



Instructor: Kim Jeffrey

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Class begins	Monday, August 25
Class Orientation	Monday, August 25 – Saturday, August 30
Last day to drop with “W”	Thursday, November 13
Discussion Forum Posts & reply**	Due by Wednesday of each week**
Weekly Attendance Report	Attendance is recorded Thursday of each week
Written Assignments	Due by Friday of each week
All Quizzes	Open Thursday and Friday of each week
Due dates for this class	All due dates are for U.S. Central Standard Time before 11:55 pm

Required Enrollment Verification Activity: Students who fail to complete the Syllabus Agreement & Enrollment Verification Activity by the official census date may not be able to continue in the course. This could result in an F for the course and forfeiture of Financial Aid. The census date for this term can be found on the Academic Calendar located at the Inside CC link on Clarendon College’s home page.

Online Attendance Policy: Regular attendance is mandatory in all online courses. Specific activities will be identified each week or during each chapter that must be completed in order for students to be considered “in attendance.” Failure to complete these assignments can result in forfeiture of Financial Aid and failure of the class.

The textbook for this course is Introduction to Criminal Justice , License: [Creative Commons Attribution](#)  Your e-book is contained in your **Open LMS** course in the Clarendon College Student Portal.

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



Course Expectations: Since this is an online course, students who take the responsibility for learning are the ones who learn the most. In this class I will be acting more as a "facilitator of learning" rather than a "traditional teacher." However, if you need extra help, if you have questions, or a problem, remember that I am only a message away. I will try to respond to your message **within 24 hours** from the date that it is sent.

Course website: This online course uses Open LMS as its online course management program and the link to your textbook will be in Open LMS. All readings, instruction, assignments, and exams are contained in LMS and all assignments will be submitted there. Due dates for all assignments are listed in the “Course Schedule” portion of your syllabus and in the course. Most communication between you and your instructor and fellow classmates will be handled in Open LMS through the “Messages” feature. You will be able to log into the course website once you have officially registered for the course and once you have been added to the course website. The course website will become available to you by the first day of the semester. If you register late, you will generally have access to the course within 24 hours after you register. Information explaining how to log into your course website can be obtained by going to [Clarendon](#)

[College's](#) home page, and clicking on the **Login to Online Classes** button. If you have any difficulty logging in, email our help desk at: administrator@clarendoncollege.edu

Class Participation: **Weekly attendance is mandatory** in all online courses. Students are expected to log into their online course(s) at least **twice a week**. Progress towards satisfactory completion of weekly assignments is expected on a weekly basis. No progress could jeopardize good standing and financial aid.

For This Course: I will submit an attendance report each **Thursday morning**. Students who are following the online attendance policy are marked "present." Students can be placed on academic probation or lose financial aid for chronic non-attendance.

Etiquette expectations (netiquette) for all types of communication: You are expected to take responsibility in helping to maintain a classroom environment that is conducive to learning. Please be polite and maintain a professional tone in your writing. Abusive language is not tolerated in this course.

Computer/Technology Requirement: This course uses a variety of web resources that require a good Internet connection and an up-to-date browser. You should use the latest version of Mozilla Firefox, Google Chrome, or Internet Explorer.



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.

School Course Policies: Academic Integrity Policy and Classroom Ethics

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.)** (Clarendon College Student Handbook 2021-2022--homepage. Click on "Inside CC" – under "Students" – click on "Forms and Resources" – then click on "2021-2022 Student Handbook" – Find the "Student Code of Conduct" section and then the "Student Academic Integrity" section – P. 43.

Students are responsible for reporting known acts of academic dishonesty to a faculty member, the program coordinator, the vice president, and/or dean. 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.

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 Academic Affairs. The Vice President of Academic Affairs will maintain a file on all violations. If a faculty member prefers to report the case directly to Vice President of Academic Affairs, 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 Academic Affairs. If the Vice President of Academic Affairs observes any trends in student behavior which involve more than one violation or act of academic dishonesty, the Vice President of Academic Affairs 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 Academic Affairs 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.

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- PLAGIARISM:** Read the following explanations carefully and be sure that you understand them.
- 1. AI and Internet use:** Copying and pasting from the Internet and/or ChatGPT or any AI program is plagiarism. All work must have an appropriate and accurate citation, this includes the use of any form of AI.
 - 2. Purchasing papers:** The purchase of a paper or any form of assignment is plagiarism.
 - 3. 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.
 - 4. 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.
 - 5. 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.
 - 6. 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.

7. **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. **Essentially, plagiarism is cheating and will not be tolerated. You will receive a zero for any assignment that is plagiarized.**



Course Withdrawal: Students desiring to make schedule changes after their initial registration each semester must do so during the designated "Drop and Add" period as scheduled in the College Catalog. Students will be required to pay tuition and fees applicable to any class(es) added to their schedule. Official withdrawal from a course is initiated in the Office of the Registrar. However, each student should consult with his/her academic advisor or the Associate Dean of Enrollment before officially withdrawing from a course. A student who stops attending a class without officially dropping it may receive a grade of "F" for that class. 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 6th *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 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: [www.clarendoncollege.edu/Resources/Legal/24-25/FLA\(LEGAL\).pdf](http://www.clarendoncollege.edu/Resources/Legal/24-25/FLA(LEGAL).pdf)

Final Exams: The schedule of final exams times is published at the beginning of the semester. You can find the schedule for final exams at: <https://www.clarendoncollege.edu/insideCC>. Do not make plans to leave school before your scheduled final exam. Faculty members **cannot** on their own authorize a student to take a final exam early. In exceptional circumstances if a student needs to take a final exam early, he/she may request early final exams by filling out the form at: <https://www.clarendoncollege.edu/insideCC>.



Students are responsible for ensuring that their work is consistent with Clarendon College's expectations about academic. This course uses TURN-IT-In to ensure academic integrity. Turnitin will give you a reading of percentages of work that is used in another text, whether that be an online text, a source (such as your textbook), a paper that was submitted to another college, or any string of words that have been used in another context.



Turnitin uses an AI detection program and will show the percentage of possible AI-generated text. This report is seen only by the instructor. Any amount of AI generated text can be considered plagiarism and will receive a zero.

Course Policies

Weekly attendance is mandatory in all online courses. Students are expected to log-in to their online course(s) *at least twice a week*. Progress towards satisfactory completion of weekly assignments is expected on a weekly basis.

Attendance will be reported each **Thursday based on the successful completion of “Your Choice Discussion Forum”**.

Students who follow the online attendance policy are marked "present." This status can be checked in the Student Portal on the Clarendon College website. Students can be placed on academic probation or lose financial aid for chronic non-attendance. The **“Your Choice Discussion Forum”** is also a graded activity.

Course policy for cheating or plagiarizing:

- Any student caught cheating or plagiarizing will receive a zero for the assignment or exam and will be referred to the Vice-president.
- Any additional cheating/plagiarism will result in a grade of "F" for the course.

Course policy for late work and make-up exams:

- No make-up exams are given and late assignments are not accepted. In an emergency, notify me at once. I can be reached through the LMS Message system. e-mail: kim.jeffrey@clarendoncollege.edu. Office number: 806-874-3571 ext. 168.

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

- 41% Exams (13 Quizzes)
- 40% Chapter written assignments (13 assignment)
- 6% Search and Seizure assignment
- 13% Discussion Forum (13 postings & 13 replies)

Total 100%

- Any activity not completed is a zero**, even if a hyphen appears beside the activity in the gradebook.
- The current course average in the LMS gradebook is not correct until all hyphens are replaced with zeros.
- Your Grades can be found the Open LMS Gradebook. Your final grade will be in the Student Portal on the Clarendon College Homepage at: www.clarendoncollege.edu. at the end of the semester.

In order to begin this course, you must agree to abide by the policies contained in the syllabus. Not following these policies could significantly affect your grade. This syllabus is a binding contract between you and me that will be used in the event of any disagreements or issues that may occur concerning your grades in this course. Make sure you have read the syllabus and understand all of the information in it.

Tentative Course Schedule The course schedule below is subject to change. If changes are made, I will send you a message through Open LMS and your Bulldog email. I will also change the course schedule.

Some important information:

- All due dates are for **U.S. Central Standard** time zone. All assignments, exams and discussion forums are due by 11:55 p.m. on the due date. Due dates are on the assignment link and also in the LMS Calendar.

- All exams are set for one question at a time with sequential navigation. If you skip a question you will *not* be able to go back to that question later even if there is time left. Each answer is automatically saved when you go to the next question. Exams are open only on the dates specified in the Course Schedule.
- I do not accept late work. If you do not understand how to submit an assignment, refer to the Student Tutorials at the bottom of every page or send me a message, and I will help you.
- Written Assignments are open so you may work ahead. This does not include the Discussion Forum. Since it is an attendance activity, **you will not be able to work ahead on the Discussion Forum.**
- You can contact me at any time. I can usually get back to you within 24 hours.

Tentative Course Schedule

Introduction to Criminal Justice Course Schedule – Online Fall 2025

Class Orientation: Opens Monday, August 25 through Saturday, August 30.

1. Read each page of the Course Overview.
2. Take the Syllabus Quiz by August 30.
3. Sign the EVA Agreement by August 30.
4. You must complete the Course Overview, Syllabus Quiz, and EVA Agreement in order to access the course.
5. Send me a message to show you know how to use the message system in LMS.
6. *Specific activities are identified each week that must be completed in order for the student to be considered “in attendance.” These are marked by an *asterisk in the Syllabus. The Discussion Forum is a graded activity that is used for attendance.

Chapter 1: Open from Monday, August 25 through Friday, September 5

Read Chapter 1: Criminal Justice in the United States

- Discussion Forum (graded) **Submit a posting on or before the following date to be considered “in attendance” for the week.* Graded and used for attendance.
- **Due by Wednesday, September 3**
- Chapter 1 Assignment due Friday, due by September 5
- Chapter 1 Quiz Open Thursday and Friday, September 4 and 5.
 - There are 17 multiple choice questions; you will have 17 minutes once you begin.

Chapter 2: Open from Saturday September 6 through Friday, September 12

Read Chapter 2: Crime: Causes and Consequences

- Discussion Forum (graded) **Submit a posting on or before the following date to be considered “in attendance” for the week.* Graded and used for attendance.
- **Due by Wednesday, September 10**
- Chapter 2 Assignment due by Friday, September 12
- Chapter 2 Quiz open Thursday and Friday, September 11 and 12.

- There are 25 multiple choice questions; you will have 25 minutes once you begin.

Chapter 3: Open from Saturday September 13 through Friday, September 19

Read Chapter 3: Criminal Law

Discussion Forum (graded) *Submit a posting on or before the following date to be considered “in attendance” for the week. Graded and used for attendance.

- **Due by Wednesday, September 17**
- Chapter 3 Assignment due Friday, September 19
- Chapter 3 Quiz open Thursday and Friday, September 18 and 19
 - There are 25 multiple choice questions; you will have 25 minutes once you begin.

Chapter 4: Open from Saturday September 20 through Friday, September 26

Read Chapter 4: Law Enforcement: The Organization and Function of Police

Discussion Forum (graded) *Submit a posting on or before the following date to be considered “in attendance” for the week. Graded and used for attendance.

- **Due by Wednesday, September 24**
- Chapter 4 Assignment due Friday, September 26
- Ch 4 Quiz open Thursday and Friday, September 25 and 26
 - There are 25 multiple choice questions; you will have 25 minutes once you begin.

Chapter 5: Open from Saturday September 27 through Friday, October 3

Read Chapter 5: Policing Issues and Challenges

Discussion Forum (graded) *Submit a posting on or before the following date to be considered “in attendance” for the week. Graded and used for attendance.

- **Due by Wednesday, October 1**
- Chapter 5 Assignment due Friday, October 3
- Chapter 5 Quiz open Thursday and Friday, October 2 and 3
 - There are 21 multiple choice questions; you will have 21 minutes once you begin.

Chapter 6: Open from Saturday October 4 through Friday, October 10

Read Chapter 6: Adjudication and the Courts

- Discussion Forum (graded) **Submit a posting on or before the following date to be considered “in attendance” for the week.* Graded and used for attendance.
- **Due by Wednesday, October 8**
- Chapter 6 Assignment due **Friday October 10**
- Search and Seizure Assignment (Turnitin link) due **Friday, October 10**
- **Chapter 6 Quiz open Thursday and Friday, October 9 and 10**
 - **There are 20 multiple choice questions; you will have 20 minutes once you begin.**

Chapter 7: Open from Saturday October 11 through Friday, October 17

Read Chapter 7: The Criminal Trial

- Discussion Forum (graded) **Submit a posting on or before the following date to be considered “in attendance” for the week.* Graded and used for attendance.
- **Due by Wednesday, October 15**
- Chapter 7 Assignment due **Friday, October 17**
- **Chapter 7 Quiz open Thursday and Friday, October 16 and 17**
 - **There are 20 multiple choice questions; you will have 20 minutes once you begin.**

Chapter 8: Open from Saturday October 18 through Friday, October 24

Read Chapter 8: Sentencing

Discussion Forum (graded) **Submit a posting on or before the following date to be considered “in attendance” for the week.* Graded and used for attendance.

- **Due by Wednesday, October 22**
- Chapter 8 Assignment due **Friday, October 24**
- **Chapter 8 Quiz Open Thursday and Friday, October 23 and 24.**
 - **There are 20 multiple choice questions; you will have 20 minutes once you begin.**

Chapter 9: Open from Saturday October 25 through Friday, October 31

Read Chapter 9: Alternatives to Incarceration

Discussion Forum (graded) **Submit a posting on or before the following date to be considered “in attendance” for the week.* Graded and used for attendance.

- **Due by Wednesday, October 29**
- Chapter 9 Assignment due **Friday, October 31**

- **Chapter 9 Quiz Open Thursday and Friday, October 30 and 31.**
 - There are 24 multiple choice questions; you will have 24 minutes once you begin.

Chapter 10: Open from Saturday November 1 through Friday, November 7

Read Chapter 10: Rights of Inmates

Discussion Forum (graded) **Submit a posting on or before the following date to be considered “in attendance” for the week.* Graded and used for attendance.

- **Due by Wednesday, November 5**
- Chapter 10 Assignment due **Friday, November 7**
- **Chapter Quiz Open Thursday and Friday, November 6 and 7.**
 - There are 16 multiple choice questions; you will have 16 minutes once you begin.

Chapter 11: Open from Saturday November 8 through Friday, November 14

Read Chapter 11: Correctional Institutions – Jails and Prisons

Discussion Forum (graded) **Submit a posting on or before the following date to be considered “in attendance” for the week.* Graded and used for attendance.

- **Due by Wednesday, November 12**
- Chapter 11 written Assignment due Friday., November 14
- **Chapter 11 Quiz Open Thursday and Friday, November 13 and 14**
 - There are 28 multiple choice questions; you will have 28 minutes once you begin

Chapter 12: Open from Saturday November 15 through Friday, November 21

Read Chapter 12 Chapter 11: Prison Life

Discussion Forum (graded) **Submit a posting on or before the following date to be considered “in attendance” for the week.* Graded and used for attendance.

- **Due by Wednesday, November 19**
- Chapter 11 Assignment due **Friday, November 21**
- **Chapter 12 Quiz Open Thursday and Friday, November 20 and 21**
 - There are 16 multiple choice questions; you will have 16 minutes once you begin

Thanksgiving Holiday Saturday, November 22 through Friday, November 28

Chapter 13: Open from Saturday November 29 through Friday, December 5

Read Chapter 13: Prison Release

Discussion Forum (graded) **Submit a posting on or before the following date to be considered “in attendance” for the week.* Graded and used for attendance.

- **Due by Wednesday, December 3**
- **Chapter 13 Assignment due Friday, December 5**
- **Chapter 13 Quiz Open Thursday and Friday, December 4 and 5.**
 - **There are 16 multiple choice questions; you will have 16 minutes once you begin**