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***\*ORLANDO, FL. - WEST CAMPUS\****

***\*INTRO. TO CRIMINAL JUSTICE\****

***\*CCJ 1020 - SPRING SEMESTER\****

***\*2014\****

**Introduction to Criminal Justice Class Description from College Course Catalog**: Introduction to, and overview of, history, philosophy and operations of criminal justice system.

**Instructor:** Brian Knuuttila, Esq.

**Home Tel.#:** (352) 527-3240 /and/ **Cell#:** (352) 422-1057

**E-Mail Addresses:** [bknuuttila@mail.valenciacollege.edu](mailto:bknuuttila@mail.valenciacollege.edu)

**Office Hours**: Mon. and Weds. @ 3:30 – 4:00 P.M. – Location: West Campus – Bldg. 3 @ Rm.: T/B/A. Students may also meet with instructor by appointment, provided sufficient notice is given (see further below).

**Prerequisite(s) and Co-requisite(s)**: None.

**Course Location and Time:** West Campus, Bldg. 3, Rm. 213 – Mon. & Weds., 4:00 – 5:15 P.M.

**Course Credit:** (3.0) credit hours. (3.0) lecture hours.

**Career Program Advisor for Criminal Justice:** Mr. Franklin Cabral - [fcabral1@valenciacollege.edu](https://bl2prd0210.outlook.com/owa/redir.aspx?C=jcW89Rpou0aOVIRDrYfQEga7X2V3GdAIYW_lJJvae_jcmREtH_nkdl3k0Ex-ZKeoi5Dduw8Nx0o.&URL=mailto%3afcabral1%40valenciacollege.edu) – Tel.#: (407)-582-2388. Please do not hesitate to contact Mr. Cabral as you begin to plan and develop your **LifeMap** – My Education Plan, My Career Planner and My Job Prospects (please see below).

**Other Important Criminal Justice Info.:** Please also see the web site for the Florida Department of Law Enforcement at: <http://www.fdle.state.fl.us/Content/getdoc/16b5a8f6-412c-4c72-817e-d26cb05b2e3d/how-to-become-an-officer.aspx> and the web site for the City of Orlando, Florida Police Department – Police Recruiting at: <http://www.cityoforlando.net/police/misc/recruiting.htm>. These web sites will help you plan for your future as a criminal justice professional. You’ll be glad that you did!

**LifeMap:**  acts as a student’s GPS. This tool helps you achieve career and educational goals by establishing a personal itinerary. **LifeMap** will help you navigate through the beginning stages of college life by developing a clear career objective. These objectives are what will propel you to move forward academically. Please take time and visit [www.valenciacollege.edu/lifemap/](http://www.valenciacollege.edu/lifemap/) to watch a short video to find more information on **LifeMap**. This video will empower you to make the best decisions as a student and provide direction when objectives are not clear. This resource will assist you in tracking your progress until you earn your degree. When you complete your degree, **LifeMap** will continue to provide service through Graduation Transition. So, please check out your **“My LifeMap”** tab in your Atlas account!

**Text:** CJ2, 2nd Edition – 2013 / Larry K. Gaines and Roger LeRoy Miller – Publisher: Wadsworth Cengage Learning – ISBN-10: 1111840873 / ISBN-13: 978-1111840877. Please see the image of the correct textbook for this course located immediately below.

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| CJ2 (with Criminal Justice CourseMate with eBook Printed Access Card) |  |  |

**This textbook is mandatory.** The required course text is divided into five major components:

1. The Criminal Justice System;
2. The Police and Law Enforcement;
3. Criminal Courts;
4. Corrections; and,
5. Special Issues.

**Meeting with the instructor:** Since I reside in Citrus County, it may be difficult to meet with you on campus on days other than Monday and Wednesday. However, I am always available via mobile phone, home phone or by e-mail. Of course, I can always meet with you before class as my posted office hours indicate. If those hours do not fit your schedule, I will meet you by appointment if I am given at least one (1) full day advanced notice. If you are having a problem with any of the class materials, assignments, instruction, etc., please contact me immediately so that we can work through any and all problems as soon as possible.

**Specific Course Description and Course Objectives/Outcomes:** By the conclusion of the course successful students will be able to:

\*\*describe the role that the police, corrections, and the courts have within the criminal justice system;

\*\*understand the definitions of crime and how crime is measured; and,

\*\*understand the Bill of Rights and its affect on the administration of Justice.

**Valencia Student Core Competencies (TVCA):**

**\*\*Think:** think clearly and creatively. Analyze, synthesize, integrate and evaluate in many domains of human inquiry.

**\*\*Value:** make reasoned value judgments and responsible commitments.

\*\***Communicate:** communicate with different audiences using varied means.

**\*\*Act:** act purposefully, reflectively, and responsibly.

**Other Educational Materials and Supplements**:In an effort to augment our studies with the text, I will also offer students empirical examples using complete report files (redacted PDF) of actual criminal investigations that I have experienced as a police officer. In addition, I will also expose students to individual case examples (again, redacted PDF) from “the other side of the aisle;” meaning several criminal cases where I, as well as a few selected colleagues, have successfully defended, as so-called “public defenders,” a number of arrestees/defendants. Lastly, I also will provide students with an excellent “real world” example (once again, by redacted PDF) where “the defense failed” and the arrestee(s)/defendant(s) ended-up serving time in a correctional institution.

**Instructional Philosophy and Rationale: I firmly believe that a true learning-centered college embraces and makes available as many practical or empirical learning experiences as possible. These academic experiences will be what you will use and ultimately rely upon in the real world, and thus will be the most valued learning experiences you receive at Valencia College. This is the principle reason for exposing you to actual investigative and other criminal case files during your course of instruction.**

**In addition, open discussion during class between instructor and student will prevail in “our”**

**class. Why? Well, I believe that students, particularly at the post secondary level, benefit little from pure lecture. College students must be able to interact with their instructor and their fellow classmates immediately after obtaining new information or materials. I am convinced that this "thinking on your feet" or "modified" Socratic method of classroom teaching is how students truly learn. So, please be prepared for every class as everyone will eventually be called upon “to stand and deliver!”**

**In conclusion, by using the real world as much as possible, and by using the aforementioned classroom teaching approach, I am certain that you will all be able to gain practical, applicable and demonstrable knowledge of the subject matter by the end of the course of study.**

**Instructional Mode:**

\*\*Assigned readings, Internet & other written class assignments and collaborative learning exercises.

\*\*Class discussion will prevail, although some class lecture will be necessary.

\*\*When possible demonstrations will be provided, and some classes may feature guest lectures.

\*\* Individual written research report accompanied by an oral presentation to class on the selected topic.

\*\*Tests and quizzes will be administered on a regular basis.

\*\*“Team Jeopardy Quizzes” will be periodically administered as well (I will explain this unique learning

concept further during our first class together on Jan. 6th. Fear not! It will be enjoyable).

**Attendance: Attendance is mandatory and is worth (10%) of your final grade**! You will be required to sign in at the beginning of class and occasionally after the first break. If you fail to sign in at either point, you will be considered absent. If you are late, or if you sleep during class (you are assumed to be sleeping if your head is down on the desk), you will be asked to leave and will be counted as absent for that day. You will start with (100) attendance points. It is yours to keep or yours to lose. You are allowed (1) personal day for the semester, which you can miss for any reason. I don’t need an excuse for that day. For each day that you miss after that, I will deduct (10) points from the attendance points. Excused absences may be granted for legitimate reasons only and must be approved by the instructor (i.e. family funerals, sickness with dr.’s note, etc.). If you absolutely need to miss class, please make an appointment to see me and we will discuss whether the absence can be excused. Once again, fear not! You should all know by now that it is better to ask for permission before hand than to plea for forgiveness later.

**Course Withdrawal:** Per Valencia College Policy 4-07 (Academic Progress, Course Attendance and Grades, and Withdrawals), a student who withdraws from class before the established deadline for a particular term will receive a grade of “W”. A student is not permitted to withdraw after the withdrawal deadline of **March 21st, 2014**. A faculty member **MAY** withdraw a student up to the beginning of the final exam period for violation of the class attendance policy. A student who is withdrawn by faculty for violation of the class attendance policy will receive a grade of “W”. Any student who withdraws or is withdrawn from a class during a third or subsequent attempt in the same course will be assigned a grade of “F”. For a complete policy and procedure overview on this important Valencia College Policy 4-07 please go to:

<http://valenciacollege.edu/generalcounsel/policydetail.cfm?RecordID=75>.

It is suggested that students who are considering withdrawing from the course meet first with a Student Services staff member to discuss how a withdrawal will affect your career and/or education plans including the status of your financial aid, if any.

**No-Show Policy and Procedure:** Any student who does not attend class prior to the start of the no-show period for each part of term will be withdrawn by the instructor as a no-show.  This will count as an attempt in the class, and students will be liable for tuition.  If your plans have changed and you will not be attending this class, please withdraw yourself through your Atlas account during the drop period for this part of term.

**Examinations and Student Expectations – “The Big 10”**:

1. There will be **\*“Team Jeopardy Quizzes**,” regular quizzes, specific class assignments (written and Internet), an **\*\*individual written research assignment on a course relevant criminal evidence & procedure topic (minimum of five, double-spaced pages in length) accompanied by an +oral presentation to the class on the selected criminal evidence & procedure topic (oral presentation must be at least six minutes in duration),** a midterm examination and a final examination.

2. Students are expected to arrive on time and ready to go at the beginning of the class. Disruptions of

class will not be tolerated. Cell phones use is not allowed during class (for any purpose)! So, cell phones

and other electronic devices must be silenced during class. No calls or text messaging will be allowed

during class. If your cell phone or other electronic device “rings” and disrupts class you may be asked to

leave.

3**. No academic dishonesty, including plagiarism, will be tolerated.** Each student is required to follow the Valencia College policy regarding academic honesty. All work submitted by students is expected to be the result of the student’s individual thoughts, research, and self-expression unless the assignment specifically states “group project.” Any act of academic dishonesty will be handled in accordance with the Valencia College policy as set forth in the Student Handbook and Catalog.

4. Students must obey **ALL** college rules and regulations.

5. There will be no food allowed in the classroom during class. All non-alcoholic beverages are allowed.

6. Special hearing, sight, or reasonable special needs will be accommodated in accordance with college policies. Please see me prior to class to make these arrangements (please also see the **“Students with Disabilities”** information below).

7. Make-up examinations will generally not be allowed, unless, when in the instructor's judgment, sufficient grounds exist that justify the exam. day absence.

8. Student grades will be determined in a manner consistent with the procedures outlined in this syllabus.

9. There are no provisions for make-up work, so make sure you turn-in all assignments on time. Exceptions will only be considered if supporting documentation as described in the pertinent college policy is presented to the instructor.

10. If you miss an examination, or miss turning in an assignment and have a legitimate excuse, please see me as soon as possible. It is not my responsibility to track you down. You will simply receive a zero for the exam. or assignment and this can have a significant impact on your final grade.

**Student Evaluation – “The Even Bigger 9”:**

1. All assignments should be typed, or you automatically lose (10) points.

2. Only original documents will be accepted.

3. Correct spelling, grammar, and sentence structure are expected and required.

4. Narrative must demonstrate a thorough appreciation and conceptualization of the subject assigned or being discussed.

5. All grading will be based upon standard (10) point increments (A = 100-90, B = 89-80, C = 79-70, D = 69-60, and F = 59 and below).

6. All tests and assignments will be worth (100) points.

7. Grading weights: Attendance - (10%), Quizzes and other written class and Internet assignments - (20%), **\*“Team Jeopardy Quizzes” and \*class participation in general - (10%)**, Individual written research assignment on a course relevant criminal justice topic (10%), accompanied by an oral presenta- tion to the class on the selected CJ topic (10%), Midterm - (20%), and Final - (20%) = Total: (100%).

8. No “extra credit” projects are available for this class for individual students.

9. There will be no make-up exams. or quizzes without a valid excuse (see no. # 7, above).

**\*Please see the class participation rubric that is attached to this syllabus as Appendix “A.”**

**+Please see the oral presentation rubric that is attached to this syllabus as Appendix “B.”**

**\*\*Please see the individual written research assignment rubric that is attached to this syllabus as Appendix “C.”**

**Topical Outline:**

**Wk. 1 (1/6 & 8):** Introductions, distribution of syllabus, overview of the course, Individual Written Research Assignment & Oral Presentation Guidelines & Expectations and Chap. 1.

**Wk. 2 (1/13 & 15):** Chap.’s - 2 & 3 - Causes of Crime and Defining & Meas. Crime. **Syllabus quiz!**

**Wk. 3 (\*1/20 & 22): \*Off for MLK, Jr. Birthday** and Chapter 4 - Inside Criminal Law.

**Wk. 4 (1/27 & 29):** Chap.’s - 5 & 6 - Law Enforcement Today and Challenges to Effective Policing.

**Wk. 5 (2/3 & 5):** Chapter 7 - Police and the Constitution.

**Wk. 6 (2/10 & 12):** Chapter 8 - Courts and the Quest for Justice.

**Wk. 7 (2/17 & 19):** Individual Written Research Assignment Due, Midterm Course Feedback Session & Complete any Unfinished Text Chapters (2/17) and Midterm Exam. review (2/19).

**Wk. 8 (2/24 & 26): Midterm Exam. (2/24)** and Chap. 9 - Pretrial Procedures: The Adversary System

& Oral Presentations on Individual Research Assignments Begin (2/26).

**Wk. 9 (\*3/3 & \*5): \*SPRING BREAK!**

**Wk. 10 (3/10 & 12):** Chapter 10 - The Criminal Trial.

**Wk. 11 (3/17 & 19):** Chapter 11 - Punishment & Sentencing.

**Wk. 12 (3/24 & 26):** Chap.’s - 12 & 13 - Probation & Community Corrections and Prisons & Jails.

**Wk. 12 (3/31 & 4/2):** Chap.’s 14 & 15 - Behind Bars: Life of an Inmate and The Juvenile Justice Sys.

**Wk. 13 (4/7 & 9):** Chap.’s 16 & 17 - Homeland Security and Cyber Crime & the Future of C.J.

**Wk. 14 (4/14 & 16):** Completion of Oral Presentations on Individual Written Research Assignments, Final Course Feedback Session & Complete any Unfinished Text Chapters (4/14) and Final Exam. review (all chapters and materials covered since Midterm Exam. - 4/16).

**Wk. 15 (4/21): \*\*Final Exam. - All chapters and materials covered since the Midterm.**

---**Please know that the above class schedule is tentative and subject to change in the event of unforeseen circumstances (with the exception of the date and time of the \*\*Final Exam. See immediately below for further information). Also, the above week numbers refer to the days our class meets. You should read all class assignments prior to class. I will make chapter reading and related assignments the week before based upon how fast we cover them. Please also know that unannounced quizzes will occur to see that you are reading the assignments. Lastly, if you are absent, kindly e.-mail me or talk to a classmate for the chapter assignment(s).----**

**\*\*The date and time of the Final Exam. for this course is: Monday, April 21st, 2014 – 5:00 – 7:30 P.M.**

**\*\*As outlined above on page 4, the Final Examination for this course is worth a total of (20) percentage points. Therefore, any student not completing the Final Examination will receive (0) of those possible points and this will greatly impact your final average in the course.**

**\***For a complete schedule of all Final Exams and other important college dates please go to: <http://valenciacollege.edu/calendar/FinalExam.cfm>; and <http://www.valenciacollege.edu/calendar>.

**Student Assistance Program:** Valencia students can get immediate help with issues dealing with stress, anxiety, depression, adjustment difficulties, substance abuse, time management as well as relationship problems dealing with school, home or work. **BayCare** Behavioral Health Student Assistance Program (SAP) services are **FREE** to all Valencia students and available (24) hours a day by calling: **(800) 878-5470.** Free face-to-face counseling is also available.

**Students with Disabilities:** Students with disabilities who qualify for academic accommodations must provide a letter from the Office for Students with Disabilities (OSD). If you are eligible, please discuss specific needs with me as soon as possible (preferably during the first two weeks of class). Please find the Valencia OSD link and other pertinent OSD information immediately below:

<http://valenciacollege.edu/osd/>

**Valencia ID Cards:** Please know that yourValencia ID card is required for use of facilities such as the Library or Testing Center.

**Other Important Valencia College Policies:** A full description of all College policies can be found in the College Catalog at: <http://www.valenciacollege.edu/catalog/>; Policy Manual at: <http://www.valenciacollege.edu/generalcounsel/>; and the Student Handbook at: <http://www.valenciacollege.edu/pdf/studenthandbook.pdf>.

**Syllabus Disclaimer Statement:** Finally, all information contained in this syllabus was added by the instructor and the syllabus was constructed at the time to the very best of his knowledge. The syllabus was also considered to be correct and complete when distribution by the instructor for use at the beginning of the Spring Semester, 2014. However, the instructor hereby reserves the right, acting within the policies and procedures of Valencia College, to make any and all changes in the course content or instructional technique with reasonable notice to the student. It is the responsibility of the student to make any subsequent adjustments as announced verbally or in writing by the instructor.