

K. Szymkowiak

01

Syllabus and Assignments for Criminal Justice Systems (CJ151)**January 13 - March 17, 2000**

The purpose of this course is to acquaint the student with the overall breadth and depth of the criminal justice system in the United States as well as internationally.

By the end of the course the student should be

1. Familiar with the various parts of the criminal justice system and how they relate to each other and society at large.
2. Familiar with the various controversies and issues of the system.
3. Familiar with the legal basis for the way the system operates.

Required Texts: Criminal Justice Today: An Introductory Text for the 21st Century (6th Ed) by Frank Schmalleger. Prentice Hall-Upper Saddle River, NJ.

And

Criminal Justice Today: Student Study Guide by Shelia and Gordon Armstrong.

The text serves as the main reader for the course. Most all of your work will flow from it. The study guide is listed as recommended in the bookstore but this is a supplemental text and many of your weekly assignments will come from it. It also has practice exams and other materials to use as you work through the semester. It will be especially helpful as preparation for the final examination.

I can't tell you how often students do really well in the written portion of this course only to get slammed by the final exam. It is tough and meticulous. Read the book and take notes from it. Test yourself to see how well you know the material.

Lesson Schedule: All assignments must be completed as scheduled but may be handed in earlier than the due date. Failure to complete work on time may result in a failure for the course as grades drop for each day or portion of a day late. Since there are no classes to attend, there are no reasonable excuses for missing an assignment.

Please note this advisory from Chaminade University administration:

"If your student cannot take an exam on the scheduled date of the term, you will need to make arrangements with your student for a make up. The only reason for a student to miss a scheduled exam is a family emergency or medical emergency or military duties beyond their control."

If in the military, to qualify in the above situations (in exam situations and otherwise), you must provide written proof from your commanding officer of your assignment or situation which includes a contact phone number where the orders can be verified. Special training, field events, special assignments and other situations which are scheduled in advance do not apply. You and the military will need to make arrangements in advance on those matters. Work with your

Off-Campus Program Staff to coordinate. Medical emergencies must be verified with a note from a doctor. Deaths in a family must be verified with a note from a funeral home director handling the funeral. All of these must be on letterhead paper.

Computer troubles are no excuse for missing any **assignment**. Backup and save your assignments **and other** important files.

On-Line Participation: The bulk of the course will take place on line. I will be sending out an assignment at least once a week and you have until the next Saturday to complete it. Each day or **portion** of a day late will result in a drop in overall points for that assignment. Each assignment is worth a maximum of ten points. The assignment will consist of a written question or set of **questions requiring** reference to ~~the text~~. **Additional** credit given when a student shows enterprise and conducts additional **research** to answer the question. Schmallegger's text is full of on-line sites for your use.

Although many online **professors** use the Chaminade University website, I don't. I will send out a mass mailing of the assignment and you can send it back to me at kens@crimedoc.com. The date stamp on the email serves as the time sent. Keep a copy of all work sent and received in case of grade discrepancies.

Each of the assignments will be sent to you by email, usually on each Sunday beginning January 14. It will include one or two questions that you must answer and the answers must be based on **readings** from the text. All assignments will be due the following Saturday by 11:59:59 p.m. Include the following words in the subject heading: "cj151 assignment". If you are asking a question, please use the words "cj151 question" in the subject heading. This will get you a quick response.

Writing Assignments - General Guidelines: All assignments are to be no more than three pages in length, double spaced (unless otherwise noted by the instructor) and in a 12 point font (Times Roman is **best**). I do not give any extra credit for more pages and I do not deduct points for less pages if the content is present. Most students want to know if these are **term** papers. My response is that you are writing what I call "technical papers".

I define a **technical paper** as the development of a written learned opinion (similar to an essay) that draws upon the work of others (similar to a term paper) to argue its case. You are expected to use your book, other writings, the internet, films and videos, to make your point or points. When you use these sources, whether you quote them or merely paraphrase them, you are to cite these sources in the text and provide a reference to the source at the end of the paper. The proper format, for citations and references is provided in American Psychological Association guidelines for writing academic papers. The work must be your own. No duplicate

submissions from students working together.

I can tell you that I appreciate a student who makes the effort to fully explore a topic before writing and I reward that student with an appropriate grade as compared with a student who merely uses the book as a reference or makes it up on the fly.

There are a lot of sites with explanations of APA formatting. Check out the links in my "Basic Tools" section of the "Links" page. I've been trying to beef that up with some good writing sites which explain how to write clear prose. You'll also see that I've included a lot of web sites that can offer you information for your papers. Those are just starting points.

Grading and Evaluation: Grading involves the accumulation of points from a final examination and 7 technical papers. The final exam will consist of 150 objective questions (150 points) and cover all chapters in the text (about 10 questions per chapter) that we cover during the course. Each technical paper will receive a maximum of 10 points (70 points). The maximum number of points you can achieve therefore is 220 points. Grades break at about every 30 points. That is, as you fall by 30 points in the accumulation, you fall a grade point. Here is how the grades will be evaluated at the end of the course:

A = 220 - 190 points

B = 189 -160 points

C = 159 - 130 points

D - 129 - 100 points

F = 99 or less

Remember that late papers automatically receive a grade down.

How are grades given on technical papers? The following points system applies and includes grammar, writing mechanics, and APA formatting.

10 points - The work is complete and accurate in all of its parts.

8 points - The work contains some errors but is generally accurate and almost complete.

6 points - The work contains serious errors but remains satisfactory. The student demonstrates a barely adequate mastery of the material.

4 points - The work contains serious errors and/or is incomplete in major respects.

0 points- The work contains little or nothing of value; the information offered is incorrect and/or off the subject.

Final Thoughts: "I didn't understand" or "I thought you meant ..." are not acceptable excuses. If you have any questions or suspicions or guesses about anything, email me. Study hard for the final.