



**Title:** Introduction to Criminal Justice

**Semester:** Spring 2018

**Catalog Number:** CJUS 105

**Credit Hours:** 3 **Contact Hours:** 45

**Offered:** Online

**Instructor:** Tracey Cornell

**Phone:** 216-4361

**Email:** [tcornell@yccc.edu](mailto:tcornell@yccc.edu)

**Office Hours:** By appointment

## Course Syllabus

### Course Description

This course examines the major components of the Criminal Justice System - law enforcement, courts and corrections - including historical and social perspectives; the roles and functions of the various agencies; theories on crime and behavior and the processes involved in the administration of justice.

### Course Objectives

Upon the successful completion of this course, the student will be able to:

1. Describe the agencies of justice, the formal justice process, and the concept of the informal justice system, which involves discretion, deal making and plea-bargaining.
2. Develop awareness for how justice policy is shaped.
3. Describe the nature and extent of crime and victimization.
4. Demonstrate an understanding of the relationship of criminal law to the justice system and the historical development and role of law enforcement in the United States.
5. Define the role and inter-relationships of the police, courts, and correctional system components of the criminal justice system.
6. Demonstrate understanding of the state and federal court systems.
7. Define the basic terminology of civil and criminal law.
8. Identify and demonstrate knowledge of basic constitutional rights.
9. Demonstrate an understanding of the punishment philosophy in the United States.
10. Demonstrate an understanding of the community supervision of offenders.
11. Identify career opportunities in the criminal justice field.

### Required Materials:

**Textbook:** Essentials of Criminal Justice, 10th Edition, Siegel  
The textbook is available in the campus bookstore.

## **Grading**

Your final grade for this course will be based on the following:

- Weekly Quizzes (25%)
- Discussion Posts (25%)
- Mid-term (25%)
- Final (25%)



### **NOTES:**

There will be **NO** make-up quizzes given. Dates for the quizzes and examinations are given in advance so that students can adjust their schedules accordingly.

### **Discussion posts**

**No late posts accepted.**

See introduction to the discussion board for details about post requirements.

### **Quizzes**

Quizzes will consist of 10 multiple choice questions. You will have 20 minutes to complete the quiz.

### **Mid-term and Final**

The midterm and final will consist of 50 multiple choice questions. The midterm will cover chapters 1-6 and the final will cover chapters 7-12. You will have 90 minutes to complete the exam.



### **Time Management**

All students should be prepared to spend a minimum of two hours on out of class preparation for each hour of classroom instruction.

This preparation will include but not limited to review of lecture notes, completion of reading assignments, studying of course materials and completion of class projects/papers as assigned.

## **College Policies**

### **ADA Syllabus Statement**

Southern Maine Community College is an equal opportunity/affirmative action institution and employer. For more information, please call 207-741-5798.

If you have a disabling condition and wish to request accommodations in order to have reasonable access to the programs and services offered by SMCC, you must register with the disability services coordinator at 741-5629. There will be some documentation for your teachers that must be supplied before accommodations can be given. Further information about services for students with disabilities and the accommodation process is available upon request at this number.

### **Add-Drop Policy**

Students who drop a course during the one-week “add/drop” period in the fall and spring semesters and the first three days of summer sessions receive a 100% refund of the tuition and associated fees for that course. Please note any course that meets for less than the traditional semester length, i.e., 15 weeks, has a pro-rated add/drop period. There is no refund for non-attendance.

### **End-of-Course Evaluation**

In order to gain access to final course grades, students must complete evaluations for each course attended at SMCC. Evaluations are submitted online and can be accessed through the student portal site. Students can access the course evaluation report beginning two weeks before the end of classes. The deadline for submission of evaluations occurs 24 hours after the last day of classes each semester. Instructors will announce when the online course evaluation is available.

### **Plagiarism Statement**

Adherence to ethical academic standards is obligatory. Cheating is a serious offense, whether it consists of taking credit for work done by another person or doing work for which another person will receive credit. Taking and using the ideas or writings of another person without clearly and fully crediting the source is plagiarism and violates the academic code as well as the Student Code of Conduct. If it is suspected that a student in any course in which s/he is enrolled has knowingly committed such a violation, the faculty member should refer the matter to the College’s Disciplinary Officer and appropriate action will be taken under the Student Code of Conduct. Sanctions may include suspension from the course and a failing grade in the course. Students have the right to appeal these actions to the Disciplinary Committee under the terms outlined in the Student Code of Conduct.

## **College Policies**

### **SMCC Pay-for-Print Policy**

#### **Per Page Costs**

Each semester students receive a \$20 printing credit. The balance resets at the end of the semester and any remaining credits are removed. The cost varies depending upon page size and whether printing is done in black and white or color.

1. There is a \$0.10 per page fee for standard 8.5" by 11" black and white documents.
2. The reverse sides of duplex (double-sided) documents are free.
3. There is a \$0.50 per page fee for standard 8.5" by 11" color documents.
4. There is a \$0.20 per page fee for 8.5" by 14" (legal) or 11" by 17" (tabloid) black and white documents.
5. There is a \$1.00 per page fee for 8.5" by 14" (legal) or 11" by 17" (tabloid) color documents.

Duplex charges (printing on both sides of a page) work in the following fashion: One page is \$0.10, two pages are \$0.10, three pages are \$0.20, and four pages are \$0.20, etc. The flipsides are free, but another sheet of paper is \$0.10. Please be aware that a document with any color at all (when printed to a color printer) will by default be printed in color. You are responsible for setting the print job to print black and white if you do not need color. For directions, please go to the IT Help tab in MySMCC.

#### **Withdrawal Policy**

A student may withdraw from a course only during the semester in which s/he is registered for that course. The withdrawal period is the second through twelfth week of the fall and spring semesters and the second through ninth week of twelve-week summer courses. This period is pro-rated for shorter-length courses. To withdraw from a course, a student must complete and submit the appropriate course withdrawal form, available at the Enrollment Service Center (no phone calls, please). The designation "W" will appear on the transcript after a student has officially withdrawn. A course withdrawal is an uncompleted course and may adversely affect financial aid eligibility. Failure to attend or ceasing to attend class does not constitute withdrawal from the course. There is no refund associated with a withdrawal.

#### **Nondiscrimination Statement**

Southern Maine Community College does not discriminate in its education and employment programs on the basis of age, race, color, gender, sexual orientation, national origin, disability, or religion. The College complies with Title VI of the Civil Rights Act of 1964, Title IX Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act (ADA) of 1990. Inquires regarding Title VI and Title IX may be made to the

Affirmative Action Officer

Southern Maine Community College  
2 Fort Road  
South Portland, Maine 04106  
Telephone (207) 741-5798