SYLLABUS
Administration of Justice
Spring 2014

Administration of Justice (4) Principles and Procedures in Criminal Justice
Section 3107
Instructor: Kelly William Enos, M.S.
Class hours: Wednesday 3:30pm to 6:40pm Instr building 2001
Email: enoskw@yahoo.com Office: 818-364-7610
Office hours: Monday and Friday 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: February 21
Last date to drop: February 23

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 student's 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 ones 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

2 quizzes	20pts each
Midterm exam	100pts
2 Movie reviews	20pts each
Interview	50pts
Final exam	100pts
Total	**330pts**
Extra credit	15pts

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

*Note: There is a total of 330 points possible for this class. In order to calculate your grade, add up the total points you receive and divide that by 330. **No make up exams will be given.**

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

Date	**Topic**
2/12	Introduction to course
2/19	Overview of the CJ system
2/26	Criminal Law
3/5	Federal courts/Appellate courts/Class video Supreme court
3/12	State courts/Lower courts/ **Quiz on chapters 1, 2, 3**
3/19	Juvenile courts/Class video on the juvenile justice system
3/26	Judges/Midterm review/Jeopardy game
4/2	**Midterm exam (Chapters 1-7)**
4/9	Spring break
4/16	Prosecutors, defense attorney's **(Movie reviews due)**
4/23	Defendants and victims /Arrest to arraignment/Bail
4/30	Plea bargaining/Class video
5/7	Admissibility of evidence/**Quiz on chapters 8, 9, 10**

5/14	Trials and juries **(Interview due and extra credit)**
5/21	Trials and juries/Class video on jury deliberations
5/28	Sentencing/Final exam review/Jeopardy game
6/4	**Final exam 5:30pm to 7:30pm (Chapters 8-14)**

Required Assignments

1. **Interview a Bail Bonds agent**. There are hundreds of bail bond offices in Los Angeles. You are to interview an agent in person at their office and determine the following:

What their job is.
What some of their challenges are.
How they interact with the law enforcement community and the courts.
How does a person become a bail bonds agent.

Summarize your interview in a two to three page paper, produced in a Microsoft WORD program. You are to include the person's name, contact number in the report and staple their business card to the report. Grammar, spelling and flow of content will be considered for your grade on all assignments.

2. View the movie "12 Angry Men", either the earlier or later version. The video is about jury deliberations and how the twelve jurors arrive at a decision. After viewing the movie, answer the following questions: How many issues did the jurors bring up that suggested reasonable doubt? Exactly what were they? What is Reasonable Doubt? What is a hung jury? Write your report in a Microsoft WORD program and submit.

3. View the movie "Gideon's Trumpet" starring Henry Fonda 1979. The video is about Clarence Gideon's case appeal to the United States Supreme Court. After viewing the movie, answer the following questions: What was the crime Gideon was arrested for? What was his original sentence? What did he argue on his appeal? What was the decision of the Supreme court? What happened in his second trial? Write your report in a Microsoft WORD program and submit.

Extra Credit Assignment

Purpose:

To provide additional opportunities for students to learn about criminal justice.

Assignment

Sit in on a court case at the 2nd district California Court of Appeals. The court of appeals hears cases throughout the year in downtown Los Angeles. Spend at least a couple of hours at the court learning how the court works, history, traditions, and actually watching a case. Historical information is displayed in halls of the clerk of the appeals court, 2nd floor of the Reagan State Building. The building is located at 300 S. Spring Street in downtown Los Angeles. Go to their website for more information on hours and court calendars, www.courts.ca.gov Casual business attire is required in the court room and no electronic devices are allowed. After your visit, write a two to three page paper in Microsoft WORD describing your experience and how the court operates. Use your parking stub as proof you attended. Parking is provided next to the building.