from each chapter. The quiz will be available starting on Thursday and must be completed not later than Saturday evening of the same week. You are allowed 1 ½ minutes per question, once you start the quiz or exam the time limit begins..

Each quiz is made up of exam questions taken from the end of each chapter summary, vocabulary words and trade terms, and from the attachments posted in the course Modules and the course syllabus.

A midterm and comprehensive final exam will also be administered during the course. These exams will be made up of questions from the same sources as the chapter quiz. The midterm will have 100 questions and the final exam will have approximately 100 questions. Right now the midterm will consist of questions from chapters 1-7 and the final from chapters 1-15.

In addition to the quizzes and exams, you have a weekly Discussion question that you must post a response to. Late postings will result in a lower grade. The Discussions remain open one week after the due date so don't ignore them, the points add up and missing an assignment could have a negative impact on your grade.

Make-up missing work:

I have, on occasion by special request and due to individual circumstances, granted make-ups to students who have missed a quiz, but only upon an emergency situation that can be verified.

There are no make-ups for the final exam except in exigent circumstances that can be verified. A student who does not take the final exam as assigned in the course syllabus, in accordance with the College Policy as reported in the Schedule of Classes, will receive no points for the exam. Since the final grade is determined by the total points earned by the student, missing any exam will have a negative impact on the overall grade.

Course Participation:

On campus students are expected to actively participate in all classes for which they are registered, to be prompt and to remain in class/lab for the entire time. For online students, participating in class regularly means to log-in each week, post your response to the class Discussions as directed, and to take the quiz/exams on time.

The ratio of homework to class time is 2 to 1. For each hour of class time a student is expected to spend two hours of research, study, and preparation each week. This is a three unit course, therefore you would be expected to log in, review the materials in the Modules, research topics of interest, and complete assignments in the same way as if you were actually attending a class on a campus.

Students who are unable to participate in class regularly, regardless of the reason or circumstance, should withdraw from the class. Instructors may drop a student from a class whenever a student fails to participate or remain active in class. Not having internet access is not considered an excuse, so be prepared.

For online students, this means if you do not complete your assignments or fail to log-in weekly as directed in the syllabus and post your response to the Discussion question, you are subject to exclusion from the class if you miss more than one week's assignments. Holidays are not observed for online classes so be prepared to log-in each and every week.

Dropping a Class:

Student wanting to drop a class should drop online at www.wlac.edu, click "For Students," then "Student Information System." Students who register and then never attend or stop attending a class are responsible for withdrawing from the class to prevent being issued a failing "F" grade in the class. If your name appears on the final grade roster, then you will be assigned a grade of A, B, C, D, or F depending upon your total points for the course. Withdrawal from class can affect your financial aid.

Special Instructional Accommodation:

Please contact me if you need assistance. I check the website and my private messages e-mail every forty-eight hours or sooner. I encourage all of you to e-mail me with any specific questions regarding course content, assignments, or any problem that trips you up. Please use the Discussions, Private Message section for all college related correspondence.

If there are special accommodations that you require to be successful in this course, please request assistance from the professor by registering with the Office of Disabled Student Program and Services. Please contact the DSPS Director at (310) 287 4450 for information and assistance or visit their offices, located in the third floor of the Student Services Building, SSB 320.

Doing Your Own Work:

As the instructor I am here to assist you. I expect each of you to do your own work and not copy or do group exams. There are two main areas for you to be concerned with. First, do your own work. Take the exam using your book, your own notes, and your own materials. Do not take the exam with a buddy who shares answers. Second, when writing a paper, whether it be an essay or term paper, do your own work. Do not have someone else give you answers or write an assignment for you, this is considered cheating. This includes loaning your answers to other students to have a look. If that student copies from your work, both students are guilty of plagiarism and will receive no credit for the work.

Plagiarism, as defined in the 1995 Random House Compact Unabridged Dictionary, is the "use or close imitation of the language and thoughts of another author and the representation of them as one's own original work." Plagiarism by students is considered [academic dishonesty](#) or academic fraud and offenders are subject to academic censure, up to and including [expulsion](#). Some individuals caught plagiarizing claim that they plagiarized unintentionally, by failing to include [quotations](#) or give the appropriate [citation](#) or reference.

Any student who commits plagiarism, copies work from others without giving them credit, has someone else do their work, or does not follow the Class Policies above, is subject to exclusion from the course or will receive an "F" for the dishonest work and a notice sent to the Dean of Student Affairs.

Please review <http://en.wikipedia.org/wiki/Plagiarism> and the Etudes Code of Conduct

Standards of Student Conduct:

Faculty members are charged with 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. Select forms of disciplinary action appropriate to the misconduct may be taken by an instructor when there is evidence that the student's behavior interferes with classroom instruction.

The following types of disciplinary action may 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. Online students would be blocked from class.

Academic Integrity:

Students are responsible for the honest completion and representation of their work, for the appropriate citation of sources, and for respect of others' academic endeavors. When there is evidence of cheating or plagiarism in classroom work, the instructor may assign a failing grade, "F" or zero points to the examination or assignment in which the alleged cheating or plagiarism occurred. Before a substandard grade is issued the instructor will provide the student with supporting documentation of the plagiarism or cheating charge.

Instructors have the authority to use plagiarism detecting instruments such as “Turn It In” to detect academic dishonesty.

Forms of Behavior which Violate Academic Integrity:

- **Cheating.** Using any materials or devices or strategies which provide undue advantage on any exam, assignment, activity or other method of assessment for a course. This includes, but is not limited to, looking at another student's exam, using phones or other communications systems to text message during exams, taking pictures or images of exams, talking with others during exams, using Internet to find information, or any other system of inappropriate "help." Exams are to be measures of what YOU, as an individual, have learned.
- **Collaboration.** Working together on projects, paper, exams or other forms of assessment which are to be completed individually. This includes giving or sharing your paper with others.
- **Plagiarism.** Taking anyone else's work as one's own. Presenting another's words, ideas, forms of expression, materials, or labor without proper citation, referencing, and declaration that this material originated outside the student's own work.

Students may refer to the College Catalog or the online student orientation at www.wlac.edu; click “Counseling, Assessment and Orientation,” then scroll down to “Orientation” for complete details regarding the above policies.

To calculate your final grade, check the Grade Book then compare to the Grade Scale below:

Assignment/Quiz/Exam	Possible Points
Weekly Discussions, x 15 weeks x 10 points each:	150 points
15 quizzes, approximately 10 questions per chapter & syllabus:	150 points
Midterm: The midterm will consist of 100 questions:	100 points
Essay/Research Paper/Library assignment.	025 points
Final Exam: The final exam will consist of 100 questions:	100 points
Total points possible:	525 points

Final Grade Scale:

525 to 470 = A, 469 to 420 = B, 419 to 365 = C, 364 to 315 = D, 314 and below = F

Extra credit:

Students will be asked to participate in a confidential **Career and Technical Education Survey** provided by the campus. The purpose of the student survey is to generate funding for the college by asking certain questions from out career and vocational education students. Once the student has completed this special assignment and provided proof of completion, 05 to 15 points are awarded that will count toward their final grade. Extra bonus points are available for early posting.

Students who find errors in the course and are the first to report it will be rewarded for their extra efforts, up to 5 points per finding errors such as misspellings, incorrect dates, incorrect postings, etc.

How to contact the instructor:

During class dates, please use the Canvas, Private Mail.

After classes end, please use: stapleb@wlab.edu

Charles “Buck” Stapleton, Professor