



Behavioral Science
ADMINISTRATION OF JUSTICE

Professor C. Williams Flournoy



ADM Justice 1: Introdouction to Adminsitration of Justice (UC:CSU) 3 Units

Section: 0134 Semester Spring 2017

Classroom Location: General Classroom (GC) 430

Class Time: 0800-0925 T / TH

Email: williacf@wlaac.edu

Office Location: GC-480

Office Hours:

Phone: (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 Textbook



CJ Realities and Challenges, 2nd edition
 by Masters, Ruth et al.
 ISBN: 978-007-802652

Required Materials

- | | |
|--|--------------------|
| 1. 1 notebook | 5. Internet access |
| 2. Access to Microsoft Word & PowerPoint | 6. Canvas login |
| 3. Computer / Laptop | |
| 4. Blue or black pens, and highlighters | |

Course Objectives

- Evaluate the histories, philosophies, and basic operations of the major components of the justice system.
- Identify the three major components of the criminal justice system and how they interact with each other.
- Differentiate the major approaches/models used to describe the functions of the justice system.

- Analyze the conflicting goals that characterize the criminal justice system and each of its components.
- Identify basic criminal justice terms.
- Distinguish basic research methodologies of the discipline.
- Understand the development of the law in the United States in general, and in California.
- Explain the difference between the criminal and civil law, procedural law and adjective law, and know how a bill becomes a law.
- Appraise and apply the general constitutional principles relevant to the administration of justice.
- Characterize the social impact of crime and its effect on individuals in society.
- Identify and compare the important theories, both historical and current, of crime causation and victimology.
- Understand community based corrections and the difference between probation and parole, and how juveniles are treated differently than adults.

Student Learning Outcomes (SLO's)

1. Students will be able to analyze and evaluate the current legal system in the United State of American from a historical perspective.
2. Describe the three components of the criminal justice system: explain the relationship between law enforcement, courts, and corrections.
3. Characterize the social impact of crime and its effect on individuals in society.

SLO #1, #2 & #3 will be embedded in a multiple-choice question assessment. At least 70% of students will achieve 70% level on the course SLO's.

Course Requirements and Assignments

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

We will at times have class discussions or break into smaller groups for discussions and class activities, but most of the course content will be conveyed in lectures. Note that lectures will draw on

assigned readings, but they are designed to complement and expand upon them, not to repeat them.

Assigned Reading: 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 a quiz at the start of class. 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.

Assignments:

1. **My perspective of the Criminal Justice System:** In two (2) pages, MLA format include a works cited page. Describe your personal experiences with the criminal justice system. Which branch (law enforcement, courts, corrections) have you had the most contact? Which the least? Upon what data is your opinion of the criminal justice system based? Discuss all: (a) personal experience (b) conversations with others (c) books and scholarly articles (d) newspapers and TV news (e) movies and TV crime dramas.

The goal of this exercise is self-reflection. It should cause you to stop and think about exactly what your opinions of CJ are, how you came to acquire them.

2. **State Group assignment:** Research any California state level law enforcement agencies and develop a PowerPoint presentation on the mission and functions of each 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.

3. **Federal Group assignment:** Research any two-federal level law enforcement agencies and develop a PowerPoint presentation on the mission and functions of each 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.

4. **Interview:** Interview a criminal justice professional (deputy sheriff, police officers, judge, prosecutor, defense attorney, probation officer etc.) Develop six (6) questions on their of discretion, and how they interact with other criminal justice professionals. Write a one (1)-page reflection on the outcome of the interview. Ask following question to if necessary to receive substantive response from the person you are interviewing. A reflection page and a page with six (6) questions with responses total of two (2) pages, college level work must be submitted, obtain and attach the interviewee's business card.

5. **Station visit:** Visit your local police / sheriff's department. In a PowerPoint presentation 10 or more slides include a group photo at the station, and information from the community meeting.

- Crime data
- Community programs
- Station captain
- Community Relations officer
- Youth programs
- Questions related to problems in your community
- etc.

6. **Portfolio:** End of course reflection paper and cumulative assignments. See assignment description and template in Canvas

Exams: Each quiz and exam is made up of questions taken from the textbook and class lectures. These exams provide opportunities for students to show their individual mastery of the material. Exams are not reviewable. No one will be permitted to enter/exit the classroom during exams. The classroom doors will be locked. Online exams will be available via Canvas and once you start an exam you will have a timed limit.

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.

Do not e-mail me your assignments. They will not be accepted. Other late assignments will not be accepted. Submit to via Canvas by the indicated dates and times.

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. To calculate your grade, add up the total points you receive and divide that by total points possible. Check the gradebook in Canvas for you points and current grade.

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

Course Policies

Make-up Policy: No assignment(s) will be accepted after the due date and time. In class assignment will not be recreated. You will have one day to make-up a missed exam with prior approval. Repeated make-up exams will not be allowed. No early or make-up exam.

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 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 (EC): Class extra credit will be at the discretion of the instructor based on class assessments and opportunity during the term.

Attendance: Regular class attendance is recommended and required. I reserve the right to record attendance via roll call, sign-in sheets, or short quizzes that will be administered at the beginning of the class period. 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 various legitimate reasons (e.g., serious illness, death in the family) students may not be able to attend class. With the exception of class meetings when exams are administered, do not send emails requesting permission to miss classes. I will leave this decision as to when you must miss class to your best judgment. It is your responsibility to obtain class notes and assignments from a fellow student if you miss class.

You will have one day to make-up a missed exam with prior approval. Again, repeated make-up exams will not be allowed. Students are expected to arrive a few minutes before the start of class so that the lecture may commence on time. Repeat instances of tardiness and absences will not be permitted. More than three (3) absences will affect course grade and /or result in exclusion. It is suggested that students drop this course if you have family, work, or other life obligations that make it difficult to be on time or to attend class.

Students are also expected to active participants during each class period. As with attendance, the instructor reserves the right to score students based on their level of participation in class and knowledge of the course material. Thus, students are expected to read all material covered during a class period thoroughly before the start of class. This will ensure all students in the class are familiar with the basic issues to be covered during a class session.

Professionalism: Students are expected to handle themselves professionally during class. Professionalism includes attending and being prepared for class (e.g., reading material), arriving to class on time, and being engaged, active participants in the classroom experience. It is my intent to treat each student as an adult, and as such, require standards of professionalism that are highly consistent with the "real world."

We will discuss controversial criminal justice/ social issues in a frank and forthright manner because I believe it is important to do so. As professionals, students must direct comments or responses to the class and me in a professional manner. We must all respect the opinions of each other. I would also request that if you are offended by the comments of a fellow classmate or myself that you come to me during my office hours to discuss the dilemma with me. In many cases these instances can be used as valuable learning experiences and I will do my best to rectify the problem.

NO HEAD WEAR (male or female) of any kind should be worn in the classroom. This includes, but is not limited to hats, hoods, wave caps, sweatbands, bandanas, sunglasses, goggles, earmuffs, or combs / picks in the hair. Except with administrative permission (i.e. medical necessity, religious, school related events).

Garments that are distracting or inappropriate are prohibited, including but not limited to those with see-through materials, pajamas, trench, coats, rips/tears, printed profanity, or 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 worn and secured between the hips and the waist. Undergarments as outerwear, pajama pants, bathing suit shorts and bottoms are prohibited.

The following types of disciplinary action to 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. No assignments or exams will be accepted or given to a student who has been suspended.

3. **Exclusion-** For legitimate reasons you will simply be dropped from the course and will not be allowed to return to the classroom.

Communication: It is expected that all students check their email on a regular basis. Important information such as assignments, class cancellations, and changes in course material may be relayed via email. When you communicate with the course instructors through email, please include your first and last name along with the course title and section number within the text of the email.

Email is to be used to communicate with others in a professional manner. The ready access to instant communication, however, can sometimes result in inappropriate content. This primarily refers to students sending emails to the professor or teachers assistant while they are upset about course-related issues. I would strongly encourage everyone to use the "one day rule" when sending emails that might be considered inappropriate. Either wait "one day" until "cooler heads prevail" and then meet with the Professor. I will not provide feedback about exams or other assignments via email. Any such questions or consultation must take place in person during my office hours. Exam answers will not be given.

Use of Electronic Devices: I reserve the right to categorically disallow any electronic devices to be used during this course. This includes but not limited to iPod's, iPad's, Blackberry's, cell phones, laptop computers, Tablets and other communication devices if I find they are not being used properly. Turn all cell phones off and put them away during class. Cell phone violations may result in exclusion, fine or other disciplinary action suitable. No one can repeatedly enter and exit the class. Laptop computers, for example, will not be permitted if individuals are using them to check email, surf the Internet, watch TV/ videos, or other uses not related to the class. This determination is at the sole discretion of the instructor.

Talking and texting on cell phones not only distract you, but they are a distraction for me and your peers. Distractions interrupt/disrupt the class and I will not tolerate interruptions. **You will be asked to leave if this occurs and cannot return the classroom until you have meet with the instructor.**

Walking in and out of class

When you arrive to class, make sure you have used the restroom, had a chance to eat, check your messages, etc. Walking in and out is rude and disruptive. If you need to leave early, or have some other problem, you need to notify me in advance. **Any student who makes a habit of walking in and out of class may be asked to leave.**

College Policies

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".

Academic Integrity (Plagiarism)

In accordance with code 9803.28, **academic dishonesty is prohibited and will not be tolerated in this class.** 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. Academic dishonesty of any type, such as cheating or knowingly furnishing

false information, by a student provides grounds for disciplinary action by the instructor or college. In written work, no material may be copied from another without proper quotation marks, footnotes, or appropriate documentation.

- **Plagiarism will result in a zero for the assignment, possible dismissal from the class and disciplinary action from the college. You will not receive credit for any essay missing previous drafts, citations and/or a Works Cited page.**

Student Conduct

Per code 9803.15, disruption of classes or college activities is prohibited and will not be tolerated. Refer to the catalog and the Standards of Student Conduct in the Schedule of Classes for more information.

Recording Devices

State law in California prohibits the use of any electronic listening or recording device in a classroom without prior consent of the instructor and college administration. Any student who needs to use electronic aids must secure the consent of the instructor. If the instructor agrees to the request, a notice of consent must be forwarded to the Vice President of Academic Affairs for approval (WLAC College Catalog). http://www.wlac.edu/academics/pdf/WLAC_Catalog_Policies.pdf

Campus Resources

Office of Disabled Student Programs and Services (DSP&S)

Student Services Building (SSB) 320 | (310) 287-4450.

West Los Angeles College recognizes and welcomes its responsibility to provide an equal educational opportunity to all disabled individuals. The Office of Disabled Students Programs and Services (DSP&S) has been established to provide support services for all verified disabled students pursuing a college education. DSP&S students may qualify for: priority registration, registration assistance, special parking permits, sign language interpreters and assistive technology (WLAC College Catalog).

Instructional Support (Tutoring) & Learning Skills Center

Heldman Learning Resources Center (HLRC) | (310) 287-4486

Improve your reading, language, vocabulary, spelling, math fundamentals and chemistry knowledge with convenient, self-paced computer-aided courses in the Learning Skills Center. Increase your knowledge and learning success: sign up for tutoring in various college subjects (WLAC College Catalog).

Library Services

Heldman Learning Resources Center (HLRC) | (310) 287-4269 & (310) 287-4486

The WLAC Library provides instruction on how to use the online catalog, periodical and research databases. In addition to a large collection of books, periodicals and videos the WLAC Library has course textbooks, which students may use while in the Library. Web access is available in LIRL as well as meeting rooms. The upper floors provide a beautiful view ideal for study (WLAC College Catalog).

Syllabus Change Policy: This syllabus is a guide for the course and is subject to change. Recording of lectures and discussions will not be permitted without the prior written consent of the instructor. If you violate this recording policy, you will be subject to a civil or criminal complaint. If you can't follow this guide it is suggested that you drop the course.

“The function of education is to teach one to think intensively and to think critically. Intelligence plus character - that is the goal of true education.” Rev. Dr. Martin Luther King, Jr.