

COURSE SYLLABUS

INTRODUCTION TO CRIMINAL JUSTICE

CCJ 1020 – West Campus

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COURSE DESCRIPTION:

This course provides an introduction to and an overview of history, philosophy and operations of criminal justice system. This course includes learning activity designed to ensure competence in the basic use of computers.

COURSE TEXT:

Text: *CJ2* by Larry Gaines and Roger Miller, Wadsworth/Cengage Learning Publisher

OFFICE HOURS:

I will be available prior to or immediately after class to meet with students to discuss information directly related to this course. Additional meeting times can be made by appointment.

E-MAIL NOTIFICATION:

I will do most of my communication with students in this class during class, through Atlas and Blackboard, please check your Atlas and Blackboard account regularly. All official communication will be sent via your Atlas email account.

COURSE OBJECTIVES:

This course will provide the student with a general understanding of the criminal justice system. This will include a brief history and the role of the three main divisions within the system: law enforcement, the courts and corrections. The student will have an understanding of how each division becomes an integral part of the system and how each plays a role in the operation of the other.

CLASS OUTCOMES

- Students will be able to describe the role that the police, corrections and the courts have within the criminal justice system.
- Students will understand the definitions of crime and how crime is measured.
- Students will understand the Bill of Rights and its effect on the administration of justice.

GENERAL STUDENT POLICIES:

A full description of all College policies can be found in the following:

- College Catalog at <http://www.valenciacollege.edu/catalog/>;
- Policy Manual at <http://www.valenciacollege.edu/generalcounsel/>;
- Student Handbook at <http://valenciacollege.edu/studentdev/CampusInformationServices.cfm>

NO-SHOW PROCEDURE

Any student who does not attend class by the drop deadline prior to the start of the no-show reporting period for the part of term of this course will be withdrawn by the instructor as a no-show.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 do not plan to attend this class, please withdraw yourself through your Atlas account during the drop period for this part of the term.

ATTENDANCE POLICY:

- Regularity in classroom attendance and punctuality is vital to academic success. Students are expected to attend class regularly and punctually. The professor **will** withdraw students who do not maintain regular attendance. A student missing the equivalent of more than **four (4) weeks** of class for any reason, other than absences excused in accordance with Valencia's policies, will be considered excessive and a basis for withdrawal.

CLASS 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 themselves after the withdrawal deadline **March 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". For a complete policy and procedure overview on Valencia Policy 4-07 please go to: <http://valenciacollege.edu/generalcounsel/policydetail.cfm?RecordID=75>.

Students may withdraw and receive a "W" if the withdraw is completed by the posted deadline.

EXAMS AND QUIZZES

Exams and quizzes are scheduled throughout the semester. Although the testing schedule may change from that within the syllabus, it will still be the responsibility of the student to be prepared for the exam at the assigned time. All exams must be taken on or before dates assigned. No makeup exams are available without explicit consent of instructor, which will only be granted in the case of documented emergency. The final exam must be taken on the date published for final exams. Should a student miss an exam, it is the responsibility of the student to contact the instructor to make arrangements for a make-up exam. (Some exams will be taken through Blackboard).

If a student fails to take the Final Exam or complete all coursework, the final course grade will be based only on the points earned.

RESEARCH PAPER:

Each student will write a research paper. The topic will be determined by the instructor the first week of class..

- The paper will be structured using APA guidelines.
- The paper will have a cover page and a reference sheet at the end.
- All references used within the paper must be cited using APA procedures.

Citations show the source of the facts in the paper must be included within the paper.

RESEARCH PAPER GUIDELINES

- The paper will be typed using a 12 pt New Times Roman Font.
- The research paper will require a minimum of three sources
- The **body of the paper** must be three to six pages long.
- Pages should be numbered and margins should be 1 inch.
- The body length does not include the cover sheet and the works cited page.

Research Topics will be discussed during the first week of class.

CLASS PARTICIPATION GRADE:

Students will be graded on their participation. Participation will include class discussions, pop-quizzes, homework assignments and projects. This will require the student to come to class prepared by reading the assigned material and completing the assigned work. Because a student cannot participate in class if they are not in attendance, students will lose points for not attending class. Students will begin to lose points after the second absence. The student will **lose 5 points** for every additional **unexcused** absence up to 30 points. Excused absences are only those considered to be a **documented student emergency**. **Excessive tardiness (3) will be counted as an absence.**

METHODS OF STUDENT EVALUATION:

Students will be evaluated on the following:

5 Exams/ Quizzes – One of which will be the final exam

Research Paper

Classroom participation –This will also include attendance, assignments and pop quizzes.

There will be points deducted from the final point total for unexcused absences from class.

GRADING FORMAT:

Grades will be based on the following percentages:

Grade Scale:

				Total Points	Percentage	Grade
4 Exams	(Blackboard)	40%	120 points			
Research Paper		20%	60 points	270 – 300	90 – 100%	A
Final Exam	(Classroom)	20%	60 points	240 – 269	80 – 89%	B
Assignments/quizzes		10%	30 points	210 – 239	70 - 79%	C
Class Participation		10%	30 points	180 – 209	60 – 69%	D
Total Points			300 points	Less than 179 points or 59.9%		F

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.

Students caught cheating will be given a "0" zero for the test or assignment. Additional penalties could also result from cheating. Using another person's words, ideas and research, without giving that person cited credit, is plagiarism. Plagiarism will not be tolerated and will be dealt with in the same manner as cheating.

EXPECTED STUDENT CONDUCT:

Valencia College is dedicated not only to the advancement of knowledge and learning but is concerned with the development of responsible individual and social conduct. By enrolling at Valencia College, a student assumes the responsibility for becoming familiar with and abiding by the general rules of conduct, responsibility and General Policies. The primary responsibility for managing the classroom environment rests with the faculty.

Students who engage in any prohibited or unlawful acts that result in the disruption of a class may be directed by the faculty to leave the class. Violation of any classroom or Valencia's rules may lead to disciplinary action up to and including expulsion from Valencia. Disciplinary action could include being withdrawn from class, disciplinary warning, probation, suspension, expulsion, or other appropriate and authorized actions.

You will find the Student Code of Conduct in the current Valencia Student Handbook.

See policy, See policy, <http://valenciacollege.edu/studentdev/CampusInformationServices.cfm>

CLASSROOM ETIQUETTE:

In order to avoid disruptions please try to get to class on time. During class the use of cell phones and other communication devices will not be allowed. If you must have a cell phone on during class, it must be on a silent mode. The student must step out of the classroom before answering. The use of any of the above items during testing and will result in a zero grade for the test.

Laptop computers can be used in class for taking notes but activities other than those that are class related can become a distraction to other students sitting around you. Please refrain from those activities.

STUDENT COMPETENCIES:

- **Think** clearly, critically and creatively by analyzing, synthesizing, integrating and evaluating symbolic works and truth claims.
- Reflect on your own and others' **values** from individual, cultural and global perspectives.
- **Communicate** by reading, listening, writing and speaking effectively.
- **Act** purposefully, reflectively and responsibly by implementing effective problem solving and decision making strategies.

COMPUTER/EQUIPMENT USE POLICY:

Use of computers in the Business, IT, and Public Services classrooms at Valencia College is restricted to those activities designated by the instructor to enhance the class materials. Any other use is strictly forbidden.

Inappropriate use includes, but is not limited to the following:

- Use of computer to send E-mail or access Internet sites not specifically assigned in class
- Use of computer for job, internship, homework or other activities not assigned in class
- Modifying any hardware or software system configuration or setting
- Activities not in accordance with the Valencia Student Code of Conduct

Use of computers in the departmental open lab is limited to those activities involved with preparing homework or coursework in this department and subject to the same restriction as listed above.

Computer use is remotely monitored; any student using computers inappropriately may be subject to dismissal from class or banishment from the lab. Subsequent offense may be sent to the campus administration for further disciplinary action.

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. 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 notification from the Office of Students with Disabilities (OSD) and discuss specific needs with the instructor, preferably during the first two weeks of class. The Office of Students with Disabilities determines accommodations based on appropriate documentation of disabilities. The West Campus Office is located in the Student Services Building, Room 102

VALENCIA I.D. CARDS

Valencia ID cards are required for LRC, Testing Center, and IMC usage. No other form of ID at those locations will be accepted. Possession and utilization of a Valencia ID is mandatory in order to obtain these services.

ASSIGNMENT AND TESTING SCHEDULE:

Students will receive this information when they register for the class.