



ADJ 100, Survey of Criminal Justice Elite Learning—Fall 2020

Supporting Colleges: MECC SWCC VHCC

Southwest Virginia Education and Training Network

Contact Information

Instructor: Mrs. Gina Hamm

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Office/Hours: Asynchronous Course

Course Description

VCCS Master Course Description:

Presents an overview of the United States criminal justice system; introduces the major system components--law enforcement, judiciary, and corrections. Lecture 3 hours per week. 3 credits.

Time & Location of Class Meeting: This course is asynchronous, which means you will be able to access your course material at any time of the day or night. You should have a specific time in the day that you will be assigned to work on your assignments for this course.

Statement of Broad Goals/ Course Objectives:

In this course, students will be introduced to the many concepts that surround the area of criminal justice. Students will learn basics of the criminal justice system and the three system components: law enforcement, judiciary, and corrections. They will also examine the aspects of crime that prevails in America, justice that suffices these crimes, and forensic science evidence that convicts these crimes. Students will be asked to communicate on a regular basis, sharing thoughts and ideas about current events, readings, and other criminal justice beliefs. They will also be responsible for reading and work from the book as well as research and essay type assignments.

Students that successfully complete this course will earn 1 high school credit and 3 hours of college credit for ADJ 100 as well as have a basic overview of our criminal justice system and related topics.

Required Texts

Title: *Criminal Justice*

Authors: James A. Inciardi

Edition: 9th

Copyright: 2010

Publishers: McGraw-Hill Companies

ISBN: 9780073527963

Ordering Information: This book is available through most book sellers including those online such as Amazon, Barnes and Noble, Wal-Mart, EBay, etc.

Technology Requirement:

Students will be required to complete and submit assignments by using Canvas, the learning management system for Elite Learning. Students will need use of the Internet for all coursework.

The Virginia Community College System offers Microsoft Word for free to currently enrolled students. Students are eligible to install Office 365 on up to 5 devices at no cost. The Office 365 product includes

Microsoft Word, Excel, PowerPoint, and Outlook. Students can download Microsoft Office 365 by going to: <http://office.vccs.edu>. Students will use their full My VCCS email address as their username, and their My VCCS password to log into the site.

Technical Support:

Technical problems are not common but occur from time-to-time. Trouble tickets, for the most part, will be sent directly to the technical support team at the community college. Students should refer to the How to Receive Technical Support document to receive prompt support. This document is found in the *Elite Learning Guide for Students* on Page 28. You should receive a response within 24 hours (usually much sooner). After you have submitted the trouble ticket, please send me an email or message to let me know what problems you are having.

Units of Study/Teaching Methods

Specific Goals for each chapter will be stated on Assignment Sheets in course.

| Unit 1: The Foundations of Crime and Justice | |
|---|---|
| Week 1 | Introduction Materials Chapter 1—Criminal Justice In America |
| Week 2 | Chapter 2—Crime and the Nature of Law |
| Week 3 | Chapter 3—Legal and Behavioral Aspects of Crime |
| Week 4 | Chapter 4—Criminal Statistics and the Extent of Crime Chapter 5—The Process of Justice |
| Week 5 | Forensics Week I |
| Unit 2: The Police | |
| Week 6 | Chapter 6—Police Systems in the US |
| Week 7 | Chapter 7—Enforcing the Law and Keeping the Peace |
| Week 8 | Chapter 8—The Law of Arrest, Search, and Seizure |
| Week 9 | Chapter 9—Beyond the Limits of the Law |
| Week 10 | Forensics Week II |
| Unit 3: The Courts | |
| Week 11 | Chapter 10—The Structure of American Courts Chapter 11—Judges, Prosecutors, and Others of the Bar of Justice |
| Week 12 | Chapter 12—The Business of the Court Chapter 13—Sentencing, Appeal, and the Judgment of Death |
| Week 13 | Forensics Week III |
| Unit 4: Corrections | |
| Week 14 And Week 15 | Chapter 14—From Walnut Street to Alcatraz Chapter 15—Penitentiaries, Prisons, and Other Correctional Institutions Chapter 16—Prison Conditions and Inmate Rights Chapter 17—Probation, Parole, and Community-Based Corrections |
| Week 16 | Forensics Week IV |
| Week 17 | Final Assignment/Exam |

There will be a Midterm Exam and Final Exam.

All assignments are posted on Assignment Sheets in course. Students are responsible for knowing and adhering to due dates for readings, essays, and other in-class activities. Changes to the schedule will be announced. Students are responsible for noting all changes and adhering to them.

Criteria for Student Grading

| | |
|---|-------|
| Quizzes | 30.0% |
| Assignments (including short essays, court case answers, etc) | 30.0% |
| Class Participation/Discussion Forums | 30.0% |
| Midterm and Final Exam | 10.0% |

Your final grade will be determined by the following scale:

Grading Scale

| <i>Scale</i> | |
|--------------|---|
| 90 - 100 | A |
| 80 - 89 | B |
| 70 - 79 | C |
| 60 - 69 | D |
| Below 60 | F |

How to be Successful/Preparation for Class

- Make sure you read through this entire document. There is useful information here.
- Stay on task by printing off your assignment sheets and keeping them in a notebook with a calendar.
- Plan ahead, and do not procrastinate. The dual enrollment classes are college classes. An asynchronous class requires discipline. If you are not self-disciplined in your studies, then you need to rethink your ability to take this class. I DO NOT hound you for your work. This is a college class. If you do it, then you do. If you do not, then you do not.
- You must stay focused and keep a steady pace, or you will fall behind.
- Expect technical difficulties. Remember that technical difficulties happen with online courses. Here is what you do. Remember that all technical problems should be reported to your facilitator and SVETN. Technical problems mean you cannot send email, or you keep getting error messages. Remain calm, and understand that if you having problems then more than likely your instructors are too having problems. This means that **time** will take care of the problem, and when the systems come back up, we will pick up where we left off.

Attendance Policy:

Because this is an Internet based course, there is not a scheduled time set for your coursework. Regular class attendance is required. When absence from a class is necessary, it is the responsibility of the student to inform the instructor prior to the absence. The student is responsible for the subsequent completion of all work missed during an absence. The Virginia Community College System is committed to academic quality and student success. Elements that support both values are regular attendance and participation in class. The college policy states that regular class attendance is required.

At least once every school day, you are required to log into Canvas and perform three tasks:

1. Check your inbox for new messages.
2. Check for new course announcements.
3. Check the calendar under to see what work is due.

You should then proceed to work on the assignments within the current unit.

Elite Learning Inclement Weather or School Closure Policy:

Asynchronous online courses have many advantages over the traditional classroom. Among those advantages are the availability of the instructor, the opportunity to "attend" class from many locations, the flexibility of schedule, and no make-up days due to snow. To provide the required amount of "seat-time" for students, Elite Learning instructors will continue to present class material and require assignment submissions. When some schools are temporarily closed, it is necessary to require a continuation of assigned work even if students are absent from school due to weather or school closures. It is the responsibility of the student to access the class via Internet during this type of absence. **Students without Internet access beyond school hours will need to discuss this with their instructor at the beginning of the semester.** This policy will also be in place due to Covid-19 school closures or any other unexpected closures.

Email Information:

- I will sign into Canvas at least once every day, probably several times. Usually, if your email does not require an answer, I will not return the email.
- Remember, that if I feel it is necessary, I will copy your facilitator, your principal, and your college representative into the email.
- When sending me email, make sure you are specific. I need *specific information* from you in order to answer your questions accurately.
- Always remember to put ADJ 100 in any email subject line.

Assignment Information:

- When you turn in an assignment, name it appropriately. For example: [ghamm_ch1assignment_ebstanley](#). There is a combination here. Your first initial and last name, assignment name, and school name.
- All assignments need to be properly formatted in a word processing software. All four margins are to be left at default; font face is to be set at Times New Roman; font size is set at 12-point.
- I expect writing to be grade-level proficient. Your guidance counselor and other teachers have recommended you to this class; therefore, I expect your academic performance to meet their recommendations and my expectations.
- I try to grade papers as quickly as possible, but with different schools being on different schedules, it does become challenging.
- Do not email me and ask me what you need to complete. You have your assignment sheets to use. It takes you just as long as it does me to do this, and this is your responsibility not mine.
- Keep all your assignments in a folder on your computer or on a jump drive. When I grade an assignment, save it too!!!!!!! This is your responsibility to keep up with your work!

Late Work Policy:

- Everything is assigned upfront, and you have due dates for everything set forth on day one of this class. You are given one week before work closes for good to make up any work that you have not completed. Therefore, there is no excuse for late work. However, this is not a way to procrastinate and put off work. Each week a new set of assignments will be due. This extra week should only be used if needed. If there is an emergency, then your facilitator needs to contact me via email or telephone immediately!
- (Standard 3.2) It is your responsibility to be logged on each and every school day. Students are expected to work on course assignments for a minimum of 60 minutes per school day. If you are absent or unable to log on, please send a message explaining your absence as soon as possible. If you do not log on for more than three school days in a row, your guidance counselor will be contacted..
- This is a college course, and you are expected to plan ahead for due dates and give yourself plenty of time to complete all work: do not wait until the last minute. For example, if a writing assignment is open for an entire week, but you wait until ten minutes before the assignment closes and experience a technical problem, you will not be given an extension because ample time was provided for you to

submit your work. Plan accordingly if you will be out of school on trips. All work must be completed before leaving for a school trip to prevent them from being late. Due dates are located on the calendar.

- If you do not turn in an assignment on the due date, you will be allowed to submit it for one week until it closes for good (exceptions may apply). For example: If assignment is due on August 10, you will have until August 17 to submit it. *But after that, this assignment is now closed. It was not submitted by the final deadline. You may longer submit this assignment for a grade.*
- Exceptions to the late work policy will only be allowed IF a documented excuse is provided by your school's guidance counselor or administrative staff (illness, family emergency, etc.). Email the teacher if problems occur so they can be handled on a one-on-one basis. Documentation should be received within one week of an excused absence. **IT IS THE STUDENT'S RESPONSIBILITY TO ASK THEIR COUNSELOR OR FACILITATOR TO CONTACT THE ELITE LEARNING INSTRUCTOR.**
- Please be aware that SVETN's schedule requires that we adhere to deadlines, even when schools are closed. If you have internet access at home, continue to log in and participate in class even if your school is closed. If you do not have home internet access, it is your responsibility to inform the instructor at the beginning of the semester.

Resources:

- **Wikipedia or Wiki-Anything is not ALLOWED!** What some students do not realize is that Wiki-etc websites can be edited by just about anyone, and this feature challenges Wiki's validity.

Plagiarism:

- COPY and PASTING is called Plagiarism.
- Copying the work of another person or using someone's work without giving them credit whether an essay or answers during a test, is considered plagiarism.
- Anyone who plagiarizes will receive an "F" on the assignment.
- I will report this to your guidance counselor, your principal, and your college representative.

Disabilities: Students may request academic accommodations for disabilities through the Office of Student Services. That office will evaluate the request and make recommendations for appropriate and reasonable accommodations, which the student will provide to the instructor. Please contact your guidance counselor or SVETN for more information.

Emergency Policy: Follow all emergency policies for your home school

Academic Integrity: Each student will be bound by the academic codes of their school. Any violations will be reported to the student's school for appropriate disciplinary action. Additional sanctions may be imposed if the Honor Code violation is severe. Violations may be reported to the community college as all violations area also a violation of the Honor Code of your local community college. Cheating will not be tolerated. Each student is considered a responsible adult, and it is assumed that students will maintain standards of conduct appropriate to membership in this online learning program. Emphasis is placed on standards of student conduct rather than on limits or restrictions. Guidelines and regulations governing student conduct are developed by representatives of the faculty, staff, and administration. More detailed information is found in the *Elite Learning Student Guide*.

It is critical that all students read the Elite Learning Guide for Students. Contact Dawn Stafford, SVETN Executive Director, if you have questions or concerns.

Course syllabus and schedule is subject to change at the discretion of the instructor.

SVETN Survey of Criminal Justice

Students: Please print this page off and give it to your guidance counselor:

Subject Material

Due to the nature of this course, there will be times that reading material and graphics are extremely mature. I understand that there will be material relating to violence, death, drugs, sex crimes, and other mature subjects. I also understand that these negative acts are what shape our criminal justice system. Therefore, I will deal with this material with professional college student manner and use them only for purposes of my course.

SVETN Syllabus Acknowledgment

I have reviewed the syllabus for SVETN's Survey of Criminal Justice class. By affixing my signature below, I signify that I understand the course requirements and know how my final grade will be determined. Further, I know how to contact my instructor for assistance and/or for clarification of points on this syllabus. My signature also signifies that I have read and understand SVETN's, my home school's, and community college's (if applicable) Academic Honesty Policies and will abide by their guidelines.

(Student's Signature)

(Date)

(Facilitator's Signature)

(Date)

(Parent/ Guardian's Signature)

(Date)