

Moraine Valley Community College
Course Syllabus / Introduction to Criminal Justice CRJ/101-505

DATE: January 2009

Course Title: Introduction to Criminal Justice
Course Number: CRJ/101-505
Semester: Spring 2009

I. Faculty Information:

Program Faculty: Terry Dugan, M.P.A., B.A.
Private Protective Services Coordinator

Office Location: B-150

Office Hours: Office hours are by appointment only. Phone or e-mail the instructor to schedule an appointment.

Mailbox Location: B-150

Office Phone: (708) 608-4487

Please Note: Additionally, the Career Programs Subdivision office phone number is (708) 974-5708. The office phone is equipped with phone mail after the office staff leaves. Students may leave a message any time of the day or night.

E-Mail: dugant3@morainevalley.edu

II. Course Identification:

- A.** CRJ/101-505 is a three credit hour course.
- B.** Class's meet every Wednesday @ 6:00pm to 9:00pm
- C.** Prerequisites/Co-requisites: None required
- D.** Course Description: This course introduces the American Criminal Justice system and its process. Topics include crime statistics, crime causation theories and the criminal law as tools of the system the function of law enforcement, courts and corrections; a sampling of international criminal justice systems; career opportunities and resources.

Note: This course is designed for both criminal justice majors and non-majors. It is transferable to Illinois four-year colleges as part of the Illinois Articulation Initiative. This course may be taken as by those seeking employment or advancement in the criminal justice system. Contact Academic Advising for specific course transfer and degree information.

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III. Course Text and Resources

The text is *Criminal Justice Today, An Introductory Text for the 21st Century*; by Frank Schmalleger, Pearson; 10th edition, ISBN: 0-13-513758-6, 2009©

Resources:

Off-Campus access to the MVCC library's online database is available. The web address of the LRC/Library is: <http://www.morainevalley.edu/LRC/default.htm>.

Students who wish to search the library resources must register their student ID in the library computer by bringing it to the library circulation desk. If the library system does not recognize your information, you will not be authorized access to this resource link.

American Psychological Association (APA) Citation format can be found in the "research guides" and indicating the sources. APA style guidelines can be found at <http://www.morainevalley.edu/LRC>.

The following are some resources found in the LRC/library:

- ABA Journal
- American Sociological Review
- Corrections Today
- Drug Enforcement
- FBI Law Enforcement Bulletin
- Illinois Issues
- Journal of Criminal Law & Criminology
- Journal of Police Science & Administration
- Justice Quarterly
- National Centurion
- News Digest
- Police Chief

Internet Resources:

Bureau of Justice Assistance

www.ojp.usdoj.gov

Illinois Criminal Justice Information Authority

www.icjia.gov

Chicago Tribune

www.tribune.com

Criminal Justice Distance Learning Consortium

www.talkjustice.com

Criminology & Criminal Justice

www.soc.umn.edu/-overall/crime.htm

Federal Jobs Central

www.fedjobs.com

National Criminal Justice Reference

www.ncjrs.org/homepage.htm

National Institute of Justice

www.ojp.usdoj.gov

Sourcebook of Criminal Justice Statistics

www.albany.edu/sourcebook

U.S. Department of Justice

www.usdoj.gov

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IV. Major Course Concepts

A. The Criminal Justice Process

1. The administration of justice
2. Crime and justice in the United States
3. Defining and understanding criminal behavior
4. Criminal law

B. Law Enforcement

1. Police history
2. Police organization and management
3. Legal issues in policing
4. Police issues and challenges

C. Adjudication

1. Criminal court structure and professionals
2. Pre-trial activities and the criminal trial
3. Sentencing

D. Corrections

1. Probation, parole and community corrections
2. Prisons and jails
3. Prison life

V. Expected Outcome for Student Learning

A. General Education Learning Outcomes

1. Communicating: read and listen with comprehension, and write and speak effectively in English.
2. Information Literacy: locate, evaluate and use information effectively.
3. Social Sciences Perspective: apply basic principles of social and behavioral science influencing individuals and groups.
4. Valuing Diversity: understand how diversity influences experiences, values and thoughts of individuals and cultures.
5. Global Awareness: be aware of major institutions, persons, ideologies and events that have shaped the nature and cultures of the world.
6. Social Responsibility: work effectively with others; recognize one's ethical, legal and social responsibilities.

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B. Course content learning outcomes

1. The criminal justice process
 1. Describe the development of the criminal justice system in the U.S.
 2. Explore the incidence of crime by using crime data.
 3. Demonstrate knowledge of the theories of criminology.
 4. Identify and describe the basic concepts of criminal law, the types of crimes and the potential sanctions.

2. Law enforcement
 1. Review the history of the professional police in the U.S.
 2. Describe police organizations and management issues.
 3. Recall legal issues affecting policing.
 4. Demonstrate an understanding of the current challenges facing the police.

3. Adjudication
 1. Outline the federal, state and local criminal court systems.
 2. Identify the various professionals operating in the court system.
 3. Diagram the pretrial activities and the stages of a criminal trial.
 4. Describe the types of sentencing practices and potential sanctions.

4. Corrections
 1. Review alternatives to incarceration.
 2. Explain the jail and the prison systems.
 3. Describe institutionalization in prison.

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I. Classroom Policies/Procedures:

A. *General Information Sheet* – A General Information Sheet is attached at the end of this syllabus. Please review it and become familiar with its contents.

B. *Withdrawal Policy* – A student who does not withdraw officially from a course may receive a grade of “F,” depending on course progress or course attendance, which will become part of a student’s permanent record. The withdraw date is listed in the General Information Sheet.

C. *Final Exam Schedule* – The Final Exam Schedule is also located at the end of this syllabus. Please review it and become familiar with its contents. Your instructor will announce the date and time of your final exam in class.

D. *Attendance Policy* – Absences will be excused **ONLY** when the student phones or e-mail the instructor – on the day of the student’s absence – advising the instructor of the student’s absence.

- 1) Absences not documented by some form of communications will result in a grade of zero awarded for all class work collected or performed on that day.
- 2) Students are expected to challenge the midterm written and practical exams, if applicable, and final written exam and practical exam, if applicable, on the dates scheduled. No makeup exams will be scheduled for missed midterm or final written exams.
- 3) Students are, of course, expected to arrive for class ready to participate, including all tests, quizzes scheduled for that class day. A student’s absence in a previous class will not excuse the student from work scheduled for the next class attended.
- 4) If a student misses (3) three consecutive classes, the student will be required to submit a doctor’s note, if applicable. Students missing three consecutive classes will not be readmitted to class without a physician’s note authorizing their return. It will be at the discretion of the instructor to authorize students missing more than three consecutive classes entry into the class.
- 5) Applicable to missing classes, it will be the determination of the class instructor to determine if the student is given:
 - 1st a verbal warning of missing classes and/or arriving late to class, or
 - 2nd a final verbal communication, subject to a written notification of missing classes and/or arriving late indicating no additional warnings, but subject to a grade of “F” if the student continues arriving to class late and/or missing any additional classes.

E. *Cheating/Plagiarism Policy* – Students caught cheating on any examination or daily assignment will be subject to disciplinary action. Certain behavior, called “irregularities,” defines cheating. Irregular behaviors include, but are not limited to: copy a classmate’s answers to homework, study questions or test questions; looking at a classmate’s paper during an examination; plagiarizing information included in a

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written report or project; falsifying signatures and/or initials on a class assignment report; displaying a cell phone during an examination and/or text messages format. If the instructor observes any of the irregularities listed above or other behaviors consistent with the concept of “cheating,” the instructor will initiate disciplinary action, when applicable.

- 1) Cheating/Assessments (tests, quizzes, exams, etc.): If a student displays any irregularities during any test, quiz or examination, that student will be awarded a grade of “F” for the course. This also includes the taking of pictures, (in any format), of documents designated as tests, quizzes or examinations.
- 2) Cheating/Daily or Homework Assignments: Irregularities with daily or homework assignments will result in a grade of zero for the activity and/or the behavior observed. The student will be counseled regarding the inappropriateness of such behavior by the instructor. The instructor will document the behavior and the counseling session. The documentation will remain in the student’s file in the Program Coordinator’s office B-150. if the student is counseled a total of twice on the subject of cheating he/she could receive a grade of “F” for the course.

F. *Bibliographic Citation Style* – Students are expected to use APA as the official documentation style when completing their research papers/projects. A useful website for help in creating bibliographies is www.easybib.com.

G. *Code of Student Conduct* – Each student is responsible for adhering to the Moraine Valley Community College Code of Student Conduct as stated in the Moraine Valley Community College Catalog.

H. *Safety* – Students with aired ability to concentrate may risk jeopardizing safety in the classroom. If your ability to concrete is impaired you should discuss the matter with the instructor. Students are responsible to report any condition that would impair their ability to concentrate. Failure to properly notify the instructor may be in violation of the Moraine Valley Community College Code of Student Conduct.

Please Note: Weapons and/or replicas of weapons, specifically guns by non-authorized personnel will not be allowed on campus property.

I. *Testing Center Policy* – If a student is absent, he/she is responsible for work missed. With the approval of the instructor, missed test will be placed in the Moraine Valley Community College Testing Center located in B-101. Faculty file numbers are as follows: **#884**. It is suggested that the student contact the testing center to confirm the test has been placed on file at (708) 974-5249. Testing Center hours are listed on the General Information Sheet (included with this syllabus). Students are expected to present their current MVCC student photo identification and plan sufficient time for completing the test.

J. *Health and Safety at Moraine Valley Community College* – The Moraine Valley Community College Police Department is located in Building 100. Campus police officers are on campus 24 hours a day, 7 days a week. The police department may be

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reached by phone at (708) 974-5555 or extension 5555, or in an emergency dial 911 on any phone, including pay phones without coins located on campus. The red phones located in the hallways are direct lines of communications to the MVCC Police Department. The MVCC Police Department provides many services for the campus, including emergency first aid, crime awareness programs, assistance in motorist emergencies, and enforcement of safety hazards along with providing reports for lost and found personal items. Contact www.morainevalley.edu/policedept for any additional information.

K. *Cell Phone/Pager Policy* – Students, faculty staff and college visitors may not use and must silence cell phones, pagers and other forms of communications devices during class session. With the expectations to State and Federal ADA regulations, this policy will be adhered to. Moraine Valley Community College Library/Learning Resources Center, the Testing Center (B-101) and other areas designated by MVCC will authorized the use of these devices.

L. *Student Records* – Students records will be maintained in the Program Coordinator's office (B-150) for a period of seven years, after which they will be destroyed. Official high school and program transcripts will be maintained in the Moraine Valley Community College Records Department on campus. The following items shall be kept in the student's file, located in the Program Coordinator's office:

- 1) Attendance records
- 2) Evaluations
- 3) Signature pages (signed by the student) including; receipts and review of syllabi, and/or criminal background checks, if applicable.
- 4) Contact information; address, phone numbers and related student information.
- 5) Physician's notes or related medical information submitted, if applicable.
- 6) Anecdotal Record Sheets documenting counseling sessions, if necessary.
- 7) Unarmed certification form, and a copy of the Illinois F.O.I.D. (firearms identification) card, if applicable. Records will also be retained of range qualification scores submitted by an authorized instructor, if applicable.

M. *Student Complaint and Hearing Process* – Students have the right to express concerns if they believe to have been treated unfairly, subjected to harassment, or discriminated against. The student complaint and hearing process provides a means to express such concerns, request some form of relief, and receive an objective hearing. Student complaints are categorized three ways:

- 1) Those arising out of an academic decision, primarily grading.
- 2) Those unrelated to an academic decision.
- 3) Those arising out of a perception of discrimination or harassment by a member of the Moraine Valley Community College community.

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Students are encouraged to use the complaint and hearing process when they believe it is necessary to do so. The right to complain, however, is accompanied by the responsibility to act with integrity. As such, it is inappropriate to file unfounded complaints against a student or staff personnel. Members of the Moraine Valley Community College staff can assist any student in deciding the appropriate action. Students wishing to initiate a complaint and hearing process are encouraged to refer to the current Moraine Valley Community College catalog.

N. Tuition Refund Policy – In order to receive a tuition refund, it is the student’s responsibility to drop courses within the following deadlines:

- 1) 100% percent refund – before the end of the first week in which the class is scheduled;
- 2) 50% percent refund – before the end of the second week in which class is scheduled;
and
- 3) Full tuition charged – after the end of the second week in which the class is scheduled.

*Records for short-term classes vary according to the length of the course. A student is entitled to a full refund of tuition and fees for a class canceled by Moraine Valley Community College.

II. Grading Policies and Procedures:

POINTS GRADE

550-600.....A

450-500.....B

350-400.....C

300.....D

Below 299.....F

STUDENT EVALUATION

Attendance.....250 points

Class Participation/Homework Assignments.....250 points

Final Exam and/or Designated Final Assignment....100 points

Class assignment with instructor’s authorization.....50 points

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Course Schedule & Calendar (subject to change)

WEEK	DATE	Tentative - Outline Assignment & Deadlines
1	January 21, 2009	Course Orientation & Introduction – Read Chapters #1, and #2
2	January 28, 2009	Lecture: Chapters #1 and #2 – Read Chapters #3, and #4
3	February 14, 2009	Lecture: Chapters #3, and #4 – Read Chapters #5, and #6
4	February 11, 2009	Lecture: Chapters #5, and #6 – Review Chapters #1 through #6
5	February 18, 2009	Exam #1 on Chapters #1 through #6 – Read Chapters #7, and #8
6	February 25, 2009	Lecture: Chapters #7, and #8 – Read Chapter #9
7	March 4, 2009	Lecture: Chapter #9 – Read Chapters #10, and #11
8	March 11, 2009	Spring Break – MVCC and Extensions – No Class
9	March 18, 2009	Lecture: Chapter #10, and #11 – Read Chapters #12 through #13
10	March 25, 2009	Spring Break – Andrew High School – No Class
11	April 1, 2009	Exam #2 on Chapters #7 through #13 – Read Chapters #14, and #15
12	April 8, 2009	Lecture: Chapters #14, and #15 – Read Chapters #16, #17, and #18
13	April 15, 2009	Lecture: Chapters #16, #17, and #18– Review of all chapters
14	April 22, 2009	Group A and B Presentations
15	April 29, 2009	Group C and D Presentations
16	May 6, 2009	Review of Final Exam & Deadline for All Assignments
17	May 14, 2009	Final Exam #3 on Chapters #1 through #18

Class Presentation Assignment Guidelines

The following are the class presentation guidelines. Please consult your instructor for topic authorization and/or questions regarding this assignment.

1. **Paper Assignment:** Each student will be required to submit a six page, APA style, doubled spaced with correct cover page encompassing the related topic selected. Only one topic per individual and/or group assigned. This assignment should be over eight pages utilizing APA style.
2. **Group Presentation:** Once a group has been selected, that group will present their assigned topic to the class.
 - a. **Do not read off of the presentation slides or preparation notes.**
 - b. Each group will divide their presentation so that every group member will have the affordability to present. The group should prepare and review their presentation within their assigned group before giving the presentation.
 - c. Presentations' should not exceed more than 15 minutes.
 - d. Each group will afford time for class questions & answers or related issues from the instructor.
 - e. PowerPoint will be the required presentation equipment necessary to successfully complete this assignment. If any additional equipment is required please inform the instructor **before** the presentation date.
 - f. Students missing group assignment presentation will be required to prepare and present an individual topic assignment to the class.
 - g. The instructor will be available to review and instruct all presentations before the presentation date.

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CHAPTERS

PART #1	CRIME IN AMERICA
CHAPTER: 1	What Is Criminal Justice?
CHAPTER: 2	The Crime Picture
CHAPTER: 3	The Search for Causes
CHAPTER: 4	Criminal Law
PART #2	POLICING
CHAPTER: 5	Policing: History and Structure
CHAPTER: 6	Policing: Purpose and Organization
CHAPTER: 7	Policing: Legal Aspects
CHAPTER: 8	Policing: Issues and Challenges
PART #3	ADJUDICATION
CHAPTER: 9	The Courts: Structure and Participants
CHAPTER: 10	Pretrial Activities and the Criminal Trial
CHAPTER: 11	Sentencing
PART #4	CORRECTIONS
CHAPTER: 12	Probation, Parole, and Community Corrections
CHAPTER: 13	Prisons and Jails
CHAPTER: 14	Prison Life
PART #5	SPECIAL ISSUES
CHAPTER: 15	Juvenile Justice
CHAPTER: 16	Drugs and Crime
CHAPTER: 17	Terrorism and Multinational Criminal Justice
CHAPTER: 18	The Future of Criminal Justice

Presentation & Group Assignment

PRESENTATION ASSIGNMENT TOPIC	CHAPTER & TOPICS
PART #1 Crime in America	# 3 The Search for Causes
	#4 Criminal Law
PART #2 Policing	#7 Policing: Legal Aspects
	#8 Policing: Issues and Challenges
PART #3 Adjudication	#9 The Courts: Structure and Participants
	#11 Sentencing
PART #4 Corrections	#13 Prisons and Jails
PART #5 Special Issues	#15 Juvenile Justice
	#17 Terrorism and Multinational Criminal Justice
Student Supplements	Approval of Instructor Only