



COURSE OUTLINE

Course No. CJ 100

Course Name CRIMINAL JUSTICE
SYSTEMS

Credit Hours 3

Class Hours 2 Lab Hours 4

Date: January 2008

Prepared by Glenn Jones

To be updated: March 2008

Approved by *Calvin Price*
Director

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PREREQUISITE None

COURSE DESCRIPTION

An introduction to the law enforcement, prosecution, courts and corrections components of the system of justice in the United States. A consideration of the history, philosophy and functions of these components is included, as well as an analysis of current programs and issues.

SUCCESS SKILLS

Throughout this course the learner will be challenged to:

- Communicate Effectively
- Demonstrate Learning and Critical Thinking
- Maintain Professional Skills and Attitude
- Practice Human Relations Skills
- Knowledge of Science and Environment
- Community, Cultural and Global Awareness
- Maintain A Code of Ethics

COURSE OUTCOMES

1. To develop knowledge of the components of the criminal justice system and the functions and responsibilities of each.

2. To develop a familiarity and understanding of the terminology relevant to the criminal justice system.
3. To develop sensitivity to the problems and complexities of decision-making, sources of authority, and cooperative efforts of the criminal justice system.

COURSE MATERIALS

Intro to Criminal Justice, Glenco-McGraw Hill Publisher

TOPICAL OUTLINE (Class and Lab)

The following is an overview of the areas of consequence conjoining an in-depth study of Criminal Justice Systems in the United States. Class readings and discussion will cover the below listed subject areas. Each topical area corresponds to a chapter in the selected textbook. Students are required by this course outline to read the entire textbook. If students need further instruction in a specific topic area that is not covered in class, they should, after having read the appropriate chapter from the textbook, make an appointment with the instructor.

- Crime and Justice in the United States
- Crime and its Consequences
- Explaining Crime
- The Rule of Law
- Factors and Theories in Criminality: The search for the criminal
- History and Structure of American Law Enforcement
- Policing: Roles, Styles, and Functions
- Policing America: Issues and Ethics
- The Administration of Justice
- Sentencing, Appeals, and the Death Penalty
- Institutional Corrections

STUDENT INSURANCE/COVERAGE

Hocking College insurance does not cover a student in case of an accident or illness. Students are responsible for providing their own health and accident insurance. The Hocking College Health Center provides information on a student health insurance plan. Please see the Health Center (JL 241) for information on costs, coverage, and how to enroll in the plan.

DISABILITIES NOTICE

If you have been diagnosed with a disability that impacts your academic success, please immediately contact the Access Center , Office of Disability Services in JL 249 regarding accommodations.

HOCKING COLLEGE
EVALUATION OF THE LEARNER

COURSE NO. CJ 100

COURSE NAME CRIMINAL JUSTICE SYSTEMS

INSTRUCTOR(S): Glenn Jones

DATE PREPARED: January 2008

APPROVED BY: *Calvin Price*

Director

SPECIFIC FACTORS

1. **EXAMINATIONS:** There will be two (2) examinations over materials covered on the discussion board, as well as assigned chapters in the textbook. These examinations may consist of fill-in, multiple choice, and true/false questions. The exams will consist of 25 questions each. Each question will be worth two points.
2. **Weekly Tasks:** There are ten weekly tasks in this class. Each assignment is worth ten points.
3. **Course Projects:** There are two course projects for this class. The first is the Presentation Project worth 25 points. The second is the Interview of a Criminal Justice Professional worth 25 points.
4. **Course Agreement:** In taking this class you, the student understand, and agree to the following.
 - a) I understand that online courses will require at least as much work as traditional, face-to-face courses.
 - b) I understand that while taking this online course, I will have ample opportunities for help and guidance from my instructor, and that an instructor will be available regularly to answer my questions.
 - c) I agree to complete all required work for this course before receiving a grade.

- d) I understand that if I pre-register or register during the first two weeks of a quarter, I am responsible for work from the first day of that quarter even if I did not report to the instructor until later. I understand that I am responsible for completing work from that first day.
- e) I understand that my schedule is somewhat flexible, but I will need to complete work on time and plan to be in touch with my instructor on a regular basis.
- f) I understand that it is my responsibility to notify my instructor before or when there will be unexpected lapses in my submission of work.
- g) I understand that I must take two exams, complete weekly tasks, two course projects and participate in the discussion board to successfully complete this class.
- h) I understand that I should check the calendar for my particular course to see where I should be at any point in the quarter. If I am behind, I should spend extra time working on this course in order to progress more quickly.
- i) I understand that my instructor will do his/her best to grade papers quickly; however, I will allow at least three business days for an exam to be graded and five business days for a course project to be graded.
- j) I understand that all assignments to be graded this quarter must be submitted on or before the day specified on the online calendar or by the instructor. Late assignments may be submitted and graded according to the course outline and evaluation of the student.
- k) I understand that a student who is honest does his or her own work/evaluations without consultation with other students (unless by the instructor's request) and gives credit to sources used. I understand that there will be a penalty for academic dishonesty as stated in the course outline and/or evaluation of the student.
- l) I understand that I may earn a PR (Progress) grade and be permitted to finish my course the quarter immediately following my registration

- quarter if I have seventy-five percent of the work completed or have reached a special agreement in writing with my instructor.
- m) If I earn a PR, I agree to fulfill the requirements for the remainder of the course by the end of the eighth week of the next quarter. I will adhere to the terms of the previous agreement to turn in work to my instructor.
 - n) I understand that if I initially have special circumstances the above conditions may be altered by means of a mutual agreement between my instructor and me. To do this I must immediately submit a written request to the instructor explaining my situation.
 - o) I have read the course outline and evaluation of the student and understand the requirements for the course.
 - p) I understand that, as stated in the *Evaluation of the Student*, I must respond to posting of other students on the discussion board.
 - q) I agree to complete the Course Evaluation near the end of this course.
 - r) I have read and agree to the specific conditions set forth in the course outline and evaluation of the student and know that by submitting the agreement it is as if I have signed my name.

5. GRADING SCALE:

Using percentages, the grading scale shall be:

96% - 100% =A	81% - 83% =C
93% - 95% =B	79% - 80% =C-
91% - 92% =B+	76% - 78% =D+
88% - 90% =B	73% - 75% =D
86% - 87% =B-	70% - 72% =D-
84% - 85% =C+	0% - 69% =F

As noted above, there are two hundred possible points for this class: Weekly Tasks 100 points. Exams 50 points. Course Projects 50 points.

Extra Credit: A student can receive extra credit for emailing the instructor interesting items that can be found on the web for use in future Criminal Justice Classes.

6. POLICY REGARDING HONESTY:

Honesty and integrity are major elements in professional behavior and are expected of each student. This is part of the Success Skill "Maintains a Code of Ethics." All work is assumed to be your own unless special permission is granted from the instructor or sources are appropriately cited. It is expected that you will be honest in all endeavors related to the completion of this course, just as you must be in all activities at work.

The definition of academic misconduct that is provided in the Hocking College Student Guide applies to this course and all other courses that you are taking at the College. It is a Code I Offense:

- A. Academic Misconduct refers to dishonesty in examination (cheating); presenting the ideas or writing of someone else's as one's own (plagiarism); knowingly furnishing false information to the college by forgery, alteration, or misuse of college documents, records or identification. Academic dishonesty includes but is not limited to:
1. Permitting another student to plagiarize or cheat from your work,
 2. Submitting an academic exercise, written work, project, or computer program that has been prepared totally or in part by another,
 3. Improperly acquiring knowledge of the contents of an exam,
 4. Using unauthorized material during an exam, to include notes, information, calculators, or other electronic devices or programs during exams or for assignments from which they have been expressly or implicitly prohibited,
 5. Submitting the same paper in two different courses without knowledge and consent of all faculty members
 6. Obtaining academic material through stealing or other unauthorized means,
 7. Falsification of research findings and methodology.

Academic Misconduct is unacceptable behavior in all Hocking College courses. A student observed or found to be engaged in academic misconduct on a test or assignment in ANY POLICE SCIENCE COURSE will receive a grade of “0” zero for that assignment/test. A written report of the incident, signed by the instructor and student will be placed in the student’s file. This notice will remain on file and in effect for the remainder of the student’s enrollment in the Department. A written report of the incident, signed by the instructor and the student, will be submitted to the Campus Judiciaries Office. Should a second incident of cheating occur in any course, the student will receive a failing grade for that course and will be dismissed from the Public Safety Services Department for one (1) year. The “zero” (0) grade for dishonesty will not be used as the drop grade in a course which a drop grade is given. **The Office of Campus Judiciaries will conduct a judicial proceeding with the accused student, resulting in a finding of “In Violation” or “Not In Violation” of the Hocking College Code of Conduct. The outcome of the judicial process will not be used to modify or validate the specific consequence as decided by the individual faculty/program or academic unit, but may be used to determine future *Judicial consequences*, in demonstrating a pattern of behavior on the part of the student.**

Further information pertaining to Academic Misconduct can be found by contacting the Office of Campus Judiciaries, Oakley 210, or by referring to the Student Code of Conduct found on the Hocking College website (www.hocking.edu).

Instances of dishonesty will be reported to Campus Judiciary.

7. FINAL GRADE CALCULATION: The student’s final grade will be comprised of the following factors:

1 st written Exam	= 25 POINTS
2 nd Written Exam	= 25 POINTS
Weekly Task	= 100 POINTS *10 point each*
Presentation	= 25 POINTS
Interview	= 25 POINTS
TOTAL:	200 POINTS

8. ACADEMIC GRADE APPEAL PROCESS

Academic grade appeals consist of complaints from students concerning final grades given. The Appeals Process is available only for final grades not for an individually graded assignment. When a student believes that his or her academic performance has been unfairly or improperly graded, the first recourse will be communication with the faculty member in an attempt to resolve the complaint. Grade appeals will be considered only if grading was based on something other than performance, if different standards were used for different students, or if the grading was a departure from the instructor's previously stated final grade calculations. If the informal attempt at resolving the complaint between student and faculty is unsuccessful, a formal appeal will begin. A student appeal of a final grade must be formally initiated within one term of the grade being posted. Students should understand that the burden of proof will be theirs to demonstrate. The steps for the grade appeal process are available in each academic unit office and online in the current Student Code of Conduct found under the current student link on the Hocking College website.

9. STUDENT GRIEVANCE DUE PROCESS PROCEDURES

Due process procedures for the College are located in the current Student Code of Conduct listed as Hocking College Student Grievance Procedures available online under the current student link on the Hocking College website.

10. DISABILITIES NOTICE

If you have been diagnosed with a disability that impacts your academic success, please immediately contact the Access Center, Office of Disability Services in JL 249 regarding accommodations.

11. DISCLAIMER

The contents of this course are based on education, information, and advice believed to be accurate and reliable. Hocking College, its instructors jointly and severally, make no guarantee and assume no liability in connection with this course. Moreover, it should not be assumed that every acceptable procedure is included or that special circumstances may not warrant modified or additional procedures. Note that these are indeed only guidelines; not standards.

The participants should be aware that changing technology and/or laws and regulations may require a change in the recommended procedures contained herein.

Hocking College provided instruction in this course under competent instructors and assumes not responsibility other than the opportunity to learn under supervision. Acceptance of enrollment in this course constitutes an agreement to the conditions stated. Hocking College, and the instructors are hereby relieved of liability.

NOTE: The instructor reserves the right to modify or change the course outline as the need arises.