



## Coversheet for AJ 1 - Introduction to Administration of Justice

### Course Information

Semester & Year: Fall 2022

Course ID & Section #: AJ 1 - V3772

Instructor's name: Professor Gary Sokolow

Course units: 3.0

### Instructor Contact Information

Office location or \*Online:

Phone number: 707-476-4540. (leave a message)

Email address: Before Class Starts: gary-sokolow@redwoods.edu.; After start date of class, via Canvas.

### 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.

### 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, 1<sup>st</sup> 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 2022**  
**SYLLABUS**  
**ON-LINE COURSE**  
(V3772 – v1)

Professor Gary A. Sokolow  
Office Hours: Before Class or By Appointment  
E-mail via Canvas

<b>Course Webpage:</b>	<b><a href="http://redwoods.instructure.com">redwoods.instructure.com</a></b>
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***STUDENT LEARNING OUTCOMES:***

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2. Using statistics and crime victimization studies, explain several major theories of crime causation which deal with both adults and juveniles.
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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, childcare, computer issues, etc. are not excuses for the submission of any late work. Plan ahead. The weekly discussion posts will be graded in Canvas using rubrics created in Canvas.

If you are experiencing computer glitches or problems with the Canvas site, e-mail me directly and/or the College of the Redwoods help desk – [its@redwoods.edu](mailto: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>

\* 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.

**REQUIRED TEXTBOOK:** *Introduction to Criminal Justice - Practice & Process: 4th Edition*; Kenneth Peak/ Tamara Herold; Sage Publications Inc.; ISBN = 978-1-5443-7293-8

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

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. Also, each week, you will need to respond to a question in a discussion board. You will also need to respond to several classmates.

\*\*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 may be distributed, to be read as part of the course work.

## **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.
- *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 and the 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 virtual 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***