

# Course Syllabus

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## West Los Angeles College

### Administration of Justice

#### ADM-Justice 1: Introduction to Administration of Justice (UC:CSU) 3-Units

Professor: C.Williams Flournoy, Ed.D. (310) 287-4246

**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.

Required Text:



CJ: Realities and Challenges 2nd Edition

ISBN-13: 978-0078026522

ISBN-10: 0078026520

<http://www.facultybookshelf.org/course/6772> [\\_ \(http://www.facultybookshelf.org/course/6772\)](http://www.facultybookshelf.org/course/6772)

Course SLO's

1. 1. Student will be able to analyze and evaluate the current legal system in the UnitedState 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.

Criterion level at least 70% of students will achieve 70% level on course SLO #1-3. The SLO will be embedded into the multiple-choice exam

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 contract 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

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 Canvas** and hand delivered at the instructor's request.

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 created and submitted as an attachment in one of the following: Microsoft word document, or Microsoft PowerPoint presentation.

**Participation:** Each student has the responsibility to participate each and every class discussion. The instructor takes no responsibility for conveying information to students who are not in attendance or participating. Field trips may be required.Note the following:

- Ensuring all assignments will be turned into the instructor on time.
- Completing weekly reading assignments.
- Completing weekly discussion questions daily
- Completing other assignments as assigned.
- Completing weekly quizzes

#### Assignments:

1. **State assignment 50 points:** Research one California State level **law enforcement** agency and develop a PowerPoint presentation on the mission and functions of the agency. Your presentation should include a 5- to 10-slide Microsoft® PowerPoint® presentation that addresses the agency's creation and history, charter, current resources and issues, and future challenges, major activities and careers. Please use the note section of the PPT to help explain your slides. Voice narration is required creating a slide show presentation.
2. **Federal assignment 50 points:** Research one federal level **law enforcement** agency and develop a PowerPoint presentation on the mission and functions of the agency. Your presentation should include a 5- to 10-slide Microsoft® PowerPoint® presentation that addresses the agency's creation and history, charter, current resources and issues, and future challenges, major activities and careers. Please use the note section of the PPT to help explain your slides. Voice narration is required slide show presentation.
3. **Interview 70 points:** Interview a criminal justice professional (deputy sheriff, police officers, judge, prosecutor, defense attorney, probation officer) Develop six (6) questions on their use of discretion, and how they interact with other criminal justice professionals. Write a two paragraph reflection on the outcome of the interview. Ask follow up questions if necessary to receive a substantive response from the person you are interviewing. College level work must be submitted.
4. **Due process 25 points:** In PowerPoint presentation identify all the due process rights (amendments) related to the criminal justice system. Prepare a PowerPoint presentation listing the due process rights in numerical order. Voice narration slide show presentation.
5. **Portfolio 150 points** - Include a personal statement (1 page), final reflection(5 pages) and ALL assignments attached to the portfolio, which will provides insight into your own personal journey through this course. You must demonstrate your understanding and internalization of the course objectives, and illustrates that you have a firm grasp of the three components of the criminal justice system. Follow template.

**Assigned Reading:** Students will be expected to read each of the reading assignments assigned per week. 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 or not covered in the modules.

**Exams:** Each quiz and exam is made up of questions taken from the textbook. These exams provide opportunities for students to show their individual mastery of the material. Online exams will be available via Etudes and once you start an exam you will have 10 minutes to complete. Make sure you have a reliable computer with Internet connection before access the exam.

**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. Not for this online course.

**Weekly Discussion:** Weekly discussion assignments must be posted in the discussion. Will not accept via email. Discussions must be posted in the correct thread i.e., week one discussion question in week one discussion classroom thread in order to be scored. Postings placed in the wrong discussion room thread will not be graded and will not be scored. No Late discussion postings after due date and times. Your grade will be based on your substantive context and collaboration with the class in the discussion. You must respond to the discussion question and two or more of your classmates posting per discussion question to receive full credit. Posting all on the same day does not meet the participation requirements. [Discussion Index](#)

**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. Assignment will be grade in fair timely manner.

A=100-90%      B= 89-80%      C= 79-70%      D= 69-60%      F= 59- 0%

**Make-up Policy:** Students are expected to submit all assignments via Canvas (in the appreciate area) in a timely manner according to the course calendar. No assignment(s) will be accepted after the indicated due date and time. Check the course website for assignment due dates. Therefore, time management is very important so plan ahead for the next few weeks. Furthermore, ensure that you have a reliable computer with internet access because technological issues is not an excuse for not to completing your work. Lastly, DO NOT wait until the day the assignment is due to began working on it or to submit. Plan ahead by giving yourself room for error.

**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). (<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. Don't ask for extra credit.

**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) (<http://www.wlac.edu>).

**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) (<mailto:dsps@wlac.edu>).

## Course Summary:

| Date             | Details   |                |
|------------------|---|----------------|
| Wed Jun 14, 2017 |  <a href="https://ilearn.instructure.com/courses/23263/assignments/279743">Introductions (https://ilearn.instructure.com/courses/23263/assignments/279743)</a>   | due by 11:59pm |
| Sun Jun 18, 2017 |  <a href="https://ilearn.instructure.com/courses/23263/assignments/279736">Exam # 1 Chapters 1, 2 &amp; 3 (https://ilearn.instructure.com/courses/23263/assignments/279736)</a>                                  | due by 11:59pm |
| Sat Jun 24, 2017 |  <a href="https://ilearn.instructure.com/courses/23263/assignments/279744">California Law Enforcement PowerPoint Presentation (https://ilearn.instructure.com/courses/23263/assignments/279744)</a>            | due by 11:59pm |
| Sun Jun 25, 2017 |  <a href="https://ilearn.instructure.com/courses/23263/assignments/279739">Exam # 2 Chapters 4, 5 &amp; 6 (https://ilearn.instructure.com/courses/23263/assignments/279739)</a>                                | due by 11:59pm |
|                  |  <a href="https://ilearn.instructure.com/courses/23263/assignments/279742">Does race and ethnicity matter in the criminal justice system (https://ilearn.instructure.com/courses/23263/assignments/279742)</a> | due by 11:59pm |
| Fri Jun 30, 2017 |  <a href="https://ilearn.instructure.com/courses/23263/assignments/279741">Is the criminal justice system fair? (https://ilearn.instructure.com/courses/23263/assignments/279741)</a>                          | due by 11:59pm |
| Sat Jul 1, 2017  |  <a href="https://ilearn.instructure.com/courses/23263/assignments/279746">Federal Law Enforcement PowerPoint (https://ilearn.instructure.com/courses/23263/assignments/279746)</a>                            | due by 11:59pm |
| Sun Jul 2, 2017  |  <a href="https://ilearn.instructure.com/courses/23263/assignments/279738">Exam # 3 chapters 7, 8 &amp; 9 (https://ilearn.instructure.com/courses/23263/assignments/279738)</a>                                | due by 11:59pm |
|                  |  <a href="https://ilearn.instructure.com/courses/23263/assignments/279745">Due process (https://ilearn.instructure.com/courses/23263/assignments/279745)</a>   | due by 11:59pm |
| Fri Jul 7, 2017  |  <a href="https://ilearn.instructure.com/courses/23263/assignments/279740">Race and use of force (https://ilearn.instructure.com/courses/23263/assignments/279740)</a>   | due by 11:59pm |
| Sat Jul 8, 2017  |  <a href="https://ilearn.instructure.com/courses/23263/assignments/279747">Interview (https://ilearn.instructure.com/courses/23263/assignments/279747)</a>   | due by 11:59pm |
| Sun Jul 9, 2017  |  <a href="https://ilearn.instructure.com/courses/23263/assignments/279737">Exam # 4 Chapters 10, 11 &amp; 12 (https://ilearn.instructure.com/courses/23263/assignments/279737)</a>                             | due by 11:59pm |

| Date             | Details   |                |
|------------------|---|----------------|
| Fri Jul 14, 2017 |  <a href="https://ilearn.instructure.com/courses/23263/assignments/279748">Portfolio (https://ilearn.instructure.com/courses/23263/assignments/279748)</a>                             | due by 11:59pm |
| Sun Jul 16, 2017 |  <a href="https://ilearn.instructure.com/courses/23263/assignments/279735">Exam # 5 Chapters 13, 14, 15 &amp; 16 (https://ilearn.instructure.com/courses/23263/assignments/279735)</a> | due by 11:59pm |