

CCJ 3024.521
Survey of Criminal Justice Systems
Fall 2011

Meets: Mondays 3:00 to 5:45PM
Room 206 [North Port Campus](#)

Professor:

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Office Hours: Tues & Thurs from 11AM- Noon at Sarasota-Manatee campus
Mondays 2-3PM at North Port campus

(I encourage you to make an appointment if you need to meet with me)

NOTE: Email is the surest and quickest way to contact me.

Course Description

This course is an introduction to the structure of the criminal justice system and its primary components: law enforcement, the courts, and corrections.

Course Objectives

Through readings, lectures, class discussions, and individual research, students will become familiar with the variety of entities that comprise the criminal justice system, and understand how offenders enter, move through, and exit the system.

Students will gain understanding about how the system entities each have jargon, cultures, procedures, and governing laws and policies that affect how the system functions. The importance of interdependence among the system entities will be stressed, and the influence of U.S political structures, processes, and guiding principles and law will be linked to criminal justice functions.

This course emphasizes student ability to locate and integrate crime and justice information from a variety of sources. The primary objective is to build critical thinking skills that enable students to understand how the individual entities of the system function, while maintaining perspective on the “big picture” of the U.S. justice process.

Required Textbook

Gaines, L. K. and Miller, R. L. (2010). *Criminal justice in action: The core*, 5th Ed. Belmont, CA: Wadsworth.

COURSE REQUIREMENTS

Textbook Readings

A full chapter or two reading assignment in the textbook is required each class session. You are expected to have completed the reading assignment when you arrive at class.

Written Assignments

There are three Written Assignments over the course of the semester that are linked to readings, lectures, and other materials. Some of the Assignments are based on video/materials that will be offered only in class. Thus, you should make certain to attend classes in which these materials are presented.

All Assignments are due on Sundays by 11:59pm. These Assignments will be posted on Blackboard or distributed in class.

Each Assignment requires you to provide a written response to several questions. You should be able to provide a written response to these Assignments in **no more than two pages** that:

- Are formatted with 1" margins, double spaced, and 12 pt type**
- Have your name and the Assignment number in the top, left corner of the first page**
- Are saved as: [Lastname__Assignment[#] Example: Scott_Assignment2**
- Are due on Blackboard no later than 11:59PM on the specified date.**
- Mechanics, spelling, and grammar count!**

The intent of the assignments is to get you accustomed to quickly preparing concise and well-written reports or analyses.

A grading rubric and guidelines for the Assignments is posted on Blackboard. Assignments are worth ten points each.

Research Project: Annotated Bibliography and Oral Presentation

You are required to conduct research about a specific criminal justice issue and present your research findings in the classroom. You can choose your research topic from a list that will be posted on Blackboard in the first few weeks of class.

The research assignment has two separately graded components: an annotated bibliography and the in-class presentation.

Specific instructions and a scoring rubric for the annotated bibliography and the in-class presentation will be posted on Blackboard. You must pay close attention to the instructions and rubrics if you want to earn a high score on your work.

- USFSM Research Librarians will be scheduled to provide a block of in-class instruction that will help you conduct your research.
- APA style is required in the annotated bibliography. We will discuss basic APA requirements in class and an example will be available on Blackboard. However, it is incumbent on you to learn and practice APA style.

- This may be your first exposure to conducting “scholarly” research and creating an annotated bibliography. We will be discussing the research process and acceptable research sources in class.
- The research presentation should be 7 to 10 minutes long and supplemented by PowerPoint. Your PowerPoint presentation file is due on Blackboard by **November 13th**.

Exams

There are three, non-cumulative exams. Exams will be a combination of multiple choice and short responses (Exam 3 will be entirely multiple choice). Information from the assigned readings, lectures, classroom reviews of Assignments, and Research Presentations will be included in the exams. We will have brief, pre-exam reviews in class, but these reviews will not substitute for reading assignments or note taking.

Quizzes/Classroom Participation

I reserve the right to administer quizzes – without notice – at the beginning of class. Quizzes will cover assigned readings and/or the prior class’ lectures/discussion.

Grading

Grading Area	Quantity	Points Each	Total Points Possible
Assignments	3	10	30
Quizzes/Participation	TBD	-	20
Annotated Bibliography	1	50	50
Research Presentation	1	50	50
Exams	3	50	150
Total Points Available for Course			300

Grading

Your grade for the course is based on the total number of points earned. Scores will not be “rounded” at the end of the semester.

Letter Grade for Course	Percentage	Point Equivalent
A+	96-100%	288-300
A	93-95	279-287
A-	90-92	270-278
B+	87-89	261-269
B	83-86	249-260
B-	80-82	240-248
C+	77-79	231-239
C	73-76	219-230
C-	70-72	210-218
D+	67-69	201-209
D	63-66	189-200
D-	60-62	180-189
F	59 or below	<180 points

CLASS POLICIES

Attendance

Punctual class attendance is expected and factored into participation points. Class absence means you will miss lecture material that will be incorporated in quizzes and exams. Also, if you miss classes (or you are late) you will miss quizzes. There are no make-up quizzes. As a courtesy, let me know (by email) if you cannot attend a class due to some legitimate conflict.

Late Work/Make-up Work/Extra Credit Work

Assignments that are submitted late will be penalized 20% for each 24 hour period following the due date/time. Assignments that are more than 72 hours past-due will not be accepted. Exceptions to these policies are possible only in the case of a serious medical condition or other emergency. Report these circumstances to me via email or telephone prior to the class, assignment deadline, or exam session in question (or as soon as reasonably possible). Formal documentation of the exceptional circumstances will be required.

“Internet problems” do not excuse late work. Plan ahead – email assignments to me if you are unable to access Blackboard.

In the event that you miss an exam due to a documented emergency, I reserve the right to administer an alternative make-up exam to be proctored at the convenience of the University. I do not provide extra credit work options.

Classroom Demeanor

The classroom is intended as a place where we can focus on learning. Distractions such as cell phones (talking or texting or phones ringing), chatting, playing games on laptops, IM’ing, etc. are not tolerated. Students creating these types of distractions will be asked to leave.

Further, the classroom is intended as a place where we can discuss, debate, and defend ideas in a professional and respectful fashion. Interrupting someone who is speaking, using insulting language, or other disrespectful behaviors will not be tolerated.

Use of Blackboard

As noted above, you will use Blackboard to submit certain assignments and to access documents and links that will help you study and successfully complete course assignments. Further, I will routinely use Blackboard for communications to this class between class meetings. I recommend that you check Blackboard and your University email account on a daily basis. I consider information delivered to you – and hold you accountable for that information – if I put it on Blackboard or send it by University email.

For technical support you should contact the USF IT Help Desk. The Help Desk can be contacted by phone, email, or live chat at the “Help” link appearing at the top of your Blackboard entry screen, or at the Help/Technical Support link appearing on the left-side menu of the course main screen (Toll-free Helpline 866-974-1222 or [Live Online Help](#)). You may also find the [Blackboard & Elluminate for Students](#) page to be helpful.

This course requires you to submit your assignments through Blackboard. The [Submitting Assignments in Blackboard](#) guide will be important if you are a new Blackboard user.

You will need to access USF Library contents (e.g., journal articles). Access to these materials may be obstructed due to the security settings (e.g., pop-up blockers, firewalls) and other characteristics of your personal computer. *It is imperative that you troubleshoot and solve these problems at the beginning of the course.*

Honesty

I am assuming that you are taking this course because you intend to either make a career in or enhance your career in the criminal justice arena. With that in mind, let me make it clear that there is NO room for cheating, stealing, wheedling, half-truths, plagiarism, lying, misleading, or other dishonest behaviors by justice system workers.

To ensure this point is made, let me make it clear that there is NO room in my course for dishonesty of any sort, and I will respond to dishonesty in the harshest manner permitted by University policy. I also note that justice system employers are not impressed by applicants who have “dishonesty” events in their academic record.

Let’s work together to ensure that this unpleasant subject does not arise in our classroom. You are responsible for understanding University definitions, policies, and sanctions concerning academic dishonesty. The University considers any form of plagiarism or cheating on exams, projects, or papers to be unacceptable behavior. Please be sure to review the university’s policy in the [USFSM Undergraduate Catalog](#) and the [USF Student Code of Conduct](#). I may screen written assignments using **SafeAssign** to ensure the integrity of your work.

I will be using Blackboard to post additional examples of what is/isn’t plagiarism as you begin working on your Research Presentation. Please pay very close attention to this topic!

Collective Comfort

Many criminology and criminal justice topics are not the subject of discussion in polite company. Unfortunately, in its purest definition, “crime” *is* deviant behavior and, therefore, discussions of crime and criminals can offend one’s sensibilities. These are necessary discussions if we are to advance our knowledge. However, if a classroom discussion, lecture topic, video, audio, me, or another student is making you uncomfortable, please make an immediate appointment with me to discuss how we can deal with the issue.

Absence for Religious Observance

The University recognizes the right of students and faculty to observe major religious holidays. Students who anticipate the necessity of being absent from class for a major religious observance must provide notice of the date(s) to the instructor, in writing, by the second week of classes.

Accommodations for Students with Disabilities

Students are responsible for registering with the Office of Students with Disabilities Services (SDS) in order to receive academic accommodations. Reasonable notice must be given to the SDS office (typically 5 working days) for accommodations to be arranged. It is the responsibility of the student to provide each instructor with a copy of the official Memo of Accommodation. Contact Information: Pat Lakey, Coordinator, 941-359-4714; plakey@sar.usf.edu or www.sarasota.usf.edu/Students/Disability/

Academic Disruption

The University does not tolerate behavior that disrupts the learning process. The policy for addressing academic disruption is included with Academic Dishonesty in the catalog.

USF Emergency Preparedness Policy

In the event of an emergency, it may be necessary for USFSM to suspend normal operations. During this time, USFSM may opt to continue delivery of instruction through methods that include but are not limited to:

Blackboard, Elluminate, Skype, and email messaging and/or an alternate schedule. It's the responsibility of the student to monitor Blackboard site for each class for course specific communication, and the main USFSM and College websites, emails, and MoBull messages for important general information. The USF hotline at 1 (800) 992-4231 is updated with pre-recorded information during an emergency.

See the Safety Preparedness Website for further information:

<http://www.sarasota.usf.edu/facilities/SafetyPreparedness.php>

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Survey of Justice Systems
TENTATIVE COURSE SCHEDULE

This schedule is subject to change. Any changes will be announced on Blackboard

All readings are from Gaines, L. K. and Miller, R. L. (2010). *Criminal Justice in Action: The Core*, 5th Ed

DAY	MO	DATE	Topic or Event	Reading or Assignment Due
Mo	Aug	22	Semester Begins Class Introduction An Overview of the CJ System	
Fr	Aug	26	Drop/Add Ends	
Mo	Aug	29	An Overview of the CJ System What is "crime" and how is it defined? Discretion in the System The (suspected) Causes of Crime: Theories	Ch 1 & 2
Mo	Sep	5	LABOR DAY No Class	
Su	Sep	11	Research Topic Due by email	
Mo	Sep	12	Victimology Defining & Measuring Crime The Law Pre-exam review	Ch 3 & 4
Mo	Sep	19	Exam 1 AND Introduction to Law Enforcement	
Mo	Sep	26	Post-exam review Issues in Policing	Ch 5 & 6
Su	Oct	2	Assignment 1: Interpreting Rules Due by 11:59pm	

Mo	Oct	3	Rules of Policing The Courts A Profiling Case (video)	Ch 7 & 8
Su	Oct	9	Assignment 2: The Profiling Case Due by 11:59pm	
Mo	Oct	10	A Profiling Case (cont.) Pre-trial & trial procedures	Ch 9
Mo	Oct	17	Punishment & Sentencing Pre-exam review	Ch 10
Mo	Oct	24	Exam 2 AND Probation & Community Corrections	
Sa	Oct	29	LAST DAY TO WITHDRAW WITHOUT ACADEMIC PENALTY	
Su	Oct	30	Annotated Bibliography Due by 11:59pm	
Mo	Oct	31	Post-Exam Review Prisons & Jails Life Behind Bars "Shadow of a Doubt" (video)	Ch 11,12, & 13
Su	Nov	6	Assignment 3: The Simmons Case Due by 11:59pm	
Mo	Nov	7	Juvenile Justice	Ch 14
Th	Nov	11	Veterans' Day No classes	
Su	Nov	13	Research Presentation File Due by 11:59pm	
Mo	Nov	14	Homeland Security	Ch 15 and/or Readings TBA
Mo	Nov	21	Student Presentations	
Th	Nov	25	Thanksgiving No classes	
Mo	Nov	28	Student Presentations Review for Exam 3	
Mo	Dec	5	Exam 3	