



**CRJU 1010  
COURSE SYLLABUS  
Lecture  
Fall Semester 201712**

Semester: 201712 Fall 2016  
Course Title: Introduction to Criminal Justice  
Course Number: CRJU 1010  
Credit Hours/ Minutes: 3 / 2250  
Class Location: Building 2 Room 2160  
Class Meets: 8:30-9:20 (MTW)  
CRN: 20127

Instructor: Nolan Martin  
Office Hours: Monday – Thursday 7am-8am, 2pm-3:30pm  
Office Location: Building #2, Room 2159  
Email Address: [nmartin@southeasterntech.edu](mailto:nmartin@southeasterntech.edu)  
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Fax Number: 478-248-6649

**REQUIRED TEXT:** Criminal Justice: A Brief Introduction. 11<sup>th</sup> edition. Frank Schmalleger. Prentice Hall. ISBN-10: 0-13-359131-x.

**REQUIRED SUPPLIES & SOFTWARE:** Each student must have a black pen, pencil, highlighter, paper and a notebook.

**COURSE DESCRIPTION:** Introduces the development and organization of the criminal justice system in the United States. Topics include: the American criminal justice system; constitutional limitations; organization of enforcement, adjudication, and corrections; and career opportunities and requirements.

**MAJOR COURSE COMPETENCIES/COURSE OUTLINE:**

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

**PREREQUISITE(S):** Provisional Admission

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

- 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.

All students pursuing a degree, a diploma, or a Technical Certificate of Credit with a General Education component will be required to pass the General Education Competency Exams prior to graduation.

**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. Please note there may be unannounced quizzes/assignments to discourage tardiness/absences. Unannounced quizzes/assignments may be given at any time. Students that miss an unannounced quiz or assignment will receive a grade of 0.

Students are expected to complete test and assignments by the due dates listed in the lesson plan. A ten

(10) point penalty may be assessed for each day an assignment is late. No assignment will be accepted if turned in 3 days past the due date. Students are responsible for policies and procedures included in the *STC E-Catalog*.

A research paper will be required in this course. The research paper should be 4-6 pages in length and turned in by **Tuesday, November 22**. Each student will choose a criminal justice job that he/she may be interested in pursuing as a career. Each student must provide the career topic to the instructor by **Monday, September 26**. The student can do an interview with someone currently employed in the chosen position and include the interview material in the paper.

The paper should include the following: agency, job title, job duties, hiring requirements, education requirements, starting pay, ending pay, chances for promotion, hours worked, non-job related duties, and any other aspect of the job that you feel draws your interest into that particular job.

The paper will be graded based on the following:

1. Length of Paper
2. Grammar
3. Punctuation
4. Detail/Content within paper
5. Reference page

Students should read each chapter in preparation for the exam and answer the discussion questions at the end of each chapter. If there are more than five questions, choose only five of the questions to answer. Each student should turn in the questions by the date listed on the class calendar. The chapters due will also be listed on the class calendar. The chapters due will be the chapters that will be covered on the upcoming exam. Do not answer the questions with only a "yes or no" answer. Provide detail as to why you think "yes or no" or why you feel a particular way about the issue within the question. Questions that are not received within 3 days of the due date will receive a 0 on the assignment.

In addition, students will be assigned vocabulary for each chapter. If a vocabulary assignment is given, the student will not have to complete the chapter questions from that chapter. When a vocabulary are assigned, students will be given a vocabulary quiz on a date specified by the instructor.

Students will be required to participate in class discussions and provide their opinion on the discussion topic. The responses should include why or why you do not agree with your classmates responses. Students are encouraged to provide their honest opinions even it is in disagreement with the fellow students but the responding student should be professional in their response to their classmate. Students will be constructive in their class discussions.

The instructor may assign additional assignments and assign the points for those assignments as deemed appropriate.

There will be 4 exams given throughout the semester. There will be a class calendar posted with the syllabus that details the chapters covered on each exam and the date for the exam. It is the responsibility of the student to check the class calendar and be prepared for the exam on the date specified for the exam.

In addition to the 4 chapter exams, there will be a cumulative exam given at the end of the semester. The cumulative exam will include material that has been covered throughout the semester.

**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 take a work ethics exam as marked in the lesson plan. A grade of 70 or better is required to complete the work ethics requirements for this class.

**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.

**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.

**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, Room 108 Vidalia Campus, 912-538-3126, to coordinate reasonable accommodations.

#### **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 the Special Needs Office on the Vidalia Campus: Helen Thomas, Room 108, (912) 538-3126.

**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, projects, etc...):** Make-up exams will only be

given when the student provides a legitimate excuse for missing the exam on the scheduled date. If the student does not make contact by email or phone with the instructor within 2 days of the scheduled exam date, then a grade of 0 will be given for the exam. Also, students who do not take the exam on the scheduled date will not be awarded any bonus or extra credit points that may be given by the instructor on the exam. Makeup guidelines do not include unannounced quizzes and assignments.

**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](http://www.southeasterntech.edu).

#### **GRADING POLICY**

Midterm – 25%  
Final – 25%  
Other Assignments – 25%  
Chapter Tests – 20%  
Work Ethics – 5%

#### **GRADING SCALE**

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

#### **TCSG GUARANTEE/WARRANTY**

**STATEMENT:** *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.*

<b>LESSON PLAN</b>				
<b>CRJU 1010 – Introduction to Criminal Justice</b>				
<b>Fall Semester 201712</b>				
Date	Chapter Reading	Content	Assignments/Test Due Dates	*Course Competency Area **General Education Competency Area
Week of Aug 15 thru Aug 17	Chapter 1	What is Criminal Justice?	First Day of Fall Semester <ul style="list-style-type: none"> <li>• Aug 15,</li> <li>• Vocab/Ch Question</li> <li>• Aug 17</li> </ul>	*1 **a
Week of Aug 22 thru Aug 24	Chapter 2	The Crime Picture	Work Ethics <ul style="list-style-type: none"> <li>• Attendance</li> <li>• Vocab/Ch Questions</li> <li>• Aug 24</li> </ul>	*1 **a,c
Week of Aug 29 thru Sept 1	Chapter 3	Criminal Law	Work Ethics <ul style="list-style-type: none"> <li>• Character</li> <li>• Aug 29,</li> </ul>	*1,2 **a,c
			Chapter 3 Vocab/Ch Questions <ul style="list-style-type: none"> <li>• Aug 30,</li> </ul>	*1,2 **a,c
		Exam #1 – Chapters 1-3	Exam #1 <ul style="list-style-type: none"> <li>• Aug 31</li> </ul>	*1,2 **a,c
Labor Day 9/5 Week of Sept 6 thru Sept 7	Chapter 4	Policing: Purpose and Organization	Work Ethics <ul style="list-style-type: none"> <li>• Appearance</li> <li>• Sept 7</li> </ul>	*3 **a,c
			Chapter 4 Vocab/Ch questions <ul style="list-style-type: none"> <li>• Sept 7,</li> </ul>	*3 **a,c
Week of Sept 12 thru Sept 14	Chapter 5	Policing: Legal Aspects	Work Ethics <ul style="list-style-type: none"> <li>• Attitude</li> <li>• Sept 13,</li> </ul>	*2,3 **a,c
			Chapter 5 Vocab/Ch Questions <ul style="list-style-type: none"> <li>• Sept 14</li> </ul>	*2,3 **a,c
Week of Sept 19 thru Sept 21	Chapter 6	Policing: Issues	Work Ethics <ul style="list-style-type: none"> <li>• Teamwork</li> <li>• Sept 20,</li> </ul>	*2,3 **a,c
			Chapter 6 Vocab/Ch Questions <ul style="list-style-type: none"> <li>• Sept 21</li> </ul>	*2,3 **a,c
Week of Sep 26 thru Sep 28	Assignment	Research Paper Topic Due	Paper Topic <ul style="list-style-type: none"> <li>• Sept 26,</li> </ul>	*1,2,3 **a,c

	Test	Exam #2 – Chapters 4-6	Exam #2 • Sep 28,	*1,2,3,6 **a,c
Week of Oct 3 thru Oct 5	Chapter 7	The Courts	Work Ethics • Productivity • Oct 4,	*4 **a,c
			Chapter 7 Vocab/Ch Questions • Oct 5,	*4 **a,c
Week of Oct 10 thru Oct 12	Chapter 8	The Courtroom Work Group and the Criminal Trial	Work Ethics • Respect • Oct 11,	*4,5 **a,c
			Chapter 8 Vocab/Ch Questions • Oct 12	*4,5 **a,c
Week of Oct 17 thru Oct 19	Chapter 9	Sentencing	Work Ethics • Cooperation • Oct 18,	*4,5 **a,c
			Chapter 9 Vocab/Ch Questions • Oct 18	*4,5 **a,c
		Exam #3 – Chapters 7-9	Exam #3 • Oct 19,	*4,5 **a,c
Week of Oct 24 thru Oct 26	Chapter 10	Probation, Parole, and Community Corrections	Work Ethics • Organizational Skills • Oct 26	*5 **a,c
			Chapter 10 Vocab/Ch Questions • Oct 26	*5 **a,c
Week of Oct 31 thru Nov 2	Chapter 11	Prison and Jail	Work Ethics • Communication • Nov 2,	*5 **a,c
			Chapter 11 Vocab/Ch Questions • Nov 2,	*6 **a,c
Week of Nov 7 thru Nov 9	Chapter 12	Prison Life	Chapter 12 Vocab • Nov 9,	*4,5 **a,c
Week of Nov 14 thru Nov 16	Chapter 13	Juvenile Justice	Chapter 13 Vocab • Nov 16	*4,5 **a,c
Week of Nov 21 thru 23	Holiday 11/24-25	Research Paper Due Work Ethics Exam	Research Paper Due Work Ethics Exam • Nov 23	*1,2,4,5 **a,c
Week of Nov 28 thru Nov 30	Exam	Exam #4 – Chapters 10-13	Exam #4 • Nov 30,	*1,2,4,5,6 **a,c
Week of Dec 5 thru Dec 7	Final Review	Chapters 1-13 Review	Final Exam • Dec 7	*1,2,3,4,5,6 **a,c
			Last Day of Fall Semester • Dec 7	

**\*MAJOR 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 COMPETENCIES:**

- 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.

- **There could be assignments added to the list by the instructor. If any assignment is added to the lesson plan, the instructor will notify the class during the scheduled lecture time.**
- **Reading assignments should be completed prior to coming to class each day in order to be prepared for the class lecture.**
- **If you have any questions about this lesson plan or the assignments, please let me know.**