



**CRJU 1010 Introduction to Criminal Justice**  
**COURSE SYLLABUS**  
**Hybrid**  
**Fall Semester 2019**

**COURSE INFORMATION**

Credit Hours/Minutes: 3/2250  
Campus/Class Location: Vidalia Campus/Gillis Bldg., Room 830  
Class Meets: 9:00-10:30 a.m., Wednesday, 40% Hybrid/60% F2F  
CRN: 20179  
Preferred Method of Contact: Appointment or Email

**INSTRUCTOR CONTACT INFORMATION**

Instructor Name: Karann Raines  
Email Address: [Karann Raines \(kraines@southeasterntech.edu\)](mailto:kraines@southeasterntech.edu)  
Campus/Office Location: Vidalia Campus/Room #828, Gillis Medical Building  
Office Hours: 2:00-4:30 p.m. Monday-Thursday  
Phone: 912-538-3219  
Fax Number: 912-538-3106

**This course is taught in a hybrid format. Hybrid classes require students to complete a portion of the required contact hours traditionally by attending classes on campus while completing the remaining portion online at the student's convenience with respect to the instructor's requirements.**

**SOUTHEASTERN TECHNICAL COLLEGE'S (STC) CATALOG AND HANDBOOK**

Students are responsible for all policies and procedures and all other information included in Southeastern Technical College's [Catalog and Handbook \(http://www.southeasterntech.edu/student-affairs/catalog-handbook.php\)](http://www.southeasterntech.edu/student-affairs/catalog-handbook.php).

**REQUIRED TEXT**



Criminal Justice: A Brief Introduction, 13<sup>th</sup> Edition, Schmallegger, ISBN# 9780135186268

## **REQUIRED SUPPLIES & SOFTWARE**

Pencils, highlighter, paper, notebook, etc. Microsoft Office and Internet access (Internet Explorer 7 or higher, Chrome or Mozilla Firefox) is required for this course.

Note: Although students can use their smart phones and tablets to access their online course(s), exams, discussions, assignments, and other graded activities should be performed on a personal computer. Neither Blackboard nor Georgia Virtual Technical Connection (GVTC) provide technical support for issues relating to the use of a smart phone or tablet so students are advised to not rely on these devices to take an online course. **Students should not share login credentials with others and should change passwords periodically to maintain security.**

## **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
- (2) Constitutional Limitations
- (3) Organization of Enforcement
- (4) Organization of Adjudication
- (5) Organization of Corrections
- (6) Career Opportunities and Requirements

## **GENERAL EDUCATION CORE COMPETENCIES**

Southeastern Technical College 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 (HYBRID)**

- 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 by their respective due date. Exceptions to the due dates for assignments because of 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. The lesson plan section of the syllabus

outlines assignment due dates.

- 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 by the assigned date. Homework assignments will not be accepted past the due date and a grade of zero will be posted.
- Chapter quizzes must be completed by the assigned date. Chapter quizzes will not be accepted past the due date and a grade of zero will be posted.

## **HYBRID ATTENDANCE**

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 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" (Failing 0-59) 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.

## **STUDENTS WITH DISABILITIES**

Students with disabilities who believe that they may need accommodations in this class based on the impact of a disability are encouraged to contact the appropriate campus coordinator to request services.

**Swainsboro Campus:** Macy Gay [mgay@southeasterntech.edu](mailto:mgay@southeasterntech.edu), 478-289-2274, Building 1, Room 1210

**Vidalia Campus:** [Helen Thomas hthomas@southeasterntech.edu](mailto:hthomas@southeasterntech.edu), 912-538-3126, Building A, Room 165

## **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 make arrangements with the appropriate campus coordinator.

**Swainsboro Campus:** Macy Gay [mgay@southeasterntech.edu](mailto:mgay@southeasterntech.edu), 478-289-2274, Building 1, Room 1210

**Vidalia Campus:** [Helen Thomas hthomas@southeasterntech.edu](mailto:hthomas@southeasterntech.edu), 912-538-3126, Building A, Room 165

It is strongly encouraged that requests for consideration be made **PRIOR** to delivery and early enough in the pregnancy to ensure that all the required documentation is secured before the absence occurs. Requests made after delivery **MAY NOT** be accommodated. The coordinator will contact your instructor to discuss accommodations when all required documentation has been received. The instructor will then discuss a plan with you to make up missed assignments.

### **WITHDRAWAL PROCEDURE**

Students wishing to officially withdraw from a course(s) or all courses after the drop/add period and prior to the 65% point of the term in which student is enrolled (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” (Withdrawn) is assigned for the course(s) when the student completes the withdrawal form.

Important – Student-initiated withdrawals are not allowed after the 65% point. After the 65% point of the term in which the student is enrolled, the student has earned the right to a letter grade and will receive a grade for the course. Please note: Abandoning a course(s) instead of following official withdrawal procedures may result in a grade of “F” (Failing 0-59) being assigned.

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

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. A grade of “W” will count in attempted hour calculations for the purpose of Financial Aid.

### **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.

*CRJU 1010 is 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.*

### **MAKEUP GUIDELINES (TESTS, QUIZZES, HOMEWORK, PROJECTS, 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 Southeastern Technical College Academic Dishonesty Policy states that 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 Southeastern Technical College Catalog and Handbook.

## **PROCEDURE FOR ACADEMIC MISCONDUCT**

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

### **1. 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.

### **2. Second Offense**

Student is given a grade of "WF" (Withdrawn Failing) 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.

### **3. 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 third 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**

The Technical College System of Georgia (TCSG) and its constituent Technical Colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, spouse of military member, or citizenship status (except in those special circumstances permitted or mandated by law). This nondiscrimination policy encompasses the operation of all technical college-administered programs, federally financed programs, educational programs and activities involving admissions, scholarships and loans, student life, and athletics. It also applies to the recruitment and employment of personnel and contracting for goods and services.

All work and campus environments shall be free from unlawful forms of discrimination, harassment and retaliation as outlined under Title IX of the Educational Amendments of 1972, Title VI and Title VII of the Civil Rights Act of 1964, as amended, the Age Discrimination in Employment Act of 1967, as amended, Executive Order 11246, as amended, the Vietnam Era Veterans Readjustment Act of 1974, as amended, Section 504 of the Rehabilitation Act of 1973, as amended, the Americans With Disabilities Act of 1990, as amended, the Equal Pay Act, Lilly Ledbetter Fair Pay Act of 2009, the Georgia Fair Employment Act of 1978, as amended, the Immigration Reform and Control Act of 1986, the Genetic Information Nondiscrimination Act of 2008, the Workforce Investment Act of 1998 and other related mandates under TCSG Policy, federal or state statutes.

The Technical College System and Technical Colleges shall promote the realization of equal opportunity through a positive continuing program of specific practices designed to ensure the full realization of equal opportunity.

The following individuals have been designated to handle inquiries regarding the nondiscrimination policies:

<b>American With Disabilities Act (ADA)/Section 504 - Equity- Title IX (Students) – Office of Civil Rights (OCR) Compliance Officer</b>	<b>Title VI - Title IX (Employees) – Equal Employment Opportunity Commission (EEOC) Officer</b>
Helen Thomas, Special Needs Specialist Vidalia Campus 3001 East 1 <sup>st</sup> Street, Vidalia Office 165, Phone: 912-538-3126 Email: <a href="mailto:hthomas@southeasterntech.edu">Helen Thomas</a> <a href="mailto:hthomas@southeasterntech.edu">hthomas@southeasterntech.edu</a>	Lanie Jonas, Director of Human Resources Vidalia Campus 3001 East 1 <sup>st</sup> Street, Vidalia Office 1210, Phone: 912-538-3230 Email: <a href="mailto:ljonas@southeasterntech.edu">Lanie Jonas</a> <a href="mailto:ljonas@southeasterntech.edu">ljonas@southeasterntech.edu</a>

## ACCESSIBILITY STATEMENT

Southeastern Technical College is committed to making course content accessible to individuals to comply with the requirements of Section 508 of the Rehabilitation Act of Americans with Disabilities Act (ADA). If you find a problem that prevents access, please contact the course instructor.

## GRIEVANCE PROCEDURES

Grievance procedures can be found in the Catalog and Handbook located on Southeastern Technical College’s website.

## ACCESS TO TECHNOLOGY

Students can now access Blackboard, Remote Lab Access, Student Email, Library Databases (Galileo), and BannerWeb via the mySTC portal or by clicking the Current Students link on the [Southeastern Technical College \(STC\) Website \(www.southeasterntech.edu\)](http://www.southeasterntech.edu).

## TECHNICAL COLLEGE SYSTEM OF GEORGIA (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.*

## GRADING POLICY

Assessment/Assignment	Percentage
Midterm Test	25%
Final Test	25%
Homework Assignments	25%
Chapter Quizzes	20%
Work Ethics Assessment	5%

## GRADING SCALE

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

# CRJU 1010 Introduction to Criminal Justice

## Fall Semester 2019 Lesson Plan

Date	Lesson/ Chapter	Content, Assignments & Test Due Dates	Competency Area
Wednesday August 14	1	IN CLASS: <ul style="list-style-type: none"> <li>• First day of class/Review course syllabus/ lesson plan, completion of forms, review book, become familiar with Blackboard</li> <li>• Job Opportunities in the Criminal Justice Field</li> </ul> ONLINE: <ul style="list-style-type: none"> <li>• View Job Opportunities in the Criminal Justice Field Websites located in online portion of the course</li> </ul>	6
Wednesday August 21	2 Chapter 1	IN CLASS: <ul style="list-style-type: none"> <li>• <i>Work ethics-(1)Attendance</i></li> <li>• Chapter 1 – What is Criminal Justice?</li> </ul> ONLINE: due no later than Monday August 26, 11:59 p.m. <ul style="list-style-type: none"> <li>• Complete Chapter 1 Quiz</li> <li>• Complete Chapter 1 Homework</li> </ul>	1, 3 a, c
Wednesday August 28	3 Chapter 2	IN CLASS: <ul style="list-style-type: none"> <li>• <i>Work ethics-(2) Character</i></li> <li>• Chapter 2 – The Crime Picture</li> </ul> ONLINE: due no later than Monday September 2, 11:59 p.m. <ul style="list-style-type: none"> <li>• Complete Chapter 2 Homework</li> </ul>	1 a, b, c
Wednesday September 4	4 Chapter 2	IN CLASS: <ul style="list-style-type: none"> <li>• <i>Work ethics-(3)Teamwork</i></li> <li>• Chapter 2 – The Crime Picture</li> </ul> ONLINE: due no later than Monday September 9, 11:59 p.m. <ul style="list-style-type: none"> <li>• Complete Chapter 2 Quiz</li> </ul>	1 a, b, c
Wednesday September 11	5 Chapter 3	IN CLASS: <ul style="list-style-type: none"> <li>• <i>Work ethics-(4)Appearance</i></li> <li>• Chapter 3 – Criminal Law</li> </ul> ONLINE: due no later than Monday September 16, 11:59 p.m. <ul style="list-style-type: none"> <li>• Chapter 3 Homework (Part 1)</li> </ul>	1, 2 a, c
Wednesday September 18	6 Chapter 3	IN CLASS: <ul style="list-style-type: none"> <li>• <i>Work ethics-(5)Attitude</i></li> <li>• Chapter 3 – Criminal Law</li> </ul> ONLINE: due no later than Monday September 23, 11:59 p.m. <ul style="list-style-type: none"> <li>• Complete Chapter 3 Quiz</li> <li>• Complete Chapter 3 Homework (Part 2)</li> </ul>	1, 2 a, c

Date	Lesson/ Chapter	Content, Assignments & Test Due Dates	Competency Area
Wednesday September 25	7 Chapter 4	IN CLASS: <ul style="list-style-type: none"> <li>• <i>Work ethics-(6)Productivity</i></li> <li>• Chapter 4 – Policing: Purpose and Organization</li> </ul> ONLINE: due no later than Monday September 30, 11:59 p.m. <ul style="list-style-type: none"> <li>• View the various law enforcement websites located in online portion of the course</li> <li>• Turn in Chapter 4 Homework</li> </ul>	3 a, c
Wednesday October 2	8 Chapter 4	IN CLASS: <ul style="list-style-type: none"> <li>• <i>Work ethics-(7)Organizational Skills</i></li> <li>• Chapter 4 – Policing: Purpose and Organization</li> <li>• Review for midterm test</li> </ul> ONLINE: due no later than Monday October 7, 11:59 p.m. <ul style="list-style-type: none"> <li>• Chapter 4 Quiz</li> <li>• MIDTERM – TEST (Chapter 1, 2, 3, 4)</li> </ul>	1, 2, 3 a, c
Wednesday October 9	9 Chapter 7	IN CLASS: <ul style="list-style-type: none"> <li>• <i>Work ethics-(8)Communication</i></li> <li>• Chapter 7 – The Courts</li> </ul> ONLINE: due no later than Monday October 14, 11:59 p.m. <ul style="list-style-type: none"> <li>• View the various court websites located in online portion of the course</li> </ul>	2, 4 a, c
Wednesday October 16	10 Chapter 7	IN CLASS: <ul style="list-style-type: none"> <li>• Chapter 7 – The Courts</li> </ul> ONLINE: due no later than Monday October 21, 11:59 p.m. <ul style="list-style-type: none"> <li>• Complete Chapter 7 Homework</li> <li>• Complete Chapter 7 Quiz</li> </ul>	2, 4 a, c
Wednesday October 23	11 Chapter 8	IN CLASS: <ul style="list-style-type: none"> <li>• <i>Work ethics-(9)Cooperation</i></li> <li>• Chapter 8 – The Courtroom Work Group &amp; the Criminal Trial</li> </ul> ONLINE: due no later than Monday October 28, 11:59 p.m. <ul style="list-style-type: none"> <li>• Chapter 8 Homework (Part 1)</li> </ul>	2, 3, 4 a, c
Wednesday October 30	12 Chapter 8	IN CLASS: <ul style="list-style-type: none"> <li>• <i>Work ethics-(10)Respect</i></li> <li>• Chapter 8 – The Courtroom Work Group &amp; the Criminal Trial</li> </ul> ONLINE: due no later than Monday November 4, 11:59 p.m. <ul style="list-style-type: none"> <li>• Chapter 8 Homework (Part 2)</li> <li>• Chapter 8 Quiz</li> </ul>	2, 4

Date	Lesson/ Chapter	Content, Assignments & Test Due Dates	Competency Area
Wednesday November 6	13 Chapter 9	IN CLASS: <ul style="list-style-type: none"> <li>• Chapter 9 - Sentencing</li> <li>• Review Work Ethics</li> </ul> ONLINE: due no later than Monday November 11, 11:59 p.m. <ul style="list-style-type: none"> <li>• Work Ethics Assessment</li> <li>• Chapter 9 Homework</li> <li>• Chapter 9 Quiz</li> </ul>	2, 4 a, b, c
Wednesday November 13	14 Chapter 10	IN CLASS: <ul style="list-style-type: none"> <li>• Chapter 10 – Probation, Parole &amp; Community Corrections (pages 314-328 )</li> </ul> ONLINE: due no later than Monday November 18, 11:59 p.m. <ul style="list-style-type: none"> <li>• Chapter 10 Quiz</li> <li>• Chapter 10 Homework</li> </ul>	5 a, c
Wednesday November 20	15 Chapters 11 & 13	IN CLASS: <ul style="list-style-type: none"> <li>• Chapter 11 – Prisons and Jails</li> <li>• Chapter 13 – Juvenile Justice (pages 409-415, pages 419-425)</li> <li>• Review for final test</li> </ul> ONLINE: due no later than Monday November 25, 11:59 p.m. <ul style="list-style-type: none"> <li>• Chapters 11 &amp; 13 Homework</li> <li>• FINAL TEST (Chapters 7, 8, 9, 10, 11, 13)</li> </ul>	5 a, c

**Competency Areas: (will vary for each course/taken from state standards)**

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 Core Educational 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.