# SYLLABUS Administration of Justice Fall 2013

Administration of Justice (4) Principles and Procedures in Criminal Justice

Section 0104

Instructor: Kelly William Enos, M.S.

Class hours: Mondays: 12:10pm to 3:20pm Instr building 2001

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Office hours: Tues and Fri 12:00pm to 3:00pm. Faculty offices #21

Handouts can be found on my faculty page at the Administration of Justice program

website: www.lamission.edu/aj

#### **DESCRIPTION:**

A study of the different aspects of the criminal justice system with an emphasis on the courts. Reviews the different procedures in court settings and how the courts decisions impact society as a whole.

Student Learning Outcomes: At the end of the course, students will be able to:

(1). Compare and contrast the three different court systems in the United States, local, state and federal courts. (2). Differentiate between the different criminal procedures before, during and after trial. (3). Explain the unique characteristics of the American court history.

Last date to add: September 6

Last date to drop with a "W": November 17

**TEXTBOOK:** Courts and Criminal Justice in America: Siegel, Schmalleger, Worrall. Custom edition for Mission College. *One copy on reserve in the library.* 

**Attendance:** Regular attendance is the only way to properly satisfy the course requirements. Attendance will be taken throughout the semester. More than 3 absences during the semester may result in a reduced grade or being dropped from the class. Students are expected to arrive for class on time. You are required to make up missing lectures/discussions/class notes by contacting another student in the class and getting his/her notes.

Cell phones: cell phones **WILL** be turned off during class hours. All types of electronic devices (e.g. cell phones, pagers, personal digital assistants, laptops) are prohibited in class without prior approval. You are subject to removal if any of the above is used in class.

Cheating: Plagiarism, unauthorized material during an examination, changing answers after work has been graded, taking an exam for another student, forging or altering attendance sheets or other documents and copying other students papers. In academic circles, this is a **SERIOUS** offense and will not be tolerated. Students caught cheating will be dealt with **Harshly.** Refer to the college catalog.

**Plagiarism:** Plagiarism is defined as the act of using ideas, words, or work of another person or persons as if they were one's own, without giving proper credit to the original sources. The following examples of plagiarism are intended to be representative, but not all-inclusive:

- · Failing to give credit via proper citations for others' ideas and concepts, data and information, statements and phrases, and/or interpretations and conclusions
- · Failing to use quotation marks when quoting directly from another, whether it be a paragraph, a sentence, or a part thereof

- · Paraphrasing the expressions of thought by others without appropriate quotation marks or attribution
- · Assembling parts from various works and submitting the synthesis or single paper as one's own creation· Representing another's artistic/scholarly works, such as musical compositions, computer programs, photographs, paintings, drawings, sculptures, or similar works as one's own.

## GRADING

 Mid Term
 100pts

 Research Paper
 100pts

 Final Exam
 100pts

 Class participation
 50pts

 Total
 350pts

 Extra credit
 15pts

100-90= A 89-80=B 79-70=C 69-60=D 59 or Below=F

If you are a student with a disability and require classroom accommodations, please see me to discuss arrangements. The sooner I am aware that you are eligible for accommodations, the quicker I will be able to provide them. If you have not done so already, you may also wish to contact the DSP&S Office in Instruction Building 1018 (phone #818.364.7732/TTD 818.364.7861) and bring a letter stating the accommodations that are needed.

### **Course Schedule**

<u>Date</u>	<u>Topic</u>
8/26	Introduction to course/ Overview of the CJ system
9/2	Labor day college closed
9/9	Criminal Law
9/16	Federal courts/Appellate courts
9/23	State courts/Lower courts
9/30	Juvenile courts
10/7	Prosecutors, defense attorney's and judges/Midterm review
10/14	Midterm exam (Chapters 1-9)
10/21	Defendants and victims
10/28	Arrest to arraignment/Bail
11/4	Admissibility of evidence/Plea bargaining
11/11	Veterans day, college closed
11/18	Trials and juries (Research paper due)
11/25	Trials and juries

<sup>\*</sup>Note: There is a total of 350 points possible for this class. In order to calculate your grade, add up the total points you receive and divide that by 350. **No make up exams will be given.** 

12/9

## Final exam 5:30pm to 7:30pm (Chapters 10-14)

#### RESEARCH PAPER

### Purpose:

To familiarize the student in researching areas of Criminal Justice. Familiarization of special topics in the system of criminal justice and communicate those topics in a well, thought out written paper.

Assignment: Pick only one of the below approved topics in Criminal Justice. You are to research the existing literature of the topic and describe the issue. For example, if you were writing about police use of force, you would define what force is and describe the different levels of force police use and the existing laws governing the use of force. No personal stories or opinions. This is a literature review paper. Read and summarize the issue you want to write about **in your own words.** 

Pick only one of the below topics related to the court system:

- 1. Search and Seizure
- 2. History of the U.S. Supreme Court
- 3. Public defenders
- 4. District attorneys

Read and summarize the issue you want to write about **in your own words**. Include important details, factual information, history, findings and suggestions. This is NOT an opinion paper. You are expected to conduct research and explore the existing literature of a given topic.

Minimum Requirements: Papers shall be double spaced, 12 size font, Arial style characters using Microsoft Word. Each paper is <u>required</u> to have a reference or bibliography citing your sources (at least three) in the proper APA style format. Sources of information can include books, articles, videos, Internet, in-person interviews etc. <u>However, only one Web Page source may be used in the entire bibliography.</u> The campus library has numerous books and videos on criminal justice topics. Familiarize and remember the rules for citing someone else's work. APA rules apply. If you are not familiar with APA rules for writing papers, go to the library for assistance.

Papers shall be a minimum of 4 pages of text and no longer than 6 pages in length, not including your reference or bibliography page and cover page. Papers that do not meet at least the minimum requirements will not receive credit. Be very familiar with the rules on how to avoid plagiarizing someone else's work.

Paper is due on or before **11-18-2013**. **Late papers will not be accepted.** Grammar, spelling, paragraph structure, complexity of the topic chosen and content will all be considered for your grade. Check the grading rubric on my faculty website.

Note: Although it is not required, I highly encourage everyone to submit a rough draft of his or her paper well in advance of the deadline. I will provide feedback and suggestions.