

Clarendon College

Liberal Arts Division/Government

**Introduction To Criminal Justice 1301.901, 921, 941 - Fall 2024**

**MWF 10:00- to 10:55 A.M.**

3 Credit Hours

Classroom Admin 202



Instructor: Kim Jeffrey

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Phone: 806-874-4812, ext.131

Office Admin 110

|               |           |              |                                    |
|---------------|-----------|--------------|------------------------------------|
| Office Hours: | Monday    | 9:00 – 10:00 | 1:00 - 2:30                        |
|               | Tuesday   | 9: 00 – 9:30 | 1:00 - 2:30                        |
|               | Wednesday | 9:00 – 10:00 | 1:00 - 2:30                        |
|               | Thursday  | 9:00 – 9:30  | 1:00 - 2:30                        |
|               | Friday    | 9:00 – 10:00 | Or anytime by appointment or zoom. |

**Textbook for** Introduction to Criminal Justice. Your online textbook is available through in Open LMS available through your Clarendon College Student Portal. The content of this course was created by BNED. Unless otherwise noted, it is under [CC BY-NC-SA 4.0](https://creativecommons.org/licenses/by-nc-sa/4.0/) Attribution License.

**Course Description:** This course provides a historical and philosophical overview of the American criminal justice system, including the nature, extent, and impact of crime; criminal law; and justice agencies and processes.

**Statement of Purpose:** Introduction to Criminal Justice satisfies the Social and Behavioral Sciences component of the core curriculum for an Associate's degree at Clarendon College and is designed for transfer to a senior college or university

**Method of Instruction:** Each class will consist of in-class lectures and/or power point presentations by the instructor on relevant material from the textbook as well as other sources. Class time will also consist of classroom discussions concerning topics related to current political events and related issues.

#### **Core Objectives For Social & Behavioral Sciences Includes:**

- Critical thinking skills, creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information.
- Effective written, oral, and visual communication skills – COM assessed by chapter critical
- Social responsibility, intercultural competency, civic knowledge, and the ability to engage effectively in regional, national and global communities – SR assessed by Search and Seizure Scenario written assignment.
- Appropriate empirical, quantitative, scientific and mathematical concepts - EQ assessed by Search and Seizure Scenario written assignment.

**Student Learning Outcomes:** Upon successful completion of this course the learner shall be able to:

1. Describe the history and philosophy of the American criminal justice system - CT and COM assessed by Chapter 1 questions.
2. Explain the nature and extent of crime in America - CT and COM assessed by Chapter 2 questions.
3. Analyze the impact and consequences of crime – CR and COM assessed by Chapter 3 questions.
4. Evaluate the development, concepts, and functions of law in the criminal justice system - SR and EQS assessed by Search and Seizure Scenarios.
5. Describe the structure of contemporary federal, state, and local justice agencies and processes – assessed CT and COM by Chapter 7 questions.



**Class Attendance Policy:** For this course, I will submit an attendance report each for each class time. Students who are in class will be marked "present." Students can be placed on academic probation or lose financial aid for non-attendance. If you are late, it is your responsibility to make sure the instructor counts you as present.

**The class participation score** will be based on the student's attendance. You cannot participate if you are not in class.

- **For Monday/Wednesday/Friday class:**

- **4 unexcused absences = 50 on Class Participation score**
- **5 unexcused absences = 0 on Class Participation score.**
- **More than 8 unexcused absences will result in a grade of 'F' for this course.**
  
- For Tuesday/Thursday class:
  - 3 unexcused absences = 50 on Class Participation score
  - 4 unexcused absences = 0 on Class Participation score.
  - More than 6 unexcused absences will result in a grade of 'F' for this course.
- Three tardies will be counted as one absence.
- If you are late, it is your responsibility to make sure the instructor counts you as present.
- Excessive absences will be referred to the Vice-President of Academics and Student Affairs and/or Assoc. Dean of Education.

**Excused Absences:** Approved participation in school-sponsored activities is considered an excused absence. It is your responsibility to inform the instructor **prior to the school-sponsored activity**. It is also your responsibility to make **arrangements for making up any exams** missed to do the excused absence. An absence MAY also be excused based on the following:

- Illness on the part of the student
- Severe illness or death in your immediate (not extended) family
- You must provide documented proof of the reason for your absence or it will not be excused.

**Class Policies:** Students are responsible for all college regulations as stated in the Clarendon College Catalog available in the administration office.

- **Any student who used their cell phone during class will be counted as absent.**
- Students are expected to conduct themselves in the classroom in a manner that is conducive to academic progress. Disruptive conduct is considered a serious offense. Faculty members reserve the right to remove a student for a class for just cause. Students removed will be referred to the Vice-president of Students for disciplinary action, up to and including disciplinary suspension.
- Cell phones, pagers, headphones, and all other **electronic devices must be off and out of sight** before you enter the classroom. **This includes ear phones.** These electronic devices may be turned on and set on silent mode only with the expressed consent of the instructor
- If you abuse this policy you will be counted absent, I will ask you to leave the classroom, and you will be referred to the Vice-president of Students.
- **Do not leave the classroom during class-time** unless it is an emergency.
- **These policies will be enforced.**



### Academic Integrity Policy

Clarendon College is committed to a philosophy of honesty and academic integrity. It is the responsibility of all members of the Clarendon College community to maintain academic integrity at Clarendon College by refusing to participate in or tolerate academic dishonesty. Any act of academic dishonesty will be regarded by the faculty and administration as a serious offense.

Academic dishonesty violations include, but are not limited to: (1) obtaining an examination, classroom activity, or laboratory exercise by stealing or collusion; (2) discovering the content of an examination, classroom activity, laboratory exercise, or homework assignment before it is given; (3) observing the work of another during an examination or providing answers to another during the course of an examination; (4) using an unauthorized source of information during an examination, classroom activity, laboratory exercise, or homework assignment ; (5) entering an office, classroom, laboratory, or building to obtain unfair advantage; (6) taking an examination for another person; (7) completing a classroom activity, laboratory exercise, homework assignment, or research paper for another person; (8) altering grade records; (9) using any unauthorized form of an electronic communication device during an examination, classroom activity, or laboratory exercise; and/or, (10) plagiarism. (Plagiarism is defined as the using, stating, offering, or reporting as one's own, an idea, expression, or production of another person's work without proper credit. This includes, but is not limited to, turning in a paper purchased or acquired from any source, written by someone other than the student claiming credit, or stolen from another student.)

Students are responsible for reporting known acts of academic dishonesty to a faculty member, the program coordinator, or the Vice-president of Students. Any student with knowledge of a violation who fails to report it shall him/herself be in violation and shall be considered to have committed an act of academic dishonesty. Additionally, any student who reports him/herself in violation of this code before it is likely that another might consider this possibility will be understood as repentant and acting in good faith. Though the confession will not excuse the student for the violation, the confession will be considered and the violation should not result in suspension from school except in the most extreme cases.

While academic integrity and honesty are the responsibility of the individual student, each individual faculty member, teaching assistant, and/or laboratory instructor is responsible for classroom management and for maintaining ethical behavior within the classroom and/or laboratory. Faculty who discover or suspect a violation should discuss the matter with the suspected violator(s) and attempt to resolve the case at that point. In cases of convincing evidence, the faculty member should take appropriate action. The faculty member and student should complete a Counseling Sheet regarding the violation. (The Counseling Sheet should contain at a minimum the date and time of the violation, the course, the instructor's name, the student's name, an explanation of the infraction or facts of the case, and the resolution to the incident.) This form should be signed by the student, faculty member, program coordinator, and the Vice-president of Students. The Vice-president of Students will maintain a file on all violations. If a faculty member prefers to report the case directly to the Vice-president of Students, it remains his/her prerogative to do so. Additionally, if the faculty member and the accused student cannot reach a resolution or if the faculty member believes that suspension from school is the only fair sanction, the case should immediately be reported by the faculty member, in writing, to the Vice-president of Students. If the Vice-president of Students observes any trends in student behavior which involve more than one violation or act of academic dishonesty, the Vice-president is responsible for notifying all faculty members involved, for contacting the student(s) involved, and after consultation with the faculty member(s) involved for taking the appropriate action. The Vice-president of Students is responsible for the timely notification (normally within two weeks) to all parties of an action taken. Students wishing to appeal a disciplinary decision involving academic integrity or acts of academic dishonesty may do so through the Student Appeals and Grievance Procedure.

**Grievance/Appeals:** If you have a dispute concerning your grade or policies in this class, it is the student's responsibility to contact the instructor to discuss the matter. Should things remain unresolved, please follow the procedures described in the Clarendon College Student Handbook or College Policy Manual.



**PLAGIARISM:** Read the following explanations carefully and be sure that you understand them.

1. Word-for-word plagiarism: The student quotes his or her source without using quotation marks. Even if the student cites the source, he or she is still plagiarizing because proper quotation procedures were not used. **All work must have an appropriate citation, this include the use of any form of AI.**
2. Paraphrased plagiarism: The student uses a source and with the exception of changing a few words or phrases essentially quotes the original. Even if the source is properly cited, the writing is still plagiarized because the student has used the author's style, vocabulary, and content and claimed it as his or her own, **this includes the use of Artificial Intelligence (Chat GPT, etc.).** All work must have an appropriate citation, this include the use of any form of AI.
3. Improper citations: If a student uses someone's information other than his or her own, the source of the material must be properly cited. Failure to do so is plagiarism.
4. Improper use of ideas: Ideas are as equally protected as words. If the student uses someone's ideas, but expresses them in his or her words, the student plagiarizes if he or she does not cite the source of the idea.
5. Internet use: Copying and pasting from the Internet is plagiarism. Purchasing papers from a paper mill is plagiarism. The use of a "rewrite program" that 'edits' or exchanges words for synonyms is plagiarism.
6. Student sharing: While students are certainly free to work together and study together, an assignment that calls for individual work must reflect the student's personal effort. If a student borrows or copies another student's work, that is plagiarism. If a student has another student write a paper, that is plagiarism. If two students collaborate on an individual assignment and turn in the same work, that is plagiarism. Plagiarism is a serious academic offense. It involves legal issues about improper use of materials that do not belong to the student. Plagiarism is unethical. A student must do his or her own work; otherwise, the learning process is compromised. Plagiarism is unfair to fellow students who take the time and make the effort to do their own

work. All work must have an appropriate citation, this include the use of any form of AI. **Essentially, plagiarism is cheating and will not be tolerated**

**Withdrawing from (Dropping) the Course:** If you decide that you are unable to complete this course or that it will be impossible to complete the course with a passing grade, you may drop the course and receive a “W” on your transcript instead. (The last day to drop a course is available on the Academic Calendar, located at the Student link on the Clarendon College website.) Withdrawal from a course is a formal procedure that you must initiate. If you do not go through the formal withdrawal procedure, you will receive whatever grade you have earned.

Whether to drop a class or not requires a lot of thought. According to Texas state law a student is only allowed to drop the same class twice before he/she will be charged triple the tuition amount for taking the class a third time or more. Furthermore, beginning with the Fall 2007 semester, students in Texas may only drop a total of 6 courses throughout their entire undergraduate career. After the 6<sup>th</sup> dropped class, he/she will no longer be able to withdraw from any classes.

**Accommodation statement:** Requirements of the Americans with Disabilities Act:

In accordance with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973, any student who feels that he or she may need any special assistance or accommodation because of an impairment or disabling condition should contact the Associate Dean of Enrollment Services at 806-874-4837 /

[janean.reish@clarendoncollege.edu](mailto:janean.reish@clarendoncollege.edu) or visit the Clarendon campus at Clarendon College. It is the policy of Clarendon College to provide reasonable accommodation as required to afford equal educational opportunity. It is the student's responsibility to contact the Associate Dean of Enrollment Services.

**Nondiscrimination Policy:** Clarendon College, in accordance with applicable federal and state law, prohibits discrimination, including harassment, on the basis of race, color, national or ethnic origin, religion, sex, disability, age, sexual orientation, or veteran status. It is the policy of Clarendon College not to discriminate based on gender, age, disability, race, color, religion, marital status, veteran's status, national or ethnic origin, or sexual orientation. Harassment of a student in class, i.e., a pattern of behavior directed against a particular student with the intent of humiliating or intimidating that student will not be tolerated. The mere expression of one's ideas is not harassment and is fully protected by academic freedom, but personal harassment of individual students is not permitted.

**Student Rights and Responsibilities:** Student Rights and Responsibilities are listed on the College website at: <http://www.clarendoncollege.edu/Resources/Student%20Services/StudentRightsResponsibilities.pdf>.

#### Grades and Assignments:

All written assignments are in Open LMS and will be submitted there. Exams will be given in class and are based on reading assignments and in-class lectures.

The final semester grades will be figured as set in the current catalog:

90 to 100 = A      80 to 89 = B      70 to 79 = C      60 to 69 = D      Below 59 = F

**Your official final grade** will be made available through your Student Portal at Clarendon College's website.

|       |  |
|-------|--|
| ○ 52% | Exams (4 exams, 13 points each)  |
| ○ 30% | Chapter written assignments (12 assignments; 2.5 points each)          |
| ○ 8%  | Search and Seizure assignment  |
| ○ 10% | Discussion and Class Participation score (assessed at end of semester) |
| Total | 100%   |

Any student caught cheating will be given a zero on that assignment or test. This includes copying from the internet and copying the work of another student. Any subsequent cheating will result in an “F” for this course, and the matter will be referred to the Vice-president of Students. Do not leave the class during a test or you will not be allowed to finish the test.

#### Tentative Course Schedule

## Introduction to Criminal Justice 1301

**MWF @ 10:00 to 10:55 A.M.**

### Unit I

Monday, Aug 26 - 28

Introduction and Syllabus

Sept 4 - 13                    Chapter 1: Criminal Justice in the United States  
Mon Sept 2                    Labor Day Holiday

- Chapter 1 Assignment due **Friday, Sept 13**

Sept 16 - 20                    Chapter 2: Crime: Causes and Consequences  
• Chapter 2 Assignment due **Friday, September 20**

Sept 23 – 27                    Chapter 3: Criminal Law  
• Chapter 3 Assignment due **Friday, September 27**

Sept 25                            Unit I Exam covers Chapter 1, 2, 3

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### Unit II

Sept 27 - 30                    Chapter 4: Law Enforcement: The Organization and Function of Police  
• Chapter 4 Assignment due **Friday, October 11**

Oct 2 – 7                            Chapter 5: Policing Issues and Challenges  
• Chapter 5 Assignment due **Friday, October 18**

Oct 14 - Columbus Day – College Closed

Oct 9 - 16                            Chapter 6: Adjudication and the Courts  
• Chapter 6 Assignment due **Friday October 25**  
• Search and Seizure Assignment due **Friday, October 28**

Oct 18                                    Unit II Exam covers Chapter 4, 5, 6

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### Unit III

Oct 21 - 28                            Chapter 7: The Criminal Trial  
• Chapter 7 Assignment due **Friday, October 20**

Oct 30 - Nov 1                            Chapter 8: Sentencing  
• Chapter 8 Assignment due **Friday, October 27**

Nov 4    Unit III Exam covers Chapters 7 and 8

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### Unit IV

Nov 6 - 11                            Chapter 9: Alternatives to Incarceration  
• Chapter 9 Assignment due **Friday, November 1**

*Thursday November 14 is the last day to drop with a "W"*

Nov 13 – 15                            Chapter 10: Correctional Institutions  
• Chapter 10 Assignment due **Friday, November 17**

Nov – 18 - 22                    Chapter 11: Prison Life  
•    Chapter 11 Assignment due **Friday, December 1**

Nov 27 - 29                    *Thanksgiving Holiday*

Nov 25 – Dec 4                    Chapter 12: Prison Release  
•    Chapter 12 Assignment due **Friday, December 6**

**Dec 4 -Monday @ 10:30 Final Exam covers Chapters 9, 10, 11, 12**

This Course Schedule is subject to change.

### CLASS CONTRACT

I have received and read the syllabus for **Introduction to Criminal Justice 1301** taught during **Fall 2023** semester by Mrs. Jeffrey. Ms. Jeffrey has explained the syllabus to me and I agree to abide by the policies written in it. I understand the policies of class attendance, dropping the course, academic honesty and general class behavior, and, I understand the consequences of failing to comply with the policies.

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Student Name

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Date

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Printed Name

Your Major \_\_\_\_\_

Future Career \_\_\_\_\_

Sports \_\_\_\_\_

Coach \_\_\_\_\_

Contact Information

\_\_\_\_\_ phone

\_\_\_\_\_ e-mail