



**CRJU 1010 – Introduction to Criminal Justice  
COURSE SYLLABUS  
Fall Semester 2019 (202012)**

**COURSE INFORMATION**

Credit Hours/Minutes: 3/2250

Campus/Class Location: Swainsboro Campus, Building 2, Room 2159

Class Meets: Monday, Tuesday, and Wednesday 8:30-9:20 a.m.

Course Reference Number (CRN): 20186

**INSTRUCTOR CONTACT INFORMATION**

Instructor Name: Nolan Martin

Campus/Office Location: Swainsboro Campus, Building 2, Room 2160

Office Hours: Monday – Thursday, 7:00 a.m. to 8:00 a.m. and 2:00 p.m. to 3:30 p.m.

Email Address: [Nolan Martin \(nmartin@southeasterntech.edu\)](mailto:nmartin@southeasterntech.edu)

Phone: 478-289-2285

Fax Number: 478-248-6649

Tutoring Hours: By appointment only

**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. Twelfth edition. Frank Schmalleger. Prentice Hall. ISBN-10: 0-13-359131-x. Please note the 13<sup>th</sup> Edition may be available.

**REQUIRED SUPPLIES & SOFTWARE**

Each student must have a black pen, pencil, highlighter, paper and a three-ring binder.

**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. Topics include: The American criminal justice system; constitutional limitations; organization of enforcement, adjudication, and corrections; and career opportunities and requirements.

## **MAJOR COURSE COMPETENCIES AND 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)**

Program Admission

## **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**

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 missing an unannounced quiz or assignment will receive a grade of 0.

Students are expected to complete tests 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. Assignments may not be accepted if turned in 3 days past the due date. Students are responsible for policies and procedures included in the STC Catalog and Handbook.

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 21. 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 25. 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 vocabulary assignments are given to students, students may 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 2 tests, a midterm and a final exam given throughout the semester. There will be a class calendar posted with the syllabus that details the chapters covered on each tests/exams and the date for the exam. It is the responsibility of the student to check the class calendar and be prepared for the tests/exam on the date specified for the exam.

### **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” (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 1208

**Vidalia Campus:** [Helen Thomas, \(hthomas@southeasterntech.edu\)](mailto:hthomas@southeasterntech.edu), 912-538-3126, Building A, Room 108

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.

## **MAKEUP GUIDELINES (TESTS, QUIZZES, HOMEWORK, PROJECTS, ETC.)**

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

## **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:Helen.Thomas@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 138B Phone: 912-538-3230 Email: <a href="mailto:Lanie.Jonas@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](http://www.southeasterntech.edu) ([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
Assignments	20%
Tests	25%
Midterm Exam	25%
Final Exam	25%
Work Ethics	5%

## GRADING SCALE

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

## Course Number and Name

### Fall Semester 2019 Lesson Plan

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
Week of August 13 - 16	Chapter 1	What is Criminal Justice?	First Day of Fall Semester <ul style="list-style-type: none"> <li>• August 13 Assignment 1</li> <li>• August 15</li> </ul>	*1 **a
Week of August 19 - 23	Chapter 2	The Crime Picture	Work Ethics <ul style="list-style-type: none"> <li>• Attendance Assignment 2</li> <li>• August 22</li> </ul>	*1 **a,c
Week of August 26 - 30	Chapter 3	Criminal Law	Work Ethics <ul style="list-style-type: none"> <li>• Character</li> <li>• August 29, Assignment 3</li> <li>• August 29</li> </ul>	*1,2 **a,c
		Test #1 – Chapters 1-3	Test #1 <ul style="list-style-type: none"> <li>• August 29</li> </ul>	*1,2 **a,c
Labor Day 9/2 Week of September 3 - 6	Chapter 4	Policing: Purpose and Organization	Work Ethics <ul style="list-style-type: none"> <li>• Appearance</li> <li>• September 5</li> </ul>	*3 **a,c
			Assignment 4 <ul style="list-style-type: none"> <li>• September 5</li> </ul>	*3 **a,c
Week of September 9-13	Chapter 5	Policing: Legal Aspects	Work Ethics <ul style="list-style-type: none"> <li>• Attitude</li> <li>• September 12</li> </ul>	*2,3 **a,c
			Assignment 5 <ul style="list-style-type: none"> <li>• September 12</li> </ul>	*2,3 **a,c
Week of September 16-20	Chapter 6	Policing: Issues	Work Ethics <ul style="list-style-type: none"> <li>• Teamwork</li> <li>• September 19</li> </ul> Assignment 6 <ul style="list-style-type: none"> <li>• September 19</li> </ul>	*2,3 **a,c
	Assignment	Research Paper Topic Due	Paper Topic <ul style="list-style-type: none"> <li>• September 25</li> </ul>	*1,2,3 **a,c
	Exam	Midterm Exam – Chapters 4-6	Midterm Exam <ul style="list-style-type: none"> <li>• September 30</li> </ul>	*1,2,3,6 **a,c
Week of Sept 30- Oct 3	Chapter 7	The Courts	Work Ethics <ul style="list-style-type: none"> <li>• Productivity</li> <li>• October 3</li> </ul> Assignment 7 <ul style="list-style-type: none"> <li>• October 3</li> </ul>	*4 **a,c

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
Week of October 7-10	Chapter 8	The Courtroom Work Group and the Criminal Trial	Work Ethics <ul style="list-style-type: none"> <li>Respect</li> <li>October 10</li> </ul> Assignment 8 <ul style="list-style-type: none"> <li>October 10</li> </ul>	*4,5 **a,c
Week of October 14-18	Chapter 9	Sentencing	Work Ethics <ul style="list-style-type: none"> <li>Cooperation</li> <li>October 16</li> </ul> Assignment 9 <ul style="list-style-type: none"> <li>October 17</li> </ul>	*4,5 **a,c
		Test #3 – Chapters 7-9	Test #3 <ul style="list-style-type: none"> <li>October 17</li> </ul>	*4,5 **a,c
Week of October 21-25	Chapter 10	Probation, Parole, and Community Corrections	Work Ethics <ul style="list-style-type: none"> <li>Organizational Skills</li> <li>October 24</li> </ul> Assignment 10 <ul style="list-style-type: none"> <li>October 24</li> </ul>	*5 **a,c
Week of October 28 - November 1	Chapter 11	Prison and Jail	Work Ethics <ul style="list-style-type: none"> <li>Communication</li> <li>October 31</li> </ul> Assignment 11 <ul style="list-style-type: none"> <li>October 31</li> </ul>	*5 **a,c
Week of November 4-8	Chapter 12	Prison Life	Assignment 12 <ul style="list-style-type: none"> <li>November 7</li> </ul>	*4,5 **a,c
Week of November 11-15	Chapter 13	Juvenile Justice	Assignment 13 <ul style="list-style-type: none"> <li>November 14</li> </ul>	*4,5 **a,c
Week of November 18-21	Holiday 11/22-23	Research Paper Due Work Ethics Exam	Research Paper Due Work Ethics Exam <ul style="list-style-type: none"> <li>November 19</li> </ul>	*1,2,4,5 **a,c
Week of November 25-27	Final Review	Final Review	Final Review <ul style="list-style-type: none"> <li>November 27</li> </ul>	*1,2,4,5,6 **a,c
Week of December 2-5	Final Exam	Chapters 1-13	Final Exam <ul style="list-style-type: none"> <li>December 2</li> </ul>	*1,2,3,4,5,6 **a,c

#### COMPETENCY AREAS:

1. American Criminal Justice System
2. Constitutional Limitations
3. Organization of Enforcement
4. Organization of Adjudication
5. Organization of Corrections



## 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.

**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 notify the instructor.**