**Spring 2014 Full Term Criminal Justice Administration**

PROFESSOR: Casper Johnson E-mail: cjohnson34@valenciacollege.edu Phone number: 321-303-3032

Office hours: Appointments can be made via Valencia web mail or I will be available at the end of each class meeting.

COURSE: **CCJ-2452 Criminal Justice Administration**

Introduction of the fundamentals of criminal justice organization, management and administration. In addition to other concepts, students will be exposed to policy/procedure and control of various criminal justice agencies (ranging from local to state to federal levels and from small to large).

CRN: 22935 Credit: 3 hours Prerequisite**:** Minimum grade of C in CCJ 1020

Meeting places and times: Valencia College West Campus Building 3 Room 213 from 1130 – 1245 Tuesday and Thursday beginning 01/06/2014 thru 04/27/2014.

COURSE OUTCOMES:

 Student will be able to describe the evolution of police in United States at the federal, state and local level.

 Student will be able to identify the different actors within the courtroom work group and describe their roles.

 Student will be able to demonstrate an understanding of the philosophies of punishment that have shaped criminal justice policy in the United States.

 Student will be able to achieve a passing score on the selected method of assessment.

EDUCATIONAL MATERIALS: Justice Administration Police, Courts, and Correction Management

Additional supplies: Writing implements and paper

Resources: Use all available resources accessible to you as a Valencia College student.

ASSESSMENT METHODS AND EVALUATION:

Research Document conforming to APA Style of writing will be presented to class within the last two weeks of this term. The value of the document will be 10% for presentation and 40% for the document itself which will be a total of 50% of your grade. You will be assigned a topic to be researched during week two of the class.

Mid Term Examination will include chapters 1 thru 8 with a value of 25 % of your total grade.

Final Examination will include chapter 9 thru 16 with a value of 25% of your total grade. This final examination is required to satisfactorily complete the class and allow for a proper assessment. If you choose not to take the final examination your grade will be calculated based on the points you have earned up to that date.

Grade Scale: A = 90 to 100, B = 80 to 89, C = 75 to 79, D = 70 to 74

In Class Exercise: 5 points can be earned by your participation in class discussions and pop quizzes/minute papers. These points can be used to raise your grade average at the Mid Term and Final.

Writing Lab: Visits to the writing lab prior to the Mid Term for assistance will result in an automatic 25 point award that can be used to enhance your final grade average.

NO-SHOW 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.

CLASSROOM POLICIES ATTENDANCE: Classroom attendance and punctuality are vital to academic success. If you miss a class, you need to contact a classmate to get the notes you missed. Students who do not maintain regular attendance will be withdrawn by the professor, unless other arrangements have been made with the professor. Missing the equivalent of 3 classes for any reason, other than absences excused in accordance with Valencia’s policies, is excessive and a basis for withdrawal. Upon you return to class, you must submit at least a one page synopsis of the chapter being reviewed the day of your absence.

WITHDRAWAL Per Valencia 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 03/22/2013. 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”. If you do not intend to complete the course, you must withdraw yourself prior to the withdrawal date. For a complete policy and procedure overview on Valencia Policy 4-07 please go to: http://valenciacollege.edu/generalcounsel/policydetail.cfm?RecordID=75.

MAKE-UP POLICY: Make up work will be assigned as needed but only for an emergency or prearranged absence.

ACADEMIC HONESTY: Each student is required to follow Valencia 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 Valencia policy as set forth in the Student Handbook and Catalog.

COLLEGE POLICIES: A full description of all College policies can be found in the College Catalog at [http://www.valenciacollege.edu/catalog/](http://www.valenciacc.edu/catalog/); Policy Manual at http://www.valenciacollege.edu/generalcounsel/; and the Student Handbook at http://valenciacollege.edu/studentdev/CampusInformationServices.cfm

STUDENT ASSISTANCE PROGRAM: Valencia College is interested in making sure all our students have a rewarding and successful college experience.  To that purpose, 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.  Bay Care 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.

IMPORTANT DATES:

**Full Term:** Classes begin January 6, 2014. Drop/Refund Deadline 11:59 p.m. January 14, 2014. No Show reporting period January 15-24, 2014. **Withdrawal deadline for W grade is 11:59 p.m. March 21, 2014.** Classes end April 20, 2014. Final Exams Apr 24, 2014 @ 1000-1230.

College Closed (Credit Classes Do Not Meet): 01/20/2014. Spring Break 03/03/2014 thru 03/09/2014.

SPECIAL RULES: Cell phones or other electronic equipment will not be used during class meetings unless **prearranged** with Professor Johnson. **THIS INCLUDES ALL ELECTRONIC EQUIPMENT**, iPads, IPods, ear plugs, blue tooth, laptops or any new and innovative equipment not mentioned here. If you need to lay your head down, leave the class and be very careful as you drive home and go to bed.

OFFICE OF STUDENTS WITH DISABILITIES INFORMATION: Students with disabilities who qualify for academic accommodations must provide a Notification to Instructor (NTI) form from the Office for Students with Disabilities (OSD) and discuss specific needs with the professor, preferably during the first two weeks of class. The Office for Students with Disabilities determines accommodations based on appropriate documentation of disabilities.

Campus Contact: East Campus Bldg. 5, Rm. 216 Ph: 407-582-2229 Fax: 407-582-8908 TTY: 407-582-1222

West Campus SSB, Rm. 102 Ph: 407-582-1523 Fax: 407-582-1326 TTY: 407-582-1222

Osceola Campus Bldg. 1, Rm. 140A Ph: 407-582-4167 Fax: 407-582-4804 TTY: 407-582-1222

Winter Park Campus Bldg. 1, Rm. 212 Ph: 407-582-6887 Fax: 407-582-6841 TTY: 407-582-1222

 DISCLAIMER: Changes may be made at the discretion of the instructor. *“The course outline and syllabus are subject to change as needed; changes will be announced in a timely manner, when necessary. Your continued participation in this course after the drop-add deadline period constitutes an agreement with and an acceptance of the conditions presented in this syllabus.”*

PERPOSED SCHEDULE OF CLASSES AND/OR LABS:

Week 1 Chapter 1 Week 2 Chapter 2

Week 3 Chapter 3 Week 4 Chapter 4

Week 5 Chapter 5 Week 6 Chapter 6

Week 7 Chapter 7 Week 8 Chapter 8

Week 9 Complete chapters review for and have Mid Term Examination

Week 10 Chapter 9 and Presentations Week 11 Chapter 10 and Presentations

Week 12 Chapter 11 and Presentations Week 13 Chapter12 and Presentations

Week 14 Chapter 13 and Presentations Week 15 Chapter 14 and Presentations

Week 16 Chapter 15 and Presentations Week 17 Final Review

Final Examination April 24, 2014 @ 1000-1230.