

Hagerstown Community College
MASTER SYLLABUS DOCUMENT

COURSE: ADJ 101: Introduction to Criminal Justice (1), 3 credits.

We are meeting at 1130am till 12:15pm, Monday and Wednesdays in the **Behavioral Sciences Building in classroom 114 (the big lecture hall)**.

Classes begin Aug 29, 2016 and end Dec 16, 2016

SEMESTER/YEAR: Fall, 2016

INSTRUCTOR: Andrew Kramer M.A., J.D.

Contact info: Cell (301) 331-8770. Please send a text if you are going to be late.

Office Phone: (301) 240-2481

Email: abkramer@hagerstowncc.edu Contact me there if you need to meet with me or you plan on being out of class.

Office Hours: by appointment only

COURSE DESCRIPTION: This course provides an overview of the history, philosophy, and development of police, courts, and corrections in a democratic society. Identification and operations of Local, State and Federal Agencies are covered within a criminal justice career orientation. There is no prerequisite for this course.

TEXTBOOK: Siegel, Larry/Worrall, *Introduction to Criminal Justice* 15th ed. (Cengage Learning/Wadsworth, Belmont, Ca), 2016.

Note: The textbook is a resource. However, it is not the only resource used in this class. Much of the material will come from the lectures and your in-class work. You are responsible for – and will be tested on - not only the printed material, but also for the material presented in class. Be ready to take notes!

STUDENT LEARNING OUTCOMES:

1. The student will be able to describe the components of the American Criminal Justice System.
2. The student will be able to describe and discuss the relationship of the Bill of Rights to the American Criminal Justice system.

COURSE CONTENT OBJECTIVES:

The student will, at the conclusion of this course:

1. Explain the history, functions, duties, and responsibilities of the Law Enforcement, Judicial, and Correctional Agencies.
2. Describe the career opportunities in the criminal justice field.

3. Explain the coordination and cooperation that does and does not exist between the components of the System.
4. Describe the criminal trial process including the composition of the Court System.
5. Explain the significant United States Supreme Court cases that have affected change within the Criminal Justice System and their application today.

Total Hours of Coursework:

To earn one academic credit at HCC, students are required to complete a minimum of 37.5 clock hours (45 fifty-minute “academic” hours) of coursework per semester. Those hours of coursework may be completed through a combination of hours within the classroom and hours outside the classroom. Certain courses may require more than the 37.5 minimum hours of coursework per credit.

For most classes, students should expect to do at least 2 hours of coursework outside of class for each hour of in-class coursework.

ACCOUNTING FOR CREDIT HOUR REQUIREMENT

For face-to-face class:

Assignment/Assessment	Clock Hours	Explanation
In-class instruction	37.5	Time spent in class
Assigned readings & sample problems	57	Reading, note-taking, practicing sample problems, etc.
Quizzes	15	Study time plus time to complete quizzes
Exams	17	Study time plus time to complete exams
Papers, Reports	8	Research, writing, presentation, etc.
Total hours	134.5	

COURSE POLICIES:

Attendance and Participation: Class starts on time with the taking of attendance. The expectation is that students attend all classes and be on time. If for some reason you are required to arrive late, please find a seat without disturbing the class discussion. Class attendance contributes significantly to academic success. Students who attend classes regularly tend to earn higher grades and have higher passing rates in courses. ***Failure to attend will negatively affect your grade.*** In case of absence due to emergency (illness, death in the family, accident), or participation in **official** College functions, it is the student’s responsibility to confer with the instructor about the absence or expected absence as soon as possible. It is also the student’s responsibility to make up work and assignments missed. Participation in class discussions is encouraged and expected. You cannot participate if you are not here, and simply being here is not conducive to participating. There will be material covered in the lecture not presented in the text. If you arrive more than 5 minutes late or are leaving class early, you will only receive credit for a partial class. The instructor is receptive to discussing the decision regarding partial or full credit for a late or missed class. Productive participation will also earn the student additional point per class. Productive participation means that the student is prepared to participate

intelligently and academically in any class discussion that develops. Students may earn points through attendance and participation. The college attendance policy can be found in the 2015-2016 catalog at <http://catalog.hagerstowncc.edu/content.php?catoid=2&navoid=87>.

It is the student's responsibility to withdraw officially from any class, which he/she ceases to attend. Failure to do so may result in the recording of an "F" grade.

Students will be given four quizzes and 2 exams during the semester. Regular attendance and class participation are essential as lecture material was developed from various sources and will not be found in the required text. Accordingly, examinations will include lecture material and reading assignments.

All assignments including bonus work are due at the start of class as assigned. Late work, **if accepted**, will be grade penalized. I suggest that, if you have had prior problems with emailing or printing anything from home, you save your work to a flash drive which you can bring to class for download of the assigned task.

Missed examinations **may not** be rescheduled unless approved in advance by the instructor. Rescheduling of examinations is often unfair to other students.

The student is responsible for reading the textbook and all other material provided in the classroom.

The classroom is a tobacco free environment. This includes smoking, chewing, stuffing, and spitting into containers. This will be strictly enforced due to the need for maintaining classroom space in an acceptable condition for the next class.

FOOD/DRINK:

The instructor has the right to control what, if any, food/drink items may be brought into the classroom. Previously this has not been an issue but currently students have determined that this is a right thereby creating conditions within the classroom with trash, spills, and noisily eating/drinking items that annoyed both the instructor and fellow students. Please keep this in mind or permission to have food and drink items within the classroom will be withdrawn.

CELL PHONES:

All cell phones must be placed on vibrate or silent mode and put away (**out of view**) at the commencement of class. Use of cell phones and text messaging are disruptive to the instructor and your fellow students, so please be courteous. Repeated warnings to stop texting will result in a loss of points (twenty-five {25} for each infraction) from the total accumulated for the course. If you are unable to maintain acceptable decorum within the learning environment, you will be asked and expected to leave class.

You are asked to be considerate of other students so please do not be offended when the instructor requests that you put items away or stop talking so others can hear.

LAPTOPS/NOTEBOOKS/IPADS:

The use of a laptop, notebooks, ipads to take notes is permitted. I encourage you to use these items in the classroom to take notes and do research during group discussions.

The use of recording devices in class is strictly prohibited unless instructor approval is obtained in advance.

The HCC Honor Code Policy is in effect in this class. The Student Handbook is available in the Student Activities Office and contains the honor code policy and consequences for any violation.

The instructor reserves the right to modify the course content and evaluation (test) process, as he deems necessary. The instructor also reserves the right to deviate from the syllabus, as he deems necessary. If you have questions, contact me via email and schedule an appointment. Please do not wait until the last minute to ask questions about something you may not fully understand.

ASSESSMENT PROCEDURES:

4 Quizzes 50 pts each	200 points
Midterm examination	300 points
Final examination	300 points
Student project	300 points
Class attendance & Participation	<u>200 points</u>
Total points	1300 points

Standard college wide grading system is used with 90 to 100% of total final points equating to an “A”, etc.

Bonus Points – Accumulation and Adding to Final Score

The grading system is based on the total number of points that the student has actually earned at the end of the semester divided by the total number of points the student had the opportunity to earn. Bonus points are simply “extras”. Periodically throughout the semester opportunities are provided where students may augment their semester end total number of accumulated points by completing assignments to earn bonus points. Past students have “elected” to not complete required assignments hoping that the bonus assignment scores will offset this loss of points. Their reasoning for not completing required assignments could be anything from their dislike of the required assignment, their forgetfulness, neglect or perhaps even laziness in completing the required assignment. Bonus points will not be added to the end of semester total points earned by the student unless all course requirements have been met {exams, and project}. This is not negotiable so please do not ask. Additionally unless prior arrangements have been made bonus assignments will not be accepted without your class attendance. If printer is broke, out of ink or paper and you are afraid you will run into printing problems here on campus then you may email me your bonus and I will print it but it must be received before class starts.

EXAMINATIONS:

All exams and quizzes will be taken at the HCC Testing center and you will have one full week to complete the exams or quizzes.

Student Project (Value 300 pts)

Each student will be required to select a key some aspect of one of the 3 principal components of the Criminal Justice system (Police, Courts, Corrections) and provide a report that addresses the following:

1. Why you chose this component
2. Why you believe this component is important in criminal justice
3. The principal focuses or views on this component
4. Your personal view, assessment and perspective on these views
5. What professional role you envision for yourself in impacting this component

The length of the paper should be between *three pages*, Use MLA format, with a cover sheet, pages numbered on the left bottom corner, double spaced text in Arial or Times New Roman 12 point font. Do not use fancy binders, clear plastic covers or other expensive bindings, they cost money and add nothing to the paper but weight. Do your own work (DO NOT PAY SOMEONE ELSE TO DO IT FOR YOU. Plagiarism is a serious offense and could have grave consequences on your grade and your future.

Not following directions will affect the final grade.

An essential part of police work is following directions please follow directions. You must be sure to attribute (give credit) to those words that are not your own. One definition of plagiarism provided by Dictioary.com is “the unauthorized use or close imitation of the language and thoughts of another author and the representation of them as one's own original work.”

Plagiarism will not be tolerated for any reason.

Services for Students with Disabilities: Students may receive reasonable accommodations if they have a diagnosed disability and present appropriate documentation. Students seeking accommodations are required to contact the Disability Support Services (DSS) office as early as possible. Students may contact a DSS staff member for an appointment at dss@hagerstowncc.edu or at 240-500-2530.