

**KENNESAW STATE UNIVERSITY
DEPARTMENT OF SOCIOLOGY AND CRIMINAL JUSTICE
CRJU 1101/07: FOUNDATION OF CRIMINAL JUSTICE**

**CRN: 10277
Spring 2014
T, Th.: 3:30 p.m.-4:45 p.m.
Social Science Bldg. Room 2038
Course Syllabus**

PROFESSOR: Dr. Christopher Totten, J.D., LL.M.
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OFFICE HOURS Tues. and Thurs. (Tues., 2:30 to
3:30 P.M. & Thurs., 2:00 to 3:30
and 4:45 to 5:15 P.M. & by
appointment)

I. COURSE DESCRIPTION:

This course provides an overview of the criminal justice system. Emphasis will be on crime in America, the criminal justice process, law enforcement, adjudication, punishment, corrections and prisons. Other special issues to be addressed include AIDS, changing roles of women, and criminal justice systems in other countries.

II. COURSE PREREQUISITES

None

III. COURSE GOALS

By the end of the course, students should be able to:

- 1) analyze the essential content of crime and justice in the United States;
- 2) use critical tools to analyze the operations of the American criminal justice system;
- 3) describe terminology, classification systems and trends of the criminal justice system;
- 4) acquire an interest in learning by reading, asking questions, seeking answers, being a "team player," and actively participating in class discussion and small group work;
- 5) foster academic skills related to the development and refinement of oral and written communication skills, with particular emphasis on persuasive, critical and creative argumentation supported by logic, precedent and scholarly research;
- 6) evaluate the practical and ethical complexities of the roles of justice professionals;

- 7) evaluate the ways in which rhetoric, politics, the economy, law, and contemporary social values affect justice;
- 8) exhibit a degree of mastery related to the practical application of knowledge in ways that promote active involvement and/ or leadership that effectuates positive change in the agencies of criminal justice (police, corrections and courts), law, governmental service, academia and research;
- 9) explain the impact and role of the law on the activity of police officers and other law enforcement officers in criminal investigation; and
- 10) evaluate the varied points of view on a particular issue.

IV. COURSE OBJECTIVES

After completing the course, students will be able to:

- 1) explain the nature and extent of crime in the United States;
- 2) describe the interrelationships among the police, courts and corrections;
- 3) describe the roles and activities of justice agencies and participants at each stage of the criminal justice process;
- 4) explain the functions of each component of the criminal justice system, from arrest through sentencing; and
- 5) evaluate various criminal justice careers and agencies and internship/volunteer and service learning opportunities.

V. REQUIRED TEXTS

Siegel, Larry J. & Worrall, J., Introduction to Criminal Justice, Wadsworth/ Cengage (Fourteenth Edition)

VI. COURSE FORMAT AND REQUIREMENTS

- 1) Class Attendance and Participation Policy - All students are expected to come to each class prepared to discuss the assigned readings and participate in class exercises, including small group exercises. Students will be assigned certain materials to complete and/ or present to the class as part of the class exercises. While some of the work for a particular exercise may, on occasion, have to be completed outside of class, students are required to be in attendance during the class session when the exercise is distributed and/ or explained by the professor in order to receive credit for that exercise. Furthermore, in each class, any student can expect to be called upon to lead the discussion on one or more of the readings and to answer questions posed by the instructor and other students. **Class attendance and participation may count toward the final grade in the class.** In addition, attendance and participation enhances learning, including active classroom learning. This means that when you are absent and/ or fail to participate, you are affecting adversely the learning of others. **For**

these reasons, attendance is mandatory. Only three unexcused absences will be tolerated. Students who miss more than the allowable three absences (e.g., four or more absences) may have to complete additional assignments, including special written and oral assignments, at the professor's discretion. Failure to complete these additional assignments will result in a determination that the particular student is not in compliance with the course attendance and participation policy, and thus not eligible for any course credit related to this component of the final grade (please see Grades/ Course Assessment section below). Students are warned that the quantity of class participation is not determinative of a student's ability to earn credit for class participation; rather, the *quality* of participation is also taken into account. Examples of "quality," or "meaningful," class participation include but are not limited to: (1) actively and frequently participating in class discussions and small group exercises; (2) being prepared for class; (3) keeping informed of news and events in criminal justice and sharing this news with the class; (4) and discussing all assigned readings each class session. In this regard, you are expected to attend every scheduled class, to arrive on time, and to remain for the entire class period. **It is a disruption to the instructor and the class when you are late (or when you leave early).** Arriving to class late or leaving the class early constitutes an absence for that day for purposes of the attendance and participation policy.

Only those absences that result from "extraordinary circumstances" or university business that can be supported by documentation will be excused. Examples of such extraordinary circumstances include, but are not limited to, medical problems that require bed care or surgery (including yourself and immediate family members), subpoena for court or jury duty, and in-service/job training. Examples of university business include, but are not limited to, academic conferences, in-service/job training, and away-games if you play sports for the University. Work, non-emergency/ routine doctor visits, oversleeping, traffic, flat tires, headaches and other personal "events" do not qualify. *All excused absences must be made known to the instructor PRIOR to the event, preferably by email. Documentation will ordinarily be required to confirm the nature of the absence. This documentation ordinarily must be received within one (1) week of the qualifying absence. The instructor reserves the right to exercise discretion in this matter so that individual predicaments may be considered.*

- 2) Reading Assignments -Unless otherwise specifically assigned, reading assignments are taken from the required texts specified above. The assignments for each class are those readings which a student must complete *before* the class in order to be prepared for class that day. **Students are expected to be active participants in class.** Not all of the assigned readings will be discussed in class; however, all assigned readings will be covered on the exams.
- 3) Classroom Presentation – Students will present on a specific criminal justice agency (police, courts, corrections) or social service/non-profit agency. The student will research the agency, its career opportunities, minimum requirements for the specific job, and the extent to which it offers and facilitates volunteer, service learning opportunities to KSU students. The student should strive to understand more clearly the structure/function of the criminal justice system and the selected agency beyond what is written in the text and/or discussed in class, to understand human relations and recognize the need to relate to the public, and in particular, to pursue service learning, volunteer and/or research opportunities with the agency. ****Note:** Topics will be chosen by the student in consultation with the professor. Students should be prepared for questions from both the professor and fellow students following the presentations. This material may appear on an exam.**

****Special Note**:** All written and oral submissions in this course must conform to the directions related to formatting and content provided in this syllabus, and to directions given by the professor in class. In addition, **a rubric** will be provided in advance of the submission deadline for the Classroom Presentation. The rubric will inform the student of the grading criteria to be used for the assignment. Students should consult the rubric for additional requirements related to the particular assignment.

- 4) Exams: There will be three (3) substantial course exams consisting of short essays and objective questions (multiple-choice, etc.).

There will be three exams. **NO LATE OR MAKE UP EXAMS WILL BE GIVEN!** You must be on-time for class to take the exam. Please mark your schedule now for examination days:

EXAM 1: 2/13/14

EXAM 2: 3/20/14

FINAL EXAM: Date TBD

Be sure to bring a #2 pencil to class on exam days.

Examinations will cover material combined from **required readings, classroom lectures, classroom discussions, educational videos, and special topics days**. I do not cover all the material in your required readings and as such, you are responsible for your own reading. Furthermore, the lecture and class discussions include material not in your required reading, thus, your attendance and participation is of utmost importance.

- 5) Media Requirements: A video (s) related to course topics will be presented during the semester. Information presented through this format may appear on an exam.
- 6) “Special Topic” Day: There will be at least one “special topic” day during the course of the semester. This day (s) will include targeted readings and/ or classroom discussions on topics such as international criminal justice, comparative criminal justice, research approaches in criminal justice, etc. This material may appear on an exam.
- 7) Instructional Methods: Lectures and demonstrations, classroom discussions and critiques, question and answer sessions, small group work, handouts, presentations, and written and oral assignments will assist in the critical analysis of different theories, ideas, principles and processes.

Completing these invaluable learning opportunities will help aid in your learning, retaining information and completing the course goals.

The Last Day to withdraw from class without academic penalty is March 3rd (please consult Registrar for official policy in this regard)

VII. GRADES/ COURSE ASSESSMENT

- 1) First Exam: 25%
- 2) Second Exam: 25%
- 3) Final Exam: 25%
- 4) Class Presentation*: 25%
- 5) Class Attendance and Participation: See below**

*a grading / evaluation rubric will be distributed in advance of the submission deadline for the Class Presentation component

** As stated above under “Class Attendance and Participation” policy (e.g., Section VI. (1) of this syllabus), class attendance and participation is mandatory. Students who comply with this policy, attend class, participate meaningfully and frequently in both classroom and small group exercises and discussion, and complete the quizzes administered in class may be rewarded/ credited in the following way: a “border-line” final grade may be moved to the next highest grade. A “border-line” grade is a grade that falls near the intersection of two letter grades (i.e., an 89.6 numerical grade falls near the intersection of the letter grades A and B). Please note that the professor reserves the right to move a “border-line” grade at his discretion; however, in no case will this discretion be used to lower a final grade. (Please see “Class Attendance and Participation” policy above in Section VI. (1) for additional information related to this policy, including the consequences for failure to comply with the policy).

While statistical methods will be used to determine the final grade distribution, final grades will roughly follow these descriptions:

A: Outstanding, Superior. Work demonstrates mastery of the subject matter for the college level. Meets all course expectations promptly. Shows clear grasp of concepts and demonstrates ability to synthesize materials from both inside and outside the classroom. Participates regularly and enthusiastically in classroom.

B: Very good. Clearly above average. Work is presented with only a few minor flaws and demonstrates proficiency in the subject matter for the college level. Meets course expectations promptly. Shows an adequate grasp of concepts and demonstrates ability to relate materials from both inside and outside the classroom. Participates regularly and enthusiastically in classroom.

C: Good. Average. Directions followed. Student met minimal expectations for the course. Work is presented with minor flaws too numerous to be overlooked. Student shows a reasonable grasp of the subject matter for the college level and demonstrates a reasonable ability to process materials from both inside and outside the classroom. Participates in classroom.

D: Below expectations. Below that which one would normally expect from a student at this level of a college career. Writing and oral presentations are marred by major mechanical problems. Exam performance fails to demonstrate a reasonable grasp of the material for the college level. Student fails to participate appropriately in class.

F: Unacceptable. Written work consistently falls below college level. Student fails to report to the Writing Center or other appropriate help. Student is consistently late in meeting course expectations. Shows little or no grasp of concepts and is unable to process or relate materials from inside and outside the classroom. Student fails to participate appropriately in class. Alternatively, regardless of the quality of a student's work, this grade may be assigned for failure to comply with the attendance policy for the course.

Grading Scale (Number to Letter Conversion):

The following grade distribution is guaranteed:

- A (90-100%)
- B (80-89%)
- C (70-79%)
- D (60-69%)
- F (59% and below)

A Note about Incompletes:

The grade of “I” denotes an incomplete grade for the course and may be given ONLY when the student has done satisfactory work up to the last two weeks of the semester, but for *nonacademic reasons beyond his/her control*, is unable to meet the full requirements of the course.

A Note about the Exams:

Students who are compelled to be absent from an examination because of *illness or other imperative reason* need to contact the instructor **PRIOR** to exam day (preferably by email). This request **requires prior approval** and should be made to the instructor as soon as it is known that the student will be compelled to be absent on an exam day.

WRITING ASSISTANCE

The Writing Center is a free service available to all members of the university community, not just those in English classes. The center provides personal attention and learning assistance through one-to-one conferences with faculty or student tutors. Tutors assist in all aspects of writing and editing one’s writing. Please contact them for more information:

Humanities Building 242
770-423-6380

You can also go to their website at <http://www.kennesaw.edu/english/WritingCenter/> and click on the “Make an Appointment” link.

DISABILITY SERVICES

Support services, program accessibility and reasonable accommodations are available to persons with documented disabilities through Disabled Student Support Services. The student must visit this office to begin the process for accessing services and assistance. Please contact them for more information:

Carmichael Student Center Addition, Second Floor, Suite 267, Telephone: 770-423-6443

Any student with a documented disability needing academic adjustments must notify the instructor as soon as possible. Verification from KSU Disabled Student Support Services is required. All discussions will remain confidential.

COUNSELING AND ADVISING PROGRAM SERVICES (CAPS)

CAPS supports academic programs by offering a variety of programs for students to enrich personal development and to assist academic success and provides year-round counseling, advising, and testing services. CAPS is a comprehensive service center where students obtain assistance with educational, career, and personal concerns from a trained staff of counselors, advisors, and other specialists. Please contact them for more information:

Kennesaw Hall, 2nd Floor
770-423-6600

INFORMATION TECHNOLOGY SERVICES (ITS)

Student Help Desk:

Phone: 770-499-3555

Email: studenthelpdesk@kennesaw.edu

Website: its.kennesaw.edu/students.htm

ITS Computer Lab (includes “walk-in” help desk with extended hours)

Location: BB475

Phone: 770-423-6110

Hours: See Website --- <http://its.kennesaw.edu/labs/index.htm>

ACADEMIC HONESTY AND INTEGRITY

Every KSU student is responsible for upholding the provisions of the Student Code of Conduct, as published in the Undergraduate and Graduate Catalogs. Section II of the Student Code of Conduct addresses the University’s policy on academic honesty, including provisions regarding plagiarism and cheating, unauthorized access to University materials, misrepresentation/falsification of University records or academic work, malicious removal, retention, or destruction of library materials, malicious/intentional misuse of computer facilities and/or services, and misuse of student identification cards. Incidents of alleged academic misconduct will be handled through the established procedures of the University Judiciary Program, which includes either an “informal” resolution by a faculty member, resulting in grade adjustment, or a formal hearing procedure, which may subject a student to the Code of Conduct’s minimum one semester suspension requirement.

Plagiarism is taking someone else’s work and claiming it as your own. A good “Rule of Thumb:” When a student writes a paper, that student should never quote more than three sentences at a time. Instead, paraphrase the information in your own words, being sure to provide a proper citation for any ideas that are not your own. The key to avoiding plagiarism is to remember the following: if it is not common knowledge or your idea, you must credit the source by providing a proper citation. Plagiarism, such as verbatim copying from a source without any citation, will most likely result in a grade of ZERO (0) on the assignment.

CLASSROOM NORMS AND POLICIES

Policies or practices are not solely related to the student. I, too, have many responsibilities. With respect to your time and education, we will begin the class promptly. I will be prepared with class information, lecture material, class activities, and references to share and discuss. I will provide regular feedback and evaluation regarding class standing through varied assessment procedures (e.g., tests, quizzes, writing, in-class activities, etc.). I am available outside of the classroom by appointment and during office hours. Please feel free to discuss any aspect of the class with me.

It is the purpose of the University to provide a campus environment that encourages academic accomplishment, personal growth, and a spirit of understanding and cooperation. Belligerent, abusive, profane, threatening and/or inappropriate behavior on the part of students is a violation of the Kennesaw State University Student Code of Conduct. Inappropriate behavior shall result, minimally, in a request to leave the class.

Please turn off all cellular phones, pagers, etc., before entering the classroom. Ringing beepers and telephones constitute a disruption of class, a violation of the University's student Code of Conduct. If it is necessary to answer a call, the student should exit the classroom to take the call. The use of cell phones during testing is strictly prohibited.

The use of musical devices (CD Players, MP3 Players, etc.) is not permitted during class.

Use of tape recorders, other types of recorders and/ or cameras are not permitted during lectures except by permission of the instructor.

Please refrain from sending/receiving text messages, email messages or any other forms of communication during class. ****Note**:** **LAPTOP COMPUTERS MAY BE USED IN THE CLASSROOM FOR COURSE-RELATED PURPOSES ONLY. LAPTOP COMPUTERS MAY NOT BE USED DURING THE ADMINISTRATION OF COURSE EXAMS. THE USE OF LAPTOPS OR SIMILAR DEVICES TO ACCESS THE INTERNET OR ELECTRONIC MAIL DURING CLASS IS GENERALLY PROHIBITED.**

There will be no make-up exams or late papers in absence of a bona fide/verified emergency.

Students must have a name card or other document prominently displaying their name at ALL times while they are seated at their desk in the classroom. Failure to abide by this policy (as with all classroom norms and policies) may result in the class having to complete additional assignments in the class that day.

Students should **not** save their work to KSU computers. Rather, save it to a flash drive or send it to an email account. Having a KSU computer crash or having work erased or corrupted if it is saved on a KSU lab or classroom computer is not an acceptable excuse for late or missing papers, and other assignments.

Check the WebCT/ Vista regularly throughout the semester for announcements/material.

Opinions, counterpoints and contributions of other class members will be respected at all times. Respect and courtesy will be shown by actively listening when others are speaking and by refraining from "chit chatting" on the side. Please refrain from dominating class discussions by giving everyone a chance to speak and by raising your hand.

Inappropriate and/or offensive comments based on sex, color, religion, etc., will not be tolerated.

On exam days, no permission to leave the room will be granted once the exam begins.

Please do not arrive to class late or leave class early as this is a disruption to the entire class, peers and instructor.

Please do not rumble/move your backpacks, papers, etc., before class is dismissed as this constitutes a disruption to the learning environment. Your instructor knows the time and will dismiss you accordingly.

Dress Code: Since students are preparing for life in the working world, appropriate dress is expected. "Business Casual" attire is expected. Except for religious headwear, hats or other head coverings as well as sunglasses are prohibited. Students should dress as if they were in the workplace. While this does not require "coat and tie" or similar wardrobe, it should be borne in mind that campus is a place of learning, not a recreational area.

YOU are responsible for your own learning and for your own reading. YOU are responsible for asking questions if you do not understand the information presented.

VIII. COURSE SCHEDULE

The following is a general **outline** of the materials we may cover. We may vary from this outline depending upon the time the class and/or the instructor feel we need to spend on any topic. Therefore, use this outline with the caveat that it may be changed by the instructor in any given class session.

I. CRIME AND CRIMINAL JUSTICE: DEFINING THE AMERICAN CRIMINAL JUSTICE SYSTEM

Siegel Chapter 1

Appendix: The Constitution of the United States (focus on Amendments 4, 5, 6 & 8)

Educational Video Clips

II. THE NATURE AND EXTENT OF CRIME

Siegel Chapter 2

III. CRIMINAL LAW: SUBSTANCE AND PROCEDURE

Siegel Chapter 4

Introduction to U.S. Criminal Law & Procedure

IV. THE POLICE

Siegel, Chapter 6 – Police Organization, Role and Function

Siegel Chapter 7 – Issues and Challenges in Policing (selected issues/ pages)

Siegel Chapter 8 – Police and the Rule of Law

Handout: International Criminal Justice

Educational Video Clips

V. THE COURTS

Siegel Chapter 9 – Court Structure and Personnel

Siegel Chapter 10 – Pretrial and Trial Procedures

Siegel Chapter 11 – Punishment and Sentencing (selected pages)

Educational Video Clips

Handout: Death Penalty Case

VI. CORRECTIONS

Siegel Chapter 12 – Community Sentences: Probation, Intermediate Sanctions, and Restorative Justice

Siegel Chapter 13 – Corrections: History, Institutions (i.e., Prisons, Jails, etc.), and Populations

Educational Video Clips

VII. THE JUVENILE JUSTICE SYSTEM

Siegel, Chapter 15

Educational Video Clips