Administration of Justice  
CJ 1413 CRN 28232  
MWF 9:00 a.m. – 9:50 a.m. LAR 136  
Spring 2013  
School of Criminal Justice

Instructor: Alina Istrate  
Office Location: MCOM 115  
Office Hours: By appointment  
Office Phone: (405) 974-5501  
E-mail: aistrate@uco.edu

Textbook  
*Additional reading materials will be provided by the instructor.

Course description  
This course is designed to examine the basic structures and processes of the main components of the American criminal justice system and the interrelationship between the system components.  
Prerequisite(s): N/A

Course Objectives  
Successful completion of this course will prepare the student to:

1. Define crime, different types of crime, and describe key concepts critical to understanding and explaining crime occurrence in society such as crime theories, crime measurements, historical evolution, etc.
2. Identify the components of the criminal justice system such as law enforcement agencies, courts, and corrections, and understand their functioning – individually and with one another.
3. Identify the steps in the criminal justice process such as court proceedings, daily police routine, and corrections.
4. Recognize today’s challenges in terms of immigration, cyber-crime, and white-collar crime, and examine reasonable solutions to these challenges.
5. Examine the application of constitutional protection in today’s American criminal justice system in order to understand the written sources of American law, and the challenges it presents to the criminal justice system.
6. Apply the concept of theory and develop a hypothesis in order to understand delinquent behavior and methods to develop a proactive approach in society.
7. Write a book summary report regarding identified hypotheses by combining the reading material and official statistical reports.

Transformational Learning Objectives  
University of Central Oklahoma is a learning-centered organization committed to transformative education through active engagement in the teaching-learning interchange, scholarly and creative pursuits, leadership, global competency, healthy lifestyles, and service to others.
This course will assist students in understanding the structure, policies and processes of the U.S. criminal justice system. As students begin to learn about the criminal justice organizations they will be able to understand the various levels of leadership among those organizations and the roles they play. Additionally, students will be able to draw conclusions about how the criminal justice system functions to service the people and communities, and the modern challenges it faces.

**Course Requirements**

Students are responsible for the timely completion of all assignments and exams, participate and engage in classroom discussions, and are expected to complete course work as scheduled. This course will include online and in-class discussions, writing assignments, exams, quizzes, and other activities to facilitate learning of the subject matter. Students need to read the chapter before class in order to be actively involved in conversations.

<table>
<thead>
<tr>
<th>Course Grades</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exam # 1</td>
<td>100</td>
</tr>
<tr>
<td>Exam # 2</td>
<td>100</td>
</tr>
<tr>
<td>Final exam</td>
<td>100</td>
</tr>
<tr>
<td>Writing assignments (3)</td>
<td>150</td>
</tr>
<tr>
<td>(5)</td>
<td>100</td>
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<tr>
<td>Final paper</td>
<td>100</td>
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<tr>
<td>Other (quizzes, presentations, discussions, in class assignments, etc.)</td>
<td>150</td>
</tr>
<tr>
<td><strong>Total Possible Points</strong></td>
<td><strong>800</strong></td>
</tr>
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**Grading Procedure**

A 90 – 100 720 – 800 points
B 80 – 89 640 – 719 points
C 70 – 79 560 – 639 points
D 60 – 69 480 – 559 points
F 0 – 59 0 – 479 points

Completing all guidelines and requirements specified for each assignment but nothing more, represents a letter grade of C. **For an A, the work completed has to be above and beyond the presented recommendations/guidelines.** Creativity, logic and analytical thinking, among others, are highly encouraged when completing all assignments. Therefore, I will take into consideration those key points when grading your work. Curving is not adopted for this class.

**Late Assignment and Incompletion Policy**

Late assignments will result in a point reduction for the assignment; no credit will be given for assignments turned in over one work week (5 days) late. Incomplete will NOT be given in this class except in the case of the unforeseen dire circumstances.

**Assignments & Activities**

- There will be a total number of **3 exams** for this course, including the final. All exams are essay-type, short answers and fill in the blank, each worth 100 points. You are allowed to bring in a dictionary (paperback) to use during exams.
• Unannounced quizzes regarding course materials will be assigned throughout the semester. All quizzes are short essays, fill in the blank, and/or matching.
• Each student will engage in oral and written discussions during class. These discussions are reflections on a particular topic related to the course materials. More details will be provided throughout the semester.
• This course requires 8 written assignments. Each assignment needs to be completed by the due date and submitted online by 8:59 a.m. the day of class, as well as hard copy in class. Three assignments are worth 50 points each, and five are worth 20 points each. Guidelines will be posted on D2L (Desire to Learn) and talked about in class before the assignment is due. A brief description of each assignment is outlined in the schedule.
• Individual presentations will be assigned throughout the semester. More details will be provided later on.
• The final paper consists of a book report (8 pages, double spaced) incorporating the reading materials and research on official crime rates and trends in the United States. This is a reflection paper which means that students should reflect upon course readings and write on what they learned related to this course. A key part of the assignment is that students demonstrate that they read, retained and are able to apply the learned material. A grading rubric will be used and will be available before the due date of the assignment.
• Field trips will be incorporated throughout the semester in order for you to be exposed to real-life experiences.
• Guest speakers from various fields such as the Department of Homeland Security, Department of Corrections, Police Departments, Oklahoma State Bureau of Investigation, among others will come in. Participation is highly encouraged due to the critical information these speakers will present that will tie in with the course learning objectives. At the end of the class, you will be asked to write a few paragraphs regarding this experience.

This course requires a collaborative effort from both the students and the instructor therefore discussions in class and on-line will be incorporated. At various times, I may provide some course material (e.g., web links, additional readings, videos etc.) to supplement the text and will provide the discussion questions for reading materials. Students are expected to complete all assignments on time. Make-up exams are provided only when the students are able to provide documented proof of absence on the scheduled exam date.

Details regarding each week’s activities and assignments will be available in the syllabus and on D2L course Web site. It is the student’s responsibility to regularly check the course for information on assignments and other activities.

Discussion questions and assignments may require a response that contains both a factual as well as an opinion response. The facts should come from course materials, readings and other outside sources. Use of references and proper citations are required for all statements containing ideas that are not your own original ideas. Citations should be in APA format (7th Ed.) and cited materials must be referenced both after the citation and on the reference page at the end. Responses that are provided without reference information or with an incorrect reference/citation will be one point deduction.

**Attendance and Participation**

Student attendance and participation is highly recommended and will be monitored. Class attendance is an integral part of class participation. You are expected to arrive in class on time and not leave early. This class will meet 3 times a week combining lectures, readings, in-class discussions, homework assignments, field trips, among other assignments. Therefore, failure to attend class and complete the required assignments will result in loss of points and course failure. **In case of emergencies, documentation for proof is required.** With the exception of an emergency, you should let me know
ahead of time if you must leave class early (either via email, phone or in person prior to class). I encourage all students to actively participate in class-related discussions. Conducting non-related class discussions, reading the newspaper, sleeping, and completing outside assignments are disruptive and, therefore, not acceptable. The instructor reserves the right to ask the student to leave the classroom if necessary. You must turn off or mute all cell phones and pagers. Do no text message in this class. Laptops are NOT allowed in this class unless DSS notification is received. Your observance of these guidelines is expected and appreciated.

Email
Use the email function within D2L or the University email to contact your instructor about this course. In situations where there is a problem with D2L, correspondence regarding this course will be sent to your University of Central Oklahoma email address. Regularly check your D2L and University email account. The course instructor will regularly check the course email during the week. Students can expect to receive a response to an email within 48-72 hours (i.e., on business days).

Please follow these instructions when sending emails to the professor:
1. Include a subject heading that describes the topic of the email (e.g., Question about exam)
2. Include the course number, name, or time of class in the subject line (not required for emails sent in D2L)
3. Include a proper introduction at the beginning of the email
4. End the email with your full name

Hardware/Software Requirement
This course will utilize UCO’s D2L server and be accessible from any computer with access to the Internet. Students will also be able to access this course from all of the computer labs on campus. Students can login to this course by logging in to D2L (http://learn.uco.edu) or via UCONNECT (http://uconnect.uco.edu): Login > My Courses > Click here to > select the term > select your course. For additional information access: http://www.uco.edu/technology/student/d2l/index.asp.

Students are encouraged to review the resources posted on the D2L instruction website. Students may need some additional software such as Adobe Acrobat and RealPlayer to access some course-related files. These programs can be downloaded for free.

Technical Support
Students experiencing technical problems should contact the University of Central Oklahoma Information Technology Service Desk via phone at (405) 974-2255 or email (support@uco.edu). The call center is available Monday to Thursday from 7:30 a.m. to 9:00 p.m. and Friday from 8:00 a.m. until noon. For more details on Information Technology and support services at UCO, go to: http://www.uco.edu/technology/support/index.asp

**Please note that the course instructor is not responsible for assisting students with technology problems or technical support issues.

UCO Policies
For information on the Student Information Sheet please refer to the following URL: http://broncho2.uco.edu/academicaffairs/StudentInfoSheet.pdf

Academic Honesty and Plagiarism
All writing assignments submitted for this course must either be entirely your own, or properly referenced/cited. Violations constitute plagiarism. Students who plagiarize may receive a failing grade
on the assignment and in the course. Cases involving plagiarism may be referred to the Discipline Committee, which can recommend in extreme cases dismissal from the University. All written assignments in this class are subject to plagiarism check by the instructor. For more information, please visit Turnitin.com.

OSHRE II-2-34

ADA Statement Regarding Special Accommodations

The University of Central Oklahoma complies with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. Students with disabilities who need special accommodations should make their requests by contacting the coordinator of Disability Support Services in room 309 of the Nigh University Center, (405) 974-2549. It is the student’s responsibility to contact the instructor during the first week of class after the DSS has verified the need for accommodations to ensure that such accommodations are implemented in a timely fashion.

Expectation of Work and Regent’s Statement

“It is expected that a full-time college student will spend time each week in class attendance and study out of class approaching a 40-hour work week. A person employed on a full-time basis should not simultaneously expect to maintain a full-time schedule. At the undergraduate level, this means that for each hour in class, a student is expected to spend at least two hours doing homework.”

Tutoring

Tutor services are available through Tutoring Central located on the NE Corner of West Hall. Phone: 405-974-2487. Schedule: Fall and Spring Hours: M-TR: 9am - 8pm, and F 9am - 1pm.

Spring 2013 Syllabus Attachment

Refer to the Spring 2013 syllabus attachment for additional course information. I reserve the right to make changes in testing or assignments, if the need arises. The syllabus attachment is posted on the D2L course Web site, and it is also available on the UCO Office of Academic Affairs website.

Course Outline

The following schedule is tentative and subject to revision during the semester. Announcements about changes to this schedule will be made in class and/or posted in D2L. Students are responsible for checking the course homepage and announcements daily for updates or revisions to this schedule. Additional assignments and/or points may be added to course structure as the semester progresses. Please contact me if you have any questions.

Tentative Schedule

January 14 Introduction

January 16 Guest Speaker: Gary Jones, Intelligence Analyst – Oklahoma State Bureau of Investigation
January 18  **Writing assignment # 1 due:** Career research. Research a specific law enforcement agency of your choice (local, state or federal). Identify the agency, describe its purpose, departments and roles, etc. Why does this agency interest you? Further details will be provided before the assignment is due. **Discussion.**

January 21  **No class** - Martin Luther King Day

January 23  Read: Criminal Justice Today (Ch. 1)

January 25  **Writing assignment # 2 due:** Compare and contrast Packer’s two models: the crime control model and the due process model. Which one do you believe dominates the criminal justice system today? Which model do you think should dominate? Make sure you are thorough in explaining your answers, etc. **Individual Presentations # 1**

January 28  Read: Criminal Justice Today (Ch. 1)

January 30  Read: Defining and Measuring Crime (Ch. 3)

February 1  **Writing assignment # 3 due: Application of theories of crime.** Research newspaper articles relating to at least five crime theories discussed in class (choice theory, classical, utilitarianism, positivism, biological, psychological, etc.). For each event, explain how it describes the particular theory chosen (name the theory, characteristics, explain how the event is defined by theory. Do you think that theories of crime should or should not be employed to explain delinquent behavior, etc.? **Discussion.**

February 4  Read: Inside Criminal Law (Ch. 4).

February 6  Read: Law Enforcement Today (Ch. 5)

February 8  **Writing assignment # 4 due. Video from “Police in America” topic**

February 11  Guest Speaker: Chad Langley – Edmond P.D.

February 13  Read: Challenges to Effective Policing (Ch. 6).

February 15  Exam # 1 Review (Ch. 1 – 6)

February 18  **Exam # 1 (Ch. 1 – 6)**

February 20  Read: Police and the Constitution: The Rules of Law Enforcement (Ch. 7)

February 22  **Writing assignment # 5 due.** For this assignment you will need to research newspaper articles relating to law enforcement misconduct. For each article, explain the conduct in question, the law enforcement agency, the Constitutional implications, the consequences upon their behavior (were the officers charged, fired, offender injured, infringement upon an individual’s rights), etc. **Discussion.**

February 25  Read: Courts and the Quest for Justice (Ch. 8)
February 27  Writing assignment # 6 due. Each student will be assigned one or more article/s from the Constitution or amendment/s from the Bill of Rights. Students are required to write a reflection paper identifying and explaining the Article/Bill assigned, the rights guaranteed, describe if there a need for ratification, research a cold case involving the right in question, etc. Discussion.

March 1  Video: Tom Capano Story.

March 4  Read: Pretrial Procedures: The Adversary System in Action (Ch. 9)

March 6  No class: work on your out-of-class assignment: court watch or police ride along.

March 8  Individual Presentations # 3

March 11  Read: The Criminal Trial (Ch. 10).

March 13

March 15  Read: Punishment and Sentencing (Ch. 11)

March 18 – 22  No class - Spring Break

March 25  Writing assignment # 7 due. Two options:

Court visitation - observe a court session for 30 minutes minimum. Write a reflection paper of what you saw, heard, and observed in the courtroom.

Police ride along - ride along for 30 minutes minimum with a police officer of your choice or assigned by your instructor. Write a reflection paper of what you saw, heard, and observed during your participation.

March 27  Exam # 2 Review (Ch. 7 – 11)

March 29  Exam # 2 (Ch. 7 –11)

April 1  Read: Probation and Community Corrections (Ch. 12).

April 3  Guest speaker: Alicia Maddocks – U.S. Probation and Parole Officer

April 5  Prison/jail Tour – if you chose to do this, tour might be scheduled at a different time than the usual class time.

April 8  Prison/jail Tour – if you chose to do this, tour might be scheduled at a different time than the usual class time.

April 10  Read: Prisons and Jails (Ch. 13)

April 12  Guest Speaker: Department of Corrections

April 15  Writing assignment # 8 due: For this assignment, there are two options. To complete option A, you have to attend the Oklahoma County Jail field trip with Prof. Istrate. You will need to write a short reflection paper based on your experiences and observations while touring the facility, and explain how the class material relates
to them. If you do not attend the field trip, then you will have to complete **option B**. For this, you will need to research two prisons and answer the questions specified in the assignment.

**April 17**  Read: Behind Bars: The Life of an Inmate (Ch. 14) and The Juvenile System (Ch. 15)

**April 19**  Guest Speaker: Jerry Flowers (Gang Unit).

**April 22**  **Individual presentations # 4: on research tattoos affiliated with different gangs, etc.**

**April 24**  Read: Homeland Security (Ch. 16)

**April 26**  Guest Speaker: Kim Carter – Director of the Department of Homeland Security

**April 29**  Read: Today’s Challenges: Immigration, cyber-crime, and white-collar crime (Ch. 17)

**May 1**  **Final Paper Due.**

**May 3**  Final Review (Ch. 12 – 17)

**May 8**  **Final Exam – 9 a.m. - 10:50 a.m. (Ch.12 – 17)**