

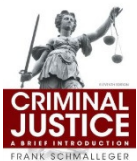


CRJU 1010-Intro to Criminal Justice COURSE SYLLABUS Lecture Fall Semester 2016

Semester: 201712 Fall 2016
Course Title: Introduction to Criminal Justice
Course Number: CRJU 1010
Credit Hours/ Minutes: 3 / 2250
Class Location: Room # 830
Class Meets: 9:30-10:45 a.m. Mondays/Wednesdays
CRN: 20122

Instructor: Karann Raines
Office Hours: 2:00-4:30 Monday – Thursday
Office Location: Room 828, Gillis Medical Bldg.
Email Address: kraines@southeasterntech.edu
Phone: 912-538-3219
Fax Number: 912-538-3106

REQUIRED TEXT:



Criminal Justice: A Brief Introduction, 11th edition
Schmallegger
ISBN-13: 9780133591316

REQUIRED SUPPLIES & SOFTWARE: N/A

COURSE DESCRIPTION: Introduces the development and organization of the criminal justice system in the United States.

MAJOR COURSE COMPETENCIES: American Criminal Justice System, Organization of Adjudication, Constitutional Limitations, Organization of Corrections, Organization of Enforcement, Career Opportunities and Requirements

PREREQUISITE(S): Provisional Admission

COURSE OUTLINE:

- | | |
|--------------------------------------|---|
| (1) American Criminal Justice System | (4) Organization of Adjudication |
| (2) Constitutional Limitations | (5) Organization of Corrections |
| (3) Organization of Enforcement | (6) Career Opportunities and Requirements |

GENERAL EDUCATION CORE COMPETENCIES: STC has identified the following general education core competencies that graduates will attain:

1. The ability to utilize standard written English.
2. The ability to solve practical mathematical problems.
3. The ability to read, analyze, and interpret information.

STUDENT REQUIREMENTS:

- **Class attendance is a very important aspect of a student's success in this course.** Responsibility for class attendance rests with the student. Regular and punctual attendance at all scheduled classes is expected.
- **Students are expected to complete all work required by the instructor.** Exceptions to the due dates of assignments due to jury duty, military duty, court duty, or required job training will be made at the discretion of the instructor. Students are responsible for finding out what has been missed or what is required of them during their absence.
- **Midterm and final tests must be completed on the assigned date.** Failure to do so will result in a grade of zero, unless prior arrangements have been made with the instructor.

- **Homework assignments are due on the assigned date.** Ten points will be deducted for each day late. Homework assignments will not be accepted after 1 class day late and a grade of zero will be given.
- **Chapter quizzes must be completed on the assigned date or taken on the date of the student's return.** Failure to do so will result in a grade of zero, unless prior arrangements have been made with the instructor.

WORK ETHICS: The Technical College System of Georgia instructs and evaluates students on work ethics in all programs of study. Ten work ethics traits have been identified and defined as essential for student success: appearance, attendance, attitude, character, communication, cooperation, organizational skills, productivity, respect, and teamwork. Students will be required to complete a work ethics assessment as marked in the lesson plan. A grade of 70 or better is required to complete the work ethics requirements for this class. *CRJU 1010 has been selected as the course in the Criminal Justice Technology program that provides instruction and testing on the ten traits listed above. An assessment will be given that consists of ten work ethic topic scenarios related to an ethical dilemma, situation, or issue one might face as an officer at the work place. You must make a score of 70 or above in order to successfully pass the work ethics assessment and receive a work ethics seal on your diploma, degree, or certificate.*

ATTENDANCE GUIDELINES: Class attendance is a very important aspect of a student's success. Being absent from class prevents students from receiving the full benefit of a course and also interrupts the learning process. Southeastern Technical College considers both tardiness and leaving early as types of absenteeism. Responsibility for class attendance rests with the student. Regular and punctual attendance at all scheduled classes is required for student success. Students will be expected to complete all work required by the instructor as described in the individual course syllabus.

Instructors have the right to give unannounced quizzes/assignments. Students who miss an unannounced quiz or assignment will receive a grade of 0. Students who stop attending class, but do not formally withdraw, may receive a grade of F and face financial aid repercussions in upcoming semesters.

Instructors are responsible for determining whether missed work may be made up and the content and dates for makeup work is at the discretion of the instructor.

Students will not be withdrawn by an instructor for attendance; however, all instructors will keep records of graded assignments and student participation in course activities. The completion dates of these activities will be used to determine a student's last date of attendance in the event a student withdraws, stops attending, or receives an F in a course.

SPECIAL NEEDS: Students with disabilities who believe that they may need accommodations in this class based on the impact of a disability are encouraged to contact Helen Thomas, 912-538-3126, hthomas@southeasterntech.edu, to coordinate reasonable accommodations.

SPECIFIC ABSENCES: Provisions for Instructional Time missed because of documented absences due to jury duty, military duty, court duty, or required job training will be made at the discretion of the instructor.

PREGNANCY: Southeastern Technical College does not discriminate on the basis of pregnancy. However, we can offer accommodations to students who are pregnant that need special consideration to successfully complete the course. If you think you will need accommodations due to pregnancy, please advise me and make appropriate arrangements with Helen Thomas, (912) 538-3126, hthomas@southeasterntech.edu.

WITHDRAWAL PROCEDURE: Students wishing to officially withdraw from a course(s) or all courses after the drop/add period and prior to the 65% portion of the semester (date will be posted on the school calendar) must speak with a Career Counselor in Student Affairs and complete a Student Withdrawal Form. A grade of "W" is assigned when the student completes the withdrawal form from the course.

Students who are dropped from courses due to attendance (see your course syllabus for attendance policy) after drop/add until the 65% point of the semester will receive a "W" for the course. Abandoning a course(s) instead of following official withdrawal procedures may result in a grade of 'F' being assigned.

After the 65% portion of the semester, the student will receive a grade for the course. (Please note: A zero will be given for all missed assignments.)

There is no refund for partial reduction of hours. Withdrawals may affect students' eligibility for financial aid for the current semester and in the future, so a student must also speak with a representative of the Financial Aid Office to determine

any financial penalties that may be assessed due to the withdrawal. All grades, including grades of 'W', will count in attempted hour calculations for the purpose of Financial Aid.

Remember - Informing your instructor that you will not return to his/her course does not satisfy the approved withdrawal procedure outlined above.

MAKEUP GUIDELINES (Tests, quizzes, homework, etc...): There is no make up for missed midterm and final tests. Students are allowed to make up missed quizzes and homework assignments on the day of their return. Failure to do so will result in a grade of zero. (See the Student Requirements section above for more information.)

ACADEMIC DISHONESTY POLICY: The STC Academic Dishonesty Policy states *All forms of academic dishonesty, including but not limited to cheating on tests, plagiarism, collusion, and falsification of information, will call for discipline.* The policy can also be found in the *STC Catalog and Student Handbook.*

Procedure for Academic Misconduct

The procedure for dealing with academic misconduct and dishonesty is as follows:

--First Offense--

Student will be assigned a grade of "0" for the test or assignment. Instructor keeps a record in course/program files and notes as first offense. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus. The Registrar will input the incident into Banner for tracking purposes.

--Second Offense--

Student is given a grade of "WF" for the course in which offense occurs. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus indicating a "WF" has been issued as a result of second offense. The Registrar will input the incident into Banner for tracking purposes.

--Third Offense--

Student is given a grade of "WF" for the course in which the offense occurs. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus indicating a "WF" has been issued as a result of second offense. The Vice President for Student Affairs, or designee, will notify the student of suspension from college for a specified period of time. The Registrar will input the incident into Banner for tracking purposes.

STATEMENT OF NON-DISCRIMINATION: Southeastern Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, disabled veteran, veteran of Vietnam Era or citizenship status, (except in those special circumstances permitted or mandated by law). This school is in compliance with Title VI of the Civil Rights Act of 1964, which prohibits discrimination on the basis of race, color, or national origin; with the provisions of Title IX of the Educational Amendments of 1972, which prohibits discrimination on the basis of gender; with the provisions of Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of handicap; and with the American with Disabilities Act (ADA).

GRIEVANCE PROCEDURES: Grievance procedures can be found in the Catalog and Handbook located on STC's website.

ACCESS TO TECHNOLOGY: Students can now access Angel, Remote Lab Access, Student Email, Library Databases (Galileo), and BannerWeb via the mySTC portal or by clicking the Current Students link on the STC website at www.southeasterntech.edu.

GRADING POLICY		GRADING SCALE	TCSG GUARANTEE/WARRANTY STATEMENT:
Midterm	25%	A: 90-100	<i>The Technical College System of Georgia guarantees employers that graduates of State Technical Colleges shall possess skills and knowledge as prescribed by State Curriculum Standards. Should any graduate employee within two years of graduation be deemed lacking in said skills, that student shall be retrained in any State Technical College at no charge for instructional costs to either the student or the employer.</i>
Final	25%	B: 80-89	
Homework Assignments	25%	C: 70-79	
Chapter Quizzes	20%	D: 60-69	
Work Ethics	5%	F: 0-59	
	100%		
		*Grade of D or below results in student repeating the class.	

CRJU 1010 - Introduction to Criminal Justice Fall Semester 2016 Lesson Plan

Date	Lesson / Chapter	Content	Assignments Tests	*Competency Area **General Ed Competency
Mon Aug 15	1/	<ul style="list-style-type: none"> First day of class/ review course syllabus/ lesson plan, rules, regulations, completion of forms; review book CRJ Career Opportunities and Requirements 		*6
Wed Aug 17	2/	<ul style="list-style-type: none"> CRJ Career Opportunities and Requirements 		*6
Mon Aug 22	3/ Ch 1	<ul style="list-style-type: none"> <i>Work ethics-(1)Attendance</i> Ch 1 – What is Criminal Justice? 		*1,3
Wed Aug 24	4/ Ch 1	<ul style="list-style-type: none"> Ch 1 – What is Criminal Justice? 		*1,3
Mon Aug 29	5/ Ch 2	<ul style="list-style-type: none"> Ch 1 Quiz <i>Work ethics-(2) Character</i> Ch 2 – The Crime Picture 	Ch 1 Quiz	*1 **a,c
Wed Aug 31	6/ Ch 2	<ul style="list-style-type: none"> Ch 2 – The Crime Picture 		*1
Mon Sept 5		<ul style="list-style-type: none"> HOLIDAY – NO CLASS (school closed) 		
Wed Sept 7	7/ Ch 2	<ul style="list-style-type: none"> <i>Work ethics-(3) Teamwork</i> Ch 2 – The Crime Picture 		*1
Mon Sept 12	8/ Ch 3	<ul style="list-style-type: none"> Ch 2 Quiz <i>Work ethics-(4)Appearance</i> Ch 3 – Criminal Law 	Ch 2 Quiz Turn in Ch 1 & 2 Homework	*1,2 **a,c
Wed Sept 14	9/ Ch 3	<ul style="list-style-type: none"> Ch 3 – Criminal Law 		*1,2
Mon Sept 19	10/ Ch 3	<ul style="list-style-type: none"> <i>Work ethics-(5)Attitude</i> Ch 3 – Criminal Law 		*1,2
Wed Sept 21	11/ Ch 4	<ul style="list-style-type: none"> Ch 3 Quiz Ch 4 – Policing: Purpose and Organization 	Ch 3 Quiz	*3 *a,c

CRJU 1010 - Introduction to Criminal Justice Fall Semester 2016 Lesson Plan

Date	Lesson / Chapter	Content	Assignments Tests	*Competency Area **General Ed Competency
Mon Sept 26	12/ Ch 4	<ul style="list-style-type: none"> <i>Work ethics-(6)Productivity</i> Ch 4 – Policing: Purpose and Organization 		*3
Wed Sept 28	13/ Ch 4	<ul style="list-style-type: none"> Ch 4 Quiz Ch 4 – Policing: Purpose and Organization 	Ch 4 Quiz Turn in Ch 3 & 4 Homework	*3 **a,c
Mon Oct 3	14/	<ul style="list-style-type: none"> Review for midterm test 		*1,2,3
Wed Oct 5	15/	<ul style="list-style-type: none"> MIDTERM – TEST (Ch 1,2,3,4) 	MIDTERM – TEST	*1,2,3 **a,c
Mon Oct 10	16/ Ch 7	<ul style="list-style-type: none"> <i>Work ethics-(7)Organizational Skills</i> Ch 7 – The Courts 		*2,4
Wed Oct 12	17/Ch 7	<ul style="list-style-type: none"> Ch 7 – The Courts 		*2,4
Mon Oct 17	18/Ch 7	<ul style="list-style-type: none"> <i>Work ethics – (8)Communication</i> Ch 7 – The Courts 		*2,4
Wed Oct 19	19/Ch 13	<ul style="list-style-type: none"> Ch 13 – Juvenile Justice <ul style="list-style-type: none"> p.400-405, p.409-415 		*2,3,4 **a,c
Mon Oct 24	20/Ch 8	<ul style="list-style-type: none"> Ch 7 & 13 Quiz <i>Work ethics- (9)Cooperation</i> Ch 8 – The Courtroom Work Group & the Criminal Trial 	Ch 7 & 13 Quiz Turn in Ch 7 & 13 Homework	*2,3,4 **a,c
Wed Oct 26	21/Ch 8	<ul style="list-style-type: none"> Ch 8 – The Courtroom Work Group & the Criminal Trial 		*2,4
Mon Oct 31	22/Ch 8	<ul style="list-style-type: none"> <i>Work ethics-(10)Respect</i> Ch 8 – The Courtroom Work Group & the Criminal Trial 		*2,4
Wed Nov 2	23/Ch 8	<ul style="list-style-type: none"> Ch 8 – The Courtroom Work Group & the Criminal Trial 		*2,4

CRJU 1010 - Introduction to Criminal Justice Fall Semester 2016 Lesson Plan

Date	Lesson / Chapter	Content	Assignments Tests	*Competency Area **General Ed Competency
Mon Nov 7	24/Ch 9	<ul style="list-style-type: none"> Ch 8 Quiz Ch 9 - Sentencing 	Ch 8 Quiz Turn in Ch 8 Homework	*2,4 **a,c
Wed Nov 9	25/Ch 9	<ul style="list-style-type: none"> Work Ethics Assessment Due Ch. 9 – Sentencing 	Work Ethics Assessment Due	*4 **a,c
Mon Nov 14	26/Ch 10	<ul style="list-style-type: none"> Ch 10 – Probation, Parole & Community Corrections (p.) 		*5 **a,c
Wed Nov 16	27/Ch 10 & Ch 11	<ul style="list-style-type: none"> Ch 10 – Probation, Parole & Community Corrections (p.308-322) Ch 11 – Prisons and Jails 		*5
Mon Nov 21	28/Ch 11	<ul style="list-style-type: none"> Ch 9 & 10 Quiz Ch 11 – Prisons and Jails 	Ch 9 & 10 Quiz Turn in Ch 9 & 10 Homework	*5 **a,c
Wed Nov 23		<ul style="list-style-type: none"> HOLIDAY – NO CLASS (school closed) 		
Mon Nov 28	29/	<ul style="list-style-type: none"> Review for Final Test 		*2,3,4,5
Wed Nov 30	30/	<ul style="list-style-type: none"> FINAL TEST (Ch 7,13,8,9,10,11) 	FINAL TEST	*2,3,4,5 **a,c
Wed Dec 7		<ul style="list-style-type: none"> This day is reserved to take the Final test if needed. 		

***Course Competencies:**

1. American Criminal Justice System
2. Constitutional Limitations
3. Organization of Enforcement
4. Organization of Adjudication
5. Organization of Corrections
6. Career Opportunities and Requirements

****General Education Core Competency Areas:**

- a. The ability to utilize standard written English.
- b. The ability to solve practical mathematical problems.
- c. The ability to read, analyze, and interpret information.

****NOTES:**

- Internet websites may be used during class to supplement and/or enhance instruction.
- The instructor reserves the right to make adjustments to this schedule as necessary.

CRJU 1010 - Work Ethics Assessment Grading Rubric

	Achievement Level 1 (1 pt. ea.)	Achievement Level 2 (2 pts. ea.)	Achievement Level 3 (3 pts. ea.)	Achievement Level 4 (4 pts. ea.)	Achievement Level 5 (5 pts. ea.)
Sentence Length and Knowledge	Student's answer is less than 20 words in length and demonstrates poor knowledge of the work ethic topic addressed in the scenario.	Student's answer is 20-29 words in length and demonstrates limited knowledge of the work ethic topic addressed in each scenario.	Student's answer is 30-39 words in length and demonstrates satisfactory knowledge of the work ethic topic addressed in each scenario.	Student's answer is 40-49 words in length and demonstrates proficient knowledge of the work ethic topic addressed in each scenario.	Student's answer is 50-75 words in length and demonstrates exceptional knowledge of the work ethic topic addressed in each scenario.
Spelling/Grammar and Sentence Structure	Student has 5 or more errors in spelling, punctuation, and grammar	Student has no more than 4 errors in spelling, punctuation, and grammar.	Student has no more than 3 errors in spelling, punctuation, and grammar.	Student has no more than 2 errors in spelling, punctuation, and grammar.	Student has no more than 1 error in spelling, punctuation, and grammar.

- If a work ethic topic(s) is not answered, the student will receive 0 points.
- The Technical College System of Georgia instructs and evaluates students on work ethics in all programs of study. Ten work ethics traits have been identified and defined as essential for student success: appearance, attendance, attitude, character, communication, cooperation, organizational skills, productivity, respect, and teamwork. CRJU 1010 has been selected as the course in the Criminal Justice Technology program that provides instruction and testing on the ten traits listed above. The assessment consists of ten work ethic topic scenarios related to an ethical dilemma, situation, or issue one might face as an officer at the work place. You must make a score of 70 or above in order to successfully pass the work ethics assessment and receive a work ethics seal on your diploma/degree/certificate. Remember, work ethics assessment will count 5 percent of your overall grade in this course.

Scenario	1	2	3	4	5	6	7	8	9	10	Total Points (Grade)
Points											