



CRJU 1010 Introduction to Criminal Justice

COURSE SYLLABUS

Fall Semester 2017

COURSE INFORMATION

Credit Hours/Minutes: 3/2250

Class Location: Swainsboro Campus, Building 2, Room 2159

Class Meets: M,T,W 8:30 – 9:20 a.m.

CRN: 20201

INSTRUCTOR CONTACT INFORMATION

Instructor Name: Nolan Martin

Office Location: 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: nmartin@southeasterntech.edu

Phone: 478-289-2285

Fax Number: 478-248-6649

Tutoring Hours: By appointment only

REQUIRED TEXT

Criminal Justice: A Brief Introduction. Eleventh 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 three-ring 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 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

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. 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 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 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 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 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.

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.

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 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:

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" 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 and its constituent Technical Colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, sex, 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 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).

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

ADA/Section 504 - Equity- Title IX (Students) - OCR Compliance Officer	Title VI - Title IX (Employees) - EEOC Officer
Helen Thomas, Special Needs Specialist Vidalia Campus 3001 East 1 st Street, Vidalia Office 108 Phone: 912-538-3126 hthomas@southeasterntech.edu	Blythe Wilcox, Director of Human Resources Vidalia Campus 3001 East 1 st Street, Vidalia Office 138B Phone: 912-538-3147 bwilcox@southeasterntech.edu

GRIEVANCE PROCEDURES

Grievance procedures can be found in the Catalog and Handbook located on STC'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 [STC website](#).

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/Homework	20%
Chapter Tests	25%
Midterm Exam	25%
Final Exam	25%
Work Ethic Test	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

XXXX Semester 2018 lesson plan

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
Week of Aug 14 -16	Chapter 1	What is Criminal Justice?	First Day of Fall Semester <ul style="list-style-type: none"> • Aug 14 Vocab/Ch Question • Aug 16 	*1 **a
Week of Aug 21 - 23	Chapter 2	The Crime Picture	Work Ethics <ul style="list-style-type: none"> • Attendance Vocab/Ch Questions <ul style="list-style-type: none"> • Aug 23 	*1 **a,c
Week of Aug 28 - 30	Chapter 3	Criminal Law	Work Ethics <ul style="list-style-type: none"> • Character • Aug 29, Vocab/Ch Questions <ul style="list-style-type: none"> • Aug 30 	*1,2 **a,c
		Test #1 – Chapters 1-3	Test #1 <ul style="list-style-type: none"> • Aug 30 	*1,2 **a,c
Labor Day 9/4 Week of Sep 5 - 6	Chapter 4	Policing: Purpose and Organization	Work Ethics <ul style="list-style-type: none"> • Appearance • Sept 6 	*3 **a,c
			Chapter 4 Vocab/Ch questions <ul style="list-style-type: none"> • Sept 6 	*3 **a,c
Week of Sept 11-13	Chapter 5	Policing: Legal Aspects	Work Ethics <ul style="list-style-type: none"> • Attitude • Sept 13 	*2,3 **a,c
			Chapter 5 Vocab/Ch Questions <ul style="list-style-type: none"> • Sept 13 	*2,3 **a,c
Week of Sept 18-20	Chapter 6	Policing: Issues	Work Ethics <ul style="list-style-type: none"> • Teamwork • Sept 20, Vocab/Ch Questions <ul style="list-style-type: none"> • Sep 20 	*2,3 **a,c
Week of Sep 25-27	Assignment	Research Paper Topic Due	Paper Topic <ul style="list-style-type: none"> • Sept 25 	*1,2,3 **a,c
	Test	Exam #2 – Chapters 4-6	Exam #2 <ul style="list-style-type: none"> • Sep 27 	*1,2,3,6 **a,c
Week of Oct 2-3	Chapter 7	The Courts	Work Ethics <ul style="list-style-type: none"> • Productivity • Oct 3 Chapter 7 Vocab/Ch Questions <ul style="list-style-type: none"> • Oct 3 	*4 **a,c
Week of Oct 9-11	Chapter 8	The Courtroom Work Group and the Criminal Trial	Work Ethics <ul style="list-style-type: none"> • Respect • Oct 11, Chapter 8 Vocab/Ch Questions <ul style="list-style-type: none"> • Oct. 11 	*4,5 **a,c

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
Week of Oct 16-18	Chapter 9	Sentencing	Work Ethics <ul style="list-style-type: none"> Cooperation Oct 18 Chapter 9 Vocab/Ch Questions <ul style="list-style-type: none"> Oct 18 	*4,5 **a,c
		Exam #3 – Chapters 7-9	Exam #3 <ul style="list-style-type: none"> Oct 18 	*4,5 **a,c
Week of Oct 23-25	Chapter 10	Probation, Parole, and Community Corrections	Work Ethics <ul style="list-style-type: none"> Organizational Skills Oct 25 Chapter 10 Vocab/Ch Questions <ul style="list-style-type: none"> Oct. 25 	*5 **a,c
Week of Oct 30 - Nov 1	Chapter 11	Prison and Jail	Work Ethics <ul style="list-style-type: none"> Communication Nov 1 Chapter 11 Vocab/Ch Questions <ul style="list-style-type: none"> Nov 1 	*5 **a,c
Week of Nov 6-8	Chapter 12	Prison Life	Chapter 12 Vocab <ul style="list-style-type: none"> Nov 8 	*4,5 **a,c
Week of Nov 13-15	Chapter 13	Juvenile Justice	Chapter 13 Vocab <ul style="list-style-type: none"> Nov 15 	*4,5 **a,c
Week of Nov 20-21	Holiday 11/22-23	Research Paper Due Work Ethics Exam	Research Paper Due Work Ethics Exam <ul style="list-style-type: none"> Nov 21 	*1,2,4,5 **a,c
Week of Nov 27-29	Exam	Exam #4 – Chapters 10-13	Exam #4 <ul style="list-style-type: none"> Nov 29, 	*1,2,4,5,6 **a,c
Week of Dec 4-6	Final Review	Chapters 1-13 Review	Final Exam <ul style="list-style-type: none"> Dec 4 	*1,2,3,4,5,6 **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.

- 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.