LOS ANGELES MISSION COLLEGE

Course Syllabus

INTRO TO ADMINISTRATION OF JUSTICE

Administration of Justice 001

Spring Semester / 2013 / Los Angeles Mission College

AJ001 / Mondays / 3 Units / UC:CSU / Section No. 0107

Dan Randolph, Adjunct Professor
Contact Information:
email: randoldl@lamission.edu
phone : (818) 364-7600 Ex. 4166

COURSE DESCRIPTION:
The history and philosophy of Administration of Justice in the United States, including identification of the various subsystems such as the police, courts and corrections. Includes the theories of crime, punishment, rehabilitation, ethics, education and training for professionalism in the justice system.

PREREQUISITES: None

LOCATION / HOURS: INST 2001 / 1210-1520 hours

OFFICE LOCATION / DAYS / HOURS: Faculty Offices, INST Building / Mondays / 1135-1210 hours

COURSE MISSION AND LEARNING OBJECTIVES:
- Encouraging students to become critical thinkers and lifelong learners;
- Ensuring that students successfully transfer to four-year institutions, find meaningful employment, improve their basic skills, and enrich their lives through continuing community education;
- Providing services and programs that improve the life of its immediate community;
- Provide a foundation in the Administration of Justice discipline.

STUDENT LEARNING OUTCOMES: Upon completion of this course, the student will be able to:
- Compare and contrast the different sub-components of the criminal justice system: police, courts and corrections
- Analyze the origins and purposes of criminal law
- Explain how the components of the criminal justice system work together, starting from investigation and arrest, pre-trial activities, adjudication, sentencing and corrections.

MAJOR STUDY UNITS:
1. The Foundations of Criminal Justice
2. Law Enforcement
3. The Courts
4. Corrections
5. Juvenile Justice

INSTRUCTIONAL STRATEGIES:
Lecture and PowerPoint presentations
Active class discussions
Administration of Justice related video presentations

REQUIRED TEXT:
A Concise Introduction to Criminal Justice
Robert M. Bohm – University of Central Florida
ISBN: 0073401501 Copyright year: 2008
LAMC Bookstore: http://www.lamissionbookstore.com/

STUDENT PERFORMANCE REQUIREMENTS:
Your final grade will be determined by your performance on the following requirements:

Exams: 200 points. A mid-term examination and a final examination that are equally weighted and non-comprehensive. They will be administered in a multiple choice format that will cover the text, lectures and videos. They are **not** open-book exams. This is equivalent to 2/3 of your final grade.

Quizzes: 60 points. Two 30-point quizzes composed of 15 questions each. The quizzes cannot be made up and are outstanding for exam preparation.

Participation and Attendance: 40 points.

Note: Although this class does not require a Research Paper writing assignment, I am available to review and provide suggestions on papers for other AJ classes that you may be concurrently assigned. Take advantage of my offer and see me in my office hour or make other arrangements well in advance of your due date.

ATTENDANCE AND OTHER CLASS POLICIES:
The Los Angeles Community College District has clearly distinguished several rules and regulations that students must conform to. Those policies are articulated as the Standards of Student Conduct and Disciplinary Action. Regular attendance is the only way to properly satisfy the course requirements. Students are expected to arrive for class on time. Cell phones and electronic devices shall be silent and stowed. You are required to make up missing lectures/discussions/class notes by contacting another student in the class and getting his/her notes. Please notify me of any conflicts. Exams cannot be made up unless there are extenuating circumstances (e.g.: hospitalization, death). Make friends with a class colleague and get the information from them if you can't make it to class. I utilize a traditional grading scale as follows:

A	270-300	B	240-269	C	210-239	D	180-209	F	-179

ACADEMIC INTEGRITY:
As a learning community of scholars, Los Angeles Mission College emphasizes the ethical responsibility of all its members to seek knowledge honestly and in good faith. Students are responsible for doing their own work, and academic dishonesty of any kind will not be tolerated. Violations of academic integrity include, but are not limited to, cheating, plagiarism, or misrepresentation of information in oral or written form. Such violations will be dealt with severely by the instructor and the college. Plagiarism means presenting someone else's idea or writing as if it were your own. If you use someone else's idea or writing, be sure the source is clearly documented. Other guidelines for acceptable student behavior are specified in the campus catalog.

AMERICANS WITH DISABILITIES ACT STATEMENT:
It is the policy of Mission College to make its services, facilities, programs, and accommodations accessible to all students, including people with disabilities, and comply fully with the provisions of the Americans with Disabilities Act of 1990. If a disability prevents you from fully using our facility or enjoying our services and programs, we would like your input and ideas on how we can serve you better. Any concerns, comments, or suggestions should be directed to Disabled Students Programs & Services (DSP&S), Telephone 818-364-7734 • TDD 818-364-7861.

SPECIAL ACCOMMODATIONS:
If you require special accommodations for a disability, religious holiday, or any other reason please inform your instructor(s) within the first week of the course and we will accommodate you if at all possible. For accommodations due to disability, you must consult with the Disabled Students Programs and Services Office after which we will abide by their recommendations.

COLLEGE RESOURCES FOR LAMC STUDENTS:
Admissions and Records: Students can register for classes, request transcripts, file petitions for graduation, and drop classes at this office. For more information call 818-833-3322 or visit: http://www.lamission.edu/admissions/

Assessment Center: Offers student assessments in English, English-as-a-Second-Language (ESL) and Mathematics. Please contact the Assessment Center at (818) 364-7613 for more information or visit http://www.lamission.edu/assessment/

Bookstore: For hours of operation, book availability, buybacks, and other information call 818-364-7767 or 7768 or visit http://eagleslanding.lamission.edu/default.asp

Counseling Department: For appointments and information call 818-364-7655 or visit http://www.lamission.edu/counseling/

Disabled Students Programs and Services (DSP&S): For appointments, eligibility and information call 818-364-7732 or visit http://www.lamission.edu/dsps/

Extended Opportunity Programs and Services (EOP&S): For appointments, eligibility and information call 818-364-7645 or visit http://www.lamission.edu/eops/

Financial Aid: For information and applications call 818-364-7648 or visit http://www.lamission.edu/financialaid/

Library: For information on hours, resources, workshops, and other services contact 818-364-7106 or visit http://www.lamission.edu/library/

STEM Office: For information on free tutoring, resources and academic counseling for STEM (Science, Technology, Engineering, and Technology) students visit: http://www.lamission.edu/stem

Tutoring Services in Learning Center: Laboratories for Learning, Writing, Math & Science. Walk-in and appointment services offered. Call 818-364-7754 or visit www.lamission.edu/learningcenter/

THREE ATTEMPT LIMIT:
A new state policy in effect as of 2012 limits students to **three attempts per course**.
Receiving a grade or a "W" for a course counts as an attempt, **regardless of when the course was taken**.
Withdrawal by the deadline to avoid a "W" will not count as an attempt. For spring 2013 the deadline to avoid a “W” is Monday, February 18th.

QUICK ACCESS TO THE ON-LINE LAMC LIBRARY RESOURCES AND LAMC ADMINISTRATION OF JUSTICE PROGRAM:
http://www.lamission.edu/library/default.aspx
http://www.lamission.edu/aj/

PROPOSED SCHEDULE AND IMPORTANT DATES:

February 4:	Week 1. Administrative duties: course overview, introduction and expectations. Discuss career options within the Criminal Justice System. Assignment: Read Chapter 1.
February 11:	Week 2. Lecture on the Overview of the US Criminal Justice System and Chapter 1. Assignment: Read Chapter 2. [February 15 is the last day to add my class]
February 18:	Week 3. President's Day Holiday: No Class [February 18 is the last day to receive a Refund]
February 25:	Week 4. Lecture on the History and Structure of American Law Enforcement and Chapter 2. Assignment: Read Chapter 3.
March 4:	Week 5. Lecture on Aspects of Policing and Chapter 3. Assignment: Read Chapter 4.
March 11:	Week 6. Quiz 1: Chapters 1-3. Lecture on Issues and Ethics in Policing and Chapter 4. Assignment: Read Chapter 5.
March 18:	Week 7. Lecture on the Court Structure and Administration of Justice and Chapter 5. Assignment: Read Chapter 5.
March 25:	Week 8. Lecture on the Court Structure and Administration of Justice and Chapter 5 - Continued. Assignment: Review and prepare for Mid-Term Examination.
April 1:	Week 9. Spring Break: No Class
April 8:	Week 10. Mid-Term Examination on lectures and Chapters 1-5. Assignment: Read Chapter 6.
April 15:	Week 11. Lecture on Sentencing, Appeals and the Death Penalty and Chapter 6. Assignment: Read Chapter 7.
April 22:	Week 12. Lecture on Institutional Corrections and Chapter 7. Assignment: Read Chapter 8.
April 29:	Week 13. Lecture on Prison Life, Inmate Rights, Release and Recidivism and Chapter 8. Assignment: Read Chapter 9.
May 6:	Week 14. Quiz 2: Chapters 6-8. Lecture on Community Corrections and Chapter 9. Assignment: Read Chapter 10.
May 13:	Week 15. Lecture on Juvenile Justice and Chapter 10. Assignment: Review for Final Examination.
May 20:	Week 16. Review for Final Examination.
May 27:	Week 17: Memorial Day Holiday: No Class
June 3:	Week 18: Final Examination on lectures and Chapters 6-10: 1230-1430 hours.