



Coversheet for Introduction to Administration of Justice – AJ 1

Course Information

Semester & Year: Fall 2021

Course ID & Section #: AJ 1-V1701 (100% On-Line)

Instructor's name: Professor Gary Sokolow

Course units: 3.0

Instructor Contact Information

Office location or *Online: On-Line

Office hours: As needed

Phone number: None

Email address: Via Canvas messaging system

Catalog Description

An introductory course about the criminal justice system. Topics include the operation of the criminal justice system, the roles of criminal justice agents in the system and their relationship with the general public; concepts of crime causation, punishment and rehabilitation; ethics; and education for workers in the criminal justice system. Although the justice structure and process is examined in a cross cultural context, emphasis is placed on the US justice system, particularly the structure and function of US police, courts, and corrections.

Course Student Learning Outcomes *(from course outline of record)*

1. Explain what the three components of the adult criminal justice and juvenile justice systems are, how the two systems differ from each other, their roles in society, and how they work in practice.
2. Using statistics and crime victimization studies, explain several major theories of crime causation which deal with both adults and juveniles.
3. Analyze major issues confronting the criminal justice system; e.g., claims of excessive use of force against criminal suspects, prison overcrowding, racial profiling by police, the overall effectiveness of the criminal justice system.

Prerequisites/co-requisites/ recommended preparation - None

Accessibility

College of the Redwoods is committed to making reasonable accommodations for qualified students with disabilities. If you have a disability or believe you might benefit from disability-related services and accommodations, please contact your instructor or [Disability Services and Programs for Students](#) (DSPS). Students may make requests for alternative media by contacting DSPS based on their campus location:

- Eureka: 707-476-4280, student services building, 1st floor

- Del Norte: 707-465-2324, main building near library
- Klamath-Trinity: 530-625-4821 Ext 103

If you are taking online classes DSPS will email approved accommodations for distance education classes to your instructor. In the case of face-to-face instruction, please present your written accommodation request to your instructor at least one week before the needed accommodation so that necessary arrangements can be made. Last minute arrangements or post-test adjustments usually cannot be accommodated.

AJ 1 INTRO. TO ADMINISTRATION OF JUSTICE FALL 2021
SYLLABUS
ON-LINE COURSE
(V1701 – v2)

Professor Gary A. Sokolow

Office: AJ 106

Office Hours: Before Class or By Appointment

Telephones: 444-8630 (home)

E-mail: via Canvas

Course Webpage:	redwoods.instructure.com
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STUDENT LEARNING OUTCOMES:

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WEB SITE/ASSIGNMENTS

The two exams will contain detailed instructions for their completion and the electronic submission of them to the Canvas website for grading via Turnitin.com. I will grade them in the Turnitin site, where you can then see both your grades and my comments. If these assignments are turned in late, I will assess a late grade penalty of my choosing. Employment issues, child care, computer issues, etc. are not excuses for the submission of any late work. Plan ahead.

If you are experiencing computer glitches or problems with the Canvas site, either contact me at my home phone number* listed above or e-mail me directly and/or the College of the Redwoods help desk – its@redwoods.edu or call them at 707.476.4160. A live person will respond for help during regular business hours, Monday-Friday. Before contacting me however, I suggest you first try to solve the problem with the help of the guides posted in our Canvas Help folder or the help menus. A link for help will be found at “Canvas Help” at the bottom of our course home page.

Please note that once you log in to Canvas, there is a fairly extensive on-line help menu keyed to each feature (tool) of our website. I will help you with computer/technical issues if I can, but my main expertise is in teaching the course, not computer issues. For professional computer-technical assistance, please visit the following website: <https://www.redwoods.edu/online/Help>

* *I spend very little time in my office. While on campus, I am either in the classroom teaching or in meetings of one kind or another. For now, I am working from home. Therefore, the best way to reach me is usually via e-mail through the Messages tool of our Canvas course webpage. By E-mailing me through our Canvas website, rather than sending me a direct E-mail via the main CR website (@redwoods.edu), I can better keep track of all of your e-mail messages. When you E-mail me, leave me a contact phone number as well. If the matter is too urgent or complicated to be handled via E-mail, than by all means call me at home and leave a call-back number where I can call you as soon as possible.*

REQUIRED TEXTBOOK: *Crime and Criminal Justice in America – Third Edition*; Joycelyn Pollock, Routledge Publishing (2017). ISBN = 978-0-323-29069-2

CLASS GRADES AND EXAMS:** The course grade will be composed of the following:

Two essay exams:	75%
Weekly Posts	25%

Take home exams are utilized. The exams may require limited research outside of class. The proper use of standard English, which includes grammar, spelling, and punctuation is part of the grade of all written work.

A failing grade (<61%) on **either exam **or** the Weekly Posts grading categories may result in an “F” grade for the entire course.

Instructor-Initiated Class Withdrawal Policy: -- “*Excessive Absences*” – defined as missing *two or more* weeks of class participation. This means that if you miss *two or more* weekly discussion posts in a row, I may withdraw you from the class.

GRADING SCALE:

A	= >95% - 100%
A-	= >90% - 95%
B+	= >85% - 90%
B	= >82% - 85%
B-	= >80% - 82%
C+	= >75% - 80%
C	= >70% - 75%
D	= 61% - 70%
F	= <61%

The “incomplete” grade status will not be assigned except under extraordinary circumstances.

CLASS SCHEDULE – ASSIGNED READINGS:

At the end of each class, the reading assignment for the next class will be announced and also posted on our Canvas webpage. Most of the reading assignments will come from your textbook. Occasionally, class handouts will be distributed, to be read as part of the course work. Please bring these items with you to the class meeting where they will be discussed

Code of Conduct

Preface:

The purpose of this code is to ensure that both the instructor and students are mindful of the rights and responsibilities of each other. Additionally, adherence to this code will help ensure that the class experience is both meaningful and interesting to all concerned.

Instructor Expectations:

- *Punctuality* -- Students should make every effort to arrive several minutes before class. Tardiness disrupts the learning and teaching process both for the instructor and students. It is rude to habitually be late for class.
- *Leaving Early* -- Students should stay for the entire class. Often, important material is covered at the end of the class period and assignments for the following class period may be made at that time.
- *Attentiveness* -- Students should stay awake and be attentive for the class period. If one is too tired to attend class, it is best not to come. Drowsing off is embarrassing both for the student concerned and the instructor.
- *Talking in Class /Cell Phones & Pagers*-- The passing of notes or continuous talking to other students outside of class discussion is both disruptive to the learning process and rude to other students and the instructor. Turn off or set on “silent”, all cell phones and pagers.
- *Plagiarism* – Plagiarism is defined as claiming any work of another person as your own without attribution to the true author. It also includes taking a substantial portion (approximately 25% or more) of your assignment from other sources, whether or not credit is given to those sources. This includes the work of fellow students. *If a student is found to have plagiarized the work of others, the penalty which the instructor may impose ranges from a failing grade for the assignment to a failing grade for the entire course.*
- *On-line Classroom Environment* - In order to create a classroom environment that supports respectful, critical inquiry through the free exchange of ideas, the following principles will guide our work:
 - Treat every member of the class with respect, even if you disagree with their opinion;
 - Bring light, not heat;
 - Reasonable minds can differ on any number of perspectives, opinions, and conclusions;

- Because constructive disagreement sharpens thinking, deepens understanding, and reveals novel insights, it is not just encouraged, it is expected;
- All viewpoints are welcome;
- No ideas are immune from scrutiny and debate;
- You will not be graded on your opinions
- Netiquette - In participating in an on-line format, it is expected that all students treat each other with respect. This includes no personal attacks on any other class member or the instructor. I expect that you may disagree with the views of your classmates from time to time, but such disagreements may be expressed in a respectful manner. It is good to remember that we all bring to the class a broad array of life experiences and much of it is valuable.

Student Expectations:

- Punctuality – Students have every right to expect that the instructor will offer timely feedback to the discussion questions, crime scenarios, and the grading of exams. The instructor will respond to phone calls and E-mails within 48 hours, sooner if possible.
- Civility – Students have a right for the instructor to treat them with respect both in and out of the classroom and to ensure that all students have an opportunity to express their opinions on relevant matters.
- Classroom environment – The instructor will make every attempt to make the virtual classroom experience useful, comfortable, and interesting. (See above)

In compliance with equal access laws, I am available to discuss appropriate academic accommodations that you may require as a student with a disability. Students are encouraged to contact Disabled Students Programs and Services (DSP&S) , 707-476-4280, for disability verification and for determination of reasonable academic accommodations.

The syllabus is subject to change upon advanced notice