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***Social & Behavioral Science Division***

***Course Syllabus***

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| ***COURSE TITLE*** | * *Introduction to Administration of Justice 001* |
| ***COURSE NAME AND SECTION*** | * *Administration of Justice -* |
| ***COURSE DESCRIPTION*** | * *This course deals with the History, structure, of courts and corrections, functions of those organizations, jurisdiction, professional opportunities in Law Enforcement, and corrections as well as their interactions with one another.* |
| ***INSTRUCTOR, CONTACT INFORMATION & OFFICE HOURS***  ***If my office hours do not match your schedule, please contact me to arrange an appointment that is agreeable with both of us.*** | * *Mr. M. Reid* * *(310) 233-4698 extension 4702. Voicemail* * *(310) 233-4068 desk* * *Office hours: Monday to Thursday 11:30-Noon.* * *Room Northeast Academic Offices Room 159* * [*reidmr@lahc.edu*](mailto:reidmr@lahc.edu) |
| ***STUDENT LEARNING OUTCOMES:***  ***After taking this course,***  ***Students will be able to*** | * *Describe the history, structure, functions of law enforcement, courts, and corrections* * *Identify, define and discuss the various crime classifications* * *Identify and discuss the “due process” protections provided by the U.S. Constitution.* * *Identify the attributes of leadership and discuss their relationship to ethical decisions making by Law Enforcement officials.* * *Identify and explain the 15 steps in the formal criminal justice process.* |
| ***TEXTBOOK INFORMATION:***  ***This text can be purchased in the LAHC Bookstore.*** | *Essentials of Criminal Justice Custom 2nd Edition for L.A. Harbor Administration of Justice 001.* |
| ***ATTENDANCE REQUIREMENTS:***  ***Regular attendance and classroom participation are essential for a passing grade in this course.*** | * *Students who have pre-registered for this class and who fail to attend the first two scheduled classes or contact the instructor during the first week of the semester forfeit their right to a place in the class. The student is expected to attend every meeting of all classes for which he or she is registered. A student absent from classes for emergency reasons must inform me of the reason for the absence. I understand that mitigating circumstances do arise and may be considered. Whenever absences “in hours” exceed the number of hours the class meets per week, the student may be* ***excluded from class.*** *It is the student’s responsibility to drop from class.* |
| ***HOMEWORK*** | * *Approximately 3-4 hours of homework, weekly. Homework may include but not limited to; reading of Handouts, Internet Computer searches, attending a City, County or Law Library.* |
| ***EXAMINATIONS:***  ***Unless otherwise noted, the final (exam #3) will be given according to the “Schedule of “Final Examinations” found on the last page of the “Schedule of Classes”.*** | * *Three major exams will be given during the semester. One of the three exams will be part of the student learning assessments.* * *The exams are cumulative in nature and will cover classroom lecture, handout materials, textbook readings, break out group material and videos.* * *No student will be excused from completing a final examination.* * *Refer to* [*www.turnitin.com*](http://www.turnitin.com) *for details on assignments.* |
| ***TERM PAPER*** | * *A term paper is required for his course. Further details of the nature and scope of the paper will be provided in the first 3 week of the course.* |
| ***TEACHING METHODS*** | * *The course text will be augment with:* * *Chapter handouts that follow most of the instructor’s power point presentations.* * *Videos* * *Online course work dealing with the course topic* * *Classroom break out group materials* * *Class presentations* * *Turnitin.com website* |
| **GRADING SCALE**:  90% - 100% ………. A: Excellent  80% - 89% ……….... B: Very Good  70% - 79% ………... C: Good  60% - 69% ……….... D: Poor  0% - 59% …….……..F: Fail | * *Grading is based upon:* * *Attendance,* * *Class participation* * *Court simulation (required)* * *Break out group leadership and interaction,* * *Writing assignments and testing* * *Submission of writing assignments to turnitin.com* * *Extra credit is available to students upon request.* |
| ***CLASSROOM CONDUCT:***  ***Please treat your fellow students with the same respect you wish to be shown.*** | * *As approved by the Associated Student Organization and by the Academic Senate, all cell phones and electronic sound-emitting devices shall be turned off at all times during classes. Cell phones and pagers put on vibrate are acceptable, headsets and Recording devises are not permitted.* * *State law in California prohibits the use of any electronic listening or recording device in the classroom without prior consent of the teacher and college administration.* * *Any student who needs to use electronic aids must secure the consent from me. If I decide and agree to your request, a notice of consent must be forwarded to the Dean of Academic Affairs for approval (To make it clear, I will not agree to any such request under any circumstances).* |
| ***SEXUAL HARASSMENT*** | * *It is the policy of the Los Angeles Community College District to provide an educational, employment and business environment free of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communications constituting sexual harassment, as defined and otherwise prohibited by state and federal statutes.* |
| ***PLAGIARISM***   * *Definition: Plagiarism is a student's* ***failure*** *to distinguish his or her own words and ideas from those of a source the student has consulted. Ideas derived from another, whether presented as exact words, a paraphrase, a summary or quoted phrase, must always be appropriately referenced to the source, whether the source is printed, electronic, or spoken. Whenever exact words are used, quotation marks or an indented block indicator of a quotation must be used, together with the proper citation in a style required by the professor.* * *Usually, three or more words in a row copied from a source without a citation constitutes plagiarism*.   ***DISTRICT ACADEMIC DISHONESTY POLICY***  [***WWW.TURNITIN.COM***](http://WWW.TURNITIN.COM)  ***SMOKING:***  ***This is a non-smoking campus.*** | * ***Plagiarism is a form of cheating. Any student who uses the published or unpublished writing, ideas, and/or words of another person without crediting the author will receive a FAIL for the assignment****. Further disciplinary actions may be taken. If a student copies from another student's paper, this is also plagiarism. In this case, both students will fail the assignment.* * *Penalty: The penalty process is; your assignment is decided by the instructor and departmental policies with the following suggested progressive discipline guidelines: warning, rewrite assignment, zero points on assignment, or Administrative discipline.* * *Appeals: Appeals should be directed to the Social and Behavioral Sciences Division Chair Brad Young, for further action as required by due process.*      * *9803.28 Academic Dishonesty. Violations of Academic integrity include, but are not limited to the following actions: Cheating on an exam, plagiarism, working together on an assignment paper or project when the instructor has specifically stated students should not do so, submitting the same term paper to one or more than one instructor, or allowing another individual to assume one’s identity for the purpose of enhancing one’s grade.* * Students are expected to sign up and register at the website [www.Turnitin.com](http://www.Turnitin.com). * Obtain a user name- * Obtain a password - * Sign up under: **Class Identification # TBA……..** * Password: **TBA……..** * Class name: **TBA**   (Once you are registered, you will be required to complete all of the listed assignments, excluding the tests. Fail to register in this website, fail to pass this course.)   * *Smoking is not permitted in any classroom or other enclosed facility which any student is required to occupy or which is customarily occupied by nonsmoking students.* |
| ***DRUG-FREE CAMPUS:***  ***Focus on your educational success***  ***DISABILITY ACCOMODATION STATEMENT***  -[***www.Google.com***](http://www.Google.com)  ***mreid laharbor.blogspot.com***  ***-Contact my on FACEBOOK***  ***www.facebook.com***  [**www.facebook.com/Michael Reid LA Harbor**](http://www.facebook.com/Michael%20Reid%20LA%20Harbor)  **FAVORITES** | * *In accordance with Section 22 of the Drug-Free Schools and Communities Act of 1989, Los Angeles Harbor College strives to maintain a drug and alcohol free campus for its students and employees.* * *Students with a verified disability who may need a reasonable accommodation (s) for this class are encouraged to notify the instructor and contact the DSPS Office for Special services as soon as possible. All information will remain confidential.* * *(for Harbor College only: Café 108, 310-233-4629)* * *It is possible to keep updated with “most” classroom activities.* * *On the google website, I will post “some”* * *Power Point presentations and* * *“some” out of classroom reading assignments that has both;* * *due dates for submitting assignments,* * *or any changes in the weekly class schedule.* * *You should check the web weekly; go to the calendar in* * *[www.turnitin.com](http://www.turnitin.com(www.facebook.com/or)*   *[(www.facebook.com/or](http://www.turnitin.com(www.facebook.com/or)* [*www.google.com*](http://www.google.com)*) or to search mreidlaharbor.blogspot.com for any last minute changes notifications and or valuable postings throughout the semester.* |
| ***Frequently asked questions*** | * 1. ***Q.*** *If I miss 3 consecutive class sessions will you really drop me from the course?*   ***Answer****- “Yes” if you fail to notify me by email, or voicemail of your intentions of completing the course, you will be dropped.*   * 1. ***Q****. If I miss the final exam, will I get an “F”*   ***Answer****- “Maybe” every student is required to take a final exam. If you fail to take the final, you* ***will*** *be given an “I” (Incomplete) for the course. You must contact me to schedule an appointment to take the final exam. It is possible to receive a passing grade without taking the final exam, but not likely.*   * 1. ***Q****. If I do not write the required research paper, will I still get a good grade?*   ***Answer****- “Maybe” the research paper is a significant partition of your grade. It is possible you might fail the course without writing a research paper.*   * 1. ***Q****. How difficult is this course to complete?*   ***Answer,*** *this class is not difficult at all. Show up for class, participate in class discussions and complete all assignments/testing to succeed.* |
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