

Introduction to the Administration of Justice  
CRJ 104.1001 and 1005  
3 credits

Class Syllabus – Fall 2016  
TTh / 1:00 PM – 2:15 PM / TBE A-107

Instructor:  
Office Location:  
Office Hours: Mo & We 10:15am-12:45pm and by appointment  
E-mail:  
Phone:

COURSE DESCRIPTION

This course provides an overview of the criminal justice system in the United States. You will become familiar with the historical, legal, and sociological aspects of the police, courts, corrections, and current issues within the American justice system. As an introductory course, this class is intended to prepare you for advanced criminal justice courses by introducing you to key concepts and terminology. Criminal justice professionals will provide guest lectures so that you may explore various employment opportunities within the criminal justice field.

COURSE PRE-REQUISITES

None

LEARNING OBJECTIVES

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

- \* List the three major goals of the criminal justice system and ways we attempt to achieve these goals
- \* Describe the current practices and historical development of the three main system organizations
- \* Describe the pros and cons of discretion and attempts to enhance and control this practice
- \* Identify the differences between the crime control and due process models of justice
- \* Describe the six major categories of criminological theories
- \* Explain the different crime classifications and methods of measurement
- \* List the four basic justifications for punishment and how this is accomplished
- \* Summarize basic differences and similarities between police, courts, and corrections agencies
- \* Identify recent crime and justice trends

LEARNING RESOURCES

- \* *Required text* – Rennison, Callie Marie & Dodge, Mary. (2016). Introduction to Criminal Justice: Systems, Diversity, and Change. Los Angeles, CA: Sage.  
Loose-leaf/electronic version may be purchased at UNLV bookstore
- \* Iclicker (sold in bookstore) – Iclicker or Iclicker 2 may be used
- \* Handouts and additional assignments may be distributed in class or through WebCampus.

## COURSE STRUCTURE & REQUIREMENTS

*Instructional Format:* Class sessions will consist of lectures, discussions of readings and assignments, and in-class activities. Lectures will be accompanied by a variety of visual media, including PowerPoint outlines of the main discussion points. Take detailed notes; PowerPoint data should be supplemented with information gathered from class discussions. Participation in class is strongly encouraged and will be considered in the evaluation of students' performance and final grade.

*Assignments:* Assignments will be announced in class. All written assignments, except those completed in class, must be typed; handwritten papers will not be accepted. You are to work independently on these assignments unless specific instructions are given to work with others. There are three types of assignments:

1. Class Activity, Attendance & Participation – Students will participate in various activities and exercises throughout the semester to prepare for examinations. These exercises will require students to think critically about recent (or upcoming) lecture materials and appropriately apply this information to problem-based scenarios. Exercises will be completed during class, and many will require the use of the Iclicker. Students cannot “make-up” in-class assignments or activities. These assignments require class participation and, often, interaction with other students; therefore, they cannot be completed outside of the class session in which they are assigned. (60 pts)
2. Quizzes – Quizzes related to the assigned reading materials are posted on WebCampus. Each quiz must be completed before the 2:30pm deadline posted on the course calendar. WebCampus Support can assist students with technical problems – call 702-895-0777. Technical difficulties are not a valid excuse for missing a quiz; therefore, these assignments should be completed at least 24 hours prior to the posted deadline. Start and submit your quiz as early as possible. Zero points will be assigned for all missed quizzes. You are to work independently when taking the quizzes. Those who cheat or assist others to cheat will be given an F in the course and reported to the Office of Student Conduct. (120 pts)
3. Interactive Activities (IA) – Web-based activities will help students prepare for application questions on examinations. These assignments are graded on a pass/fail basis; students will have unlimited opportunities to correctly answer all questions. Each activity must be completed before the deadline posted on the course calendar. (60 pts)
4. Exams – Four non-cumulative examinations will be given. The exams will consist of multiple choice questions. Questions will be based on lectures, WebCampus exercises, class discussions, and readings. (200 pts)
5. Research Requirement – To successfully complete CRJ 104, the Criminal Justice Department requires that all students complete a 2-credit research requirement. Students should enroll in labs as soon as possible. Students under 18 years of age cannot participate in the research labs but can complete the research paper option. The department will not allow instructors to issue a final grade for students who fail to fulfill this requirement before the end of the semester. Incomplete grades can prevent students from receiving financial aid or enrolling in future courses. For more information, see the last page of the syllabus.

*Grading Scale:* The grading scale used to determine final grades will be based on the following:

A = 410 - 440 pts	B = 366 - 382 pts	C = 322 – 338 pts	D = 278 - 294 pts
A- = 396 – 409 pts	B- = 352 - 365 pts	C- = 308 – 321 pts	D- = 264 - 277 pts
B+ = 383 -395 pts	C+ = 339 - 351 pts	D+ = 295 – 307 pts	F = <264 pts

**COURSE CALENDAR**

The chronology of class sessions, lecture topics, examinations, and assignment deadlines is provided below. Keep in mind these dates are tentative and may change throughout the semester.

**SECTION 1: FOUNDATIONS**

*Understanding* the foundation of criminology and the criminal justice system: Analyzing different models of justice, theory, measurements, and the law and applying concepts to real-life situations

Chapter 1: An Introduction to Crime and the Criminal Justice System

Chapter 2: The Nature and Extent of Crime

Chapter 3: Criminal Justice and the Law

<b>DATE</b>	<b>LECTURE TOPIC</b>	<b>READINGS DUE</b>	<b>ASSIGNMENTS DUE</b>
8/30	Course Requirements - Course Overview		
9/1	The Criminal Justice System	Ch 1: 3-31	Module 1 Assessments
9/6	Purposes and Perspectives		
9/8	Classifying and Measuring Crime	Ch 2: 33-68	Module 2 Assessments
9/13	Theories in Criminal Justice		
9/15	Criminal Justice and the Law	Ch 3: 71-91	Module 3 Assessments
9/20	Criminal Justice and the Law		

**9/22 Examination #1****SECTION 2: LAW ENFORCEMENT**

*Understanding* law enforcement as the gatekeeper of the criminal justice system: Describing their organizational structure, identifying modern issues in policing, and demonstrating how constitutional and case law impacts police practices and/or policies

Chapter 4: The History of Policing

Chapter 5: On the Streets: Organization, Responsibilities, and Challenges

Chapter 6: Police and the Rule of Law

<b>DATE</b>	<b>LECTURE TOPIC</b>	<b>READINGS DUE</b>	<b>ASSIGNMENTS DUE</b>
9/27	The History of Policing	Ch 4: 95-117	Module 4 Assessments
9/29	Diversity in Policing		
10/4	Organization and Responsibilities	Ch 5: 119-144	Module 5 Assessments
10/6	Police Challenges		
10/11	The Rule of Law	Ch 6: 147-166	Module 6 Assessments
10/13	Court Decision Impacts		

**10/25 Examination #2**

**SECTION 3: COURTS**

*Understanding* the criminal court system: Describing the organizational structure of courts, identifying stages of court processing, discussing the factors that impact sentencing, and explaining how court decisions can impact other components of the criminal justice system

- Chapter 7: The Courts and Judiciary
- Chapter 8: The Prosecution, Defense, and Pretrial Activities
- Chapter 9: The Criminal Trial and Sentencing

<b>DATE</b>	<b>LECTURE TOPIC</b>	<b>READINGS DUE</b>	<b>ASSIGNMENTS DUE</b>
10/27	Structure and Functions of Courts	Ch 7: 169-188	Module 7 Assessments
11/1	Courtroom Workgroup – Judges		
11/3	Workgroup – Prosecution and Defense	Ch 8: 191-210	Module 8 Assessments
11/8	Pretrial Activities		
11/10	The Criminal Trial	Ch 9: 213-241	Module 9 Assessments
11/15	Sentencing		

**11/17 Examination #3**

**SECTION 4: CORRECTIONS**

*Understanding* institutional and community corrections: Differentiating between levels of correctional supervision, explaining how criminal justice policies affect correctional populations, and identifying the impact of incarceration on inmates

- Chapter 11: Correctional Responses in the Community
- Chapter 12: Institutional Corrections
- Chapter 10: Prison Life and Life After Prison

<b>DATE</b>	<b>LECTURE TOPIC</b>	<b>READINGS DUE</b>	<b>ASSIGNMENTS DUE</b>
11/22	Community Corrections	Ch 10: 245-267	Module 10 Assessments
11/29	History of Prisons	Ch 11: 271-295	Module 11 Assessments
12/1	Current Perspectives		
12/6	Life in Prison	Ch 12: 297-318	Module 12 Assessments
12/8	Life After Prison		

**12/15 Final Examination (Thursday – 8:00am-10:00am)**

**WEBCAMPUS ASSIGNMENT DUE DATES**

Module assignment titles and deadlines are listed below. For each module, students will complete a quiz (10 points) and four interactive activities (1.25 points for a total of 5 points). All module assessments can be accessed through WebCampus and are due on or before **1:00pm** on the due dates listed below.

IA = Interactive Activity

<b>Module</b>	<b>Assessments</b>	<b>Due Date</b>
<b>1</b>	IA: Consensus and Conflict Models IA: Principle of Federalism IA: Formal and Informal Justice System IA: Crime Control and Due Process Quiz #1	<b>Thursday Sept. 1, 2016</b>
<b>2</b>	IA: Crime Types IA: Sources of Crime Statistics IA: Interpret Crime Trends IA: Criminological Theories Quiz #2	<b>Thursday Sept. 8, 2016</b>
<b>3</b>	IA: Sources of Law IA: Classifications of Law IA: Strength of Criminal Cases IA: Defense Strategies Quiz #3	<b>Thursday Sept. 15, 2016</b>
<b>In-Class Examination #1 – Chapters 1 - 3 – Thursday, Sept. 22, 2016</b>		
<b>4</b>	IA: Categories of Police Responsibility IA: Eras of Policing IA: Agencies and Functions IA: Becoming an Officer Quiz #4	<b>Tuesday Sept. 27, 2016</b>
<b>5</b>	IA: Police Strategies IA: Police Subculture IA: Use of Force IA: Police Corruption Quiz #5	<b>Tuesday Oct. 4, 2016</b>
<b>6</b>	IA: Fourth Amendment Impact IA: Differences Between a Stop and an Arrest IA: Fourth Amendment Violations IA: Miranda Warnings Quiz #6	<b>Tuesday Oct. 11, 2016</b>
<b>In-Class Examination #2 – Chapters 4 – 6 – Tuesday, Oct. 25, 2016</b>		

<b>7</b>	IA: Functions of Criminal Courts IA: United States Supreme Court IA: Trial Versus Appellate Courts IA: Courtroom Workgroup Members Quiz #7	<b>Thursday</b> <b>Oct. 27, 2016</b>
<b>8</b>	IA: Pretrial Process IA: Constitutional Rights IA: Selecting a Jury IA: Types of Evidence Quiz #8	<b>Thursday</b> <b>Nov. 3, 2016</b>
<b>9</b>	IA: Reasons for Punishment IA: Factors Influencing Sentencing Decisions IA: Sentencing Strategies IA: Death Penalty Quiz #9	<b>Thursday</b> <b>Nov. 10, 2016</b>
<b>In-Class Examination #3 – Chapters 7 – 9 – Thursday, Nov. 17, 2016</b>		
<b>10</b>	IA: Justifications for Diversion IA: Forms of Community-Based Corrections IA: Probation Conditions IA: Administrative Issues Quiz #10	<b>Tuesday</b> <b>Nov. 22, 2016</b>
<b>11</b>	IA: Jails Versus Prisons IA: Early Prisons IA: Prison Characteristics-Levels of Security IA: Factors Influencing Inmate Populations Quiz #11	<b>Tuesday Nov.</b> <b>29, 2016</b>
<b>12</b>	IA: Prison Deprivations IA: Inmate Behavior IA: Correctional Officer Roles and Responsibilities IA: Consequences of Incarceration Quiz #12	<b>Tuesday</b> <b>Dec. 6, 2016</b>
<b>In-Class Examination #4 – Chapters 10 - 12 – Thursday, December 15, 2016, 8:00am-10:00am</b>		

Note: It is your responsibility to check that you have received credit in your grade book after completing the module assessments. IA scores are posted immediately after completing the assignment. Only your highest score will be recorded. Quiz scores are released only after the deadline has passed.

## STUDENT RESPONSIBILITIES

**Attendance:** *Students are expected to attend every class session, on time.* Attendance will be taken and YOU are responsible for ensuring that your attendance has been recorded. Missing more than 5 class sessions will result in a half-letter grade decrease in your final grade for every subsequent absence. Since the exam questions will come directly from class lectures and activities, regular attendance is highly recommended. Students are responsible for obtaining any missed information. I will not re-review material or provide my personal notes or PowerPoint slides to those who miss a class session.

**Tardiness:** Do not arrive late. If you must, take the seat closest to the door and do not interrupt class activities. If you need to leave class early, let me know prior to the start of class and sit close to an exit. ***You will not receive in-class assignment credit if you arrive late or leave early, even if you participate in some or all of the activities.***

**Classroom Conduct:** ***Cell phone calls, text messaging, use of laptops or other electronic devices are not permitted.*** Speaking out of turn (while I am, or others are, speaking) will not be tolerated, as these behaviors tend to disrupt the entire class. Also, those who sleep during class will be asked to leave. ***Do not interrupt the class by leaving the classroom once class begins.*** Be respectful when addressing others during class discussions. No recordings (audio, video or photographic) are permitted. Students who violate the classroom conduct policy will receive an F in the course.

**Examination Policy:** There are ***no make-up exams.*** In the event of an emergency (this does not include travel or work-related conflicts), you may take an alternative form of the exam at the discretion of the instructor (this may only include essay). You must contact the instructor within 24 hours of the missed exam and be able to present documentation of the emergency. Failure to follow these guidelines will result in zero points given for the exam.

**Late Assignment Policy:** Late assignments will not be accepted. If a late assignment is accepted (due to a documented emergency and at the discretion of the instructor), the total possible points given for the assignment will be reduced by 10 percent for each day the assignment is overdue.

**Academic Dishonesty Policy:** Formal disciplinary action will be initiated if any form of cheating is suspected. Academic dishonesty includes but is not limited to: plagiarizing, cheating on exams, assisting others to cheat, using another student's Iclicker, improper use of electronic communications, taking on-line quizzes with others, and changing grades on assignments. ***Students committing academic dishonesty automatically fail to meet a basic requirement for satisfactory academic performance and will receive a failing grade in this course, at the very least.*** Additionally, any violations of the provisions included in the Student Conduct Code will be reported to the Office of Student Conduct. Review the "Student Academic Misconduct Policy" at: <http://studentconduct.unlv.edu/misconduct/policy.html>.

**Requesting Assistance:** If you have any questions or concerns, stop by during my office hours or schedule an appointment for an alternative day or time. My preferred method of communication is email. I typically respond to messages within 24 hours during the week. Send all emails to my UNLV account and ***use your Rebel mail account for all email correspondence.***

**Learning Resources:** All students are responsible for purchasing the required learning resources (i.e., the textbook and the Iclicker). If you do not have the financial resources to purchase the textbook, a version of the text is available on reserve at the library. However, you must purchase the Iclicker to successfully pass this course. ***If you are unable to purchase Iclicker within the first week, drop this course immediately.***

## UNLV POLICIES

### **Academic Misconduct**

Academic integrity is a legitimate concern for every member of the campus community; all share in upholding the fundamental values of honesty, trust, respect, fairness, responsibility and professionalism. By choosing to join the UNLV community, students accept the expectations of the Academic Misconduct Policy and are encouraged when faced with choices to always take the ethical path. Students enrolling in UNLV assume the obligation to conduct themselves in a manner compatible with UNLV's function as an educational institution. An example of academic misconduct is plagiarism. Plagiarism is using the words or ideas of another, from the Internet or any source, without proper citation of the sources. See the *Student Academic Misconduct Policy* (approved December 9, 2005) located at: <http://studentconduct.unlv.edu/misconduct/policy.html>.

### **Copyright**

The University requires all members of the University Community to familiarize themselves and to follow copyright and fair use requirements. **You are individually and solely responsible for violations of copyright and fair use laws. The university will neither protect nor defend you nor assume any responsibility for student violations of fair use laws.** Violations of copyright laws could subject you to federal and state civil penalties and criminal liability, as well as disciplinary action under University policies. Additional information can be found at <http://provost.unlv.edu/copyright>.

### **Disability Resource Center (DRC)**

The UNLV Disability Resource Center (SSC-A 143, <http://drc.unlv.edu/>, 702-895-0866) provides resources for students with disabilities. If you feel that you have a disability, please make an appointment with a Disabilities Specialist at the DRC to discuss what options may be available to you. If you are registered with the UNLV Disability Resource Center, bring your Academic Accommodation Plan from the DRC to me during office hours so that we may work together to develop strategies for implementing the accommodations to meet both your needs and the requirements of the course. Any information you provide is private and will be treated as such. To maintain the confidentiality of your request, please do not approach me in front of others to discuss your accommodation needs.

### **Religious Holidays Policy**

Any student missing class quizzes, examinations, or any other class or lab work because of observance of religious holidays shall be given an opportunity during that semester to make up missed work. The make-up will apply to the religious holiday absence only. It shall be the responsibility of the student to notify the instructor within the first 14 calendar days of the course for fall and spring courses (excepting modular courses), or within the first 7 calendar days of the course for summer and modular courses, of his or her intention to participate in religious holidays which do not fall on state holidays or periods of class recess. This policy shall not apply in the event that administering the test or examination at an alternate time would impose an undue hardship on the instructor or the university that could not reasonably be avoided. For additional information, please visit: <http://catalog.unlv.edu/content.php?catoid=6&navoid=531>.

### **Transparency in Learning and Teaching**

The University encourages application of transparency method of constructing assignments for student success. Please see these two links for further information:

<https://www.unlv.edu/provost/teachingandlearning>

<https://www.unlv.edu/provost/transparency>

### **University Library**

Students may consult with a librarian on research needs. For this class, the subject librarian is Susie Skarl ([https://www.library.unlv.edu/contact/librarians\\_by\\_subject](https://www.library.unlv.edu/contact/librarians_by_subject)). UNLV Libraries provides resources to support students' access to information. Discovery, access, and use of information are vital skills for academic work

and for successful post-college life. Access library resources and ask questions at <https://www.library.unlv.edu/>.

### **Incomplete Grades**

The grade of I – Incomplete – can be granted when a student has satisfactorily completed three-fourths of course work for that semester/session but for reason(s) beyond the student’s control, and acceptable to the instructor, cannot complete the last part of the course, and the instructor believes that the student can finish the course without repeating it. The incomplete work must be made up before the end of the following regular semester for undergraduate courses. Graduate students receiving “I” grades in 500-, 600-, or 700-level courses have up to one calendar year to complete the work, at the discretion of the instructor. If course requirements are not completed within the time indicated, a grade of F will be recorded and the GPA will be adjusted accordingly. Students who are fulfilling an Incomplete do not register for the course but make individual arrangements with the instructor who assigned the I grade.

### **Tutoring and Coaching**

The Academic Success Center (ASC) provides tutoring, academic success coaching and other academic assistance for all UNLV undergraduate students. For information regarding tutoring subjects, tutoring times, and other ASC programs and services, visit <http://www.unlv.edu/asc> or call 702-895- 3177. The ASC building is located across from the Student Services Complex (SSC). Academic success coaching is located on the second floor of the SSC (ASC Coaching Spot). Drop-in tutoring is located on the second floor of the Lied Library and College of Engineering TEB second floor.

### **UNLV Writing Center**

One-on-one or small group assistance with writing is available free of charge to UNLV students at the Writing Center, located in CDC-3-301. Although walk-in consultations are sometimes available, students with appointments will receive priority assistance. Appointments may be made in person or by calling 895-3908. The student’s Rebel ID Card, a copy of the assignment (if possible), and two copies of any writing to be reviewed are requested for the consultation. More information can be found at: <http://writingcenter.unlv.edu>.

### **Rebelmail**

According to university policy, faculty and staff should e-mail students’ Rebelmail accounts only. Rebelmail is UNLV’s official e-mail system for students. It is one of the primary ways students receive official university communication such as information about deadlines, major campus events, and announcements. All UNLV students receive a Rebelmail account after they have been admitted to the university. Students’ e-mail prefixes are listed on class rosters. The suffix is always @unlv.nevada.edu. For more information, go to <http://provost.unlv.edu/policies.html>. It is acceptable to email within WebCampus.

### **Final Examinations**

The University requires that final exams given at the end of a course occur at the time and on the day specified in the final exam schedule. See the schedule at: <http://www.unlv.edu/registrar/calendars>.

### **Criminal Justice 104 - Research Requirement**

Students enrolled in CRJ 104 must complete a 2-credit research requirement. The research requirement may be fulfilled through participation in research studies, the writing of research papers, or a combination of the two.

\*\*\* The last day to complete the research requirement is \*\*\*

**Friday, November 4th, 2016 for the paper option Friday,  
December 2nd, 2016 for the studies option**

**IMPORTANT:** Be sure to carefully follow the directions below. This is a department requirement and not a part of your regular class activities. However, if you do not complete this requirement, the department will assign you an incomplete grade for this course. Incomplete grades can affect your ability to receive financial aid and will become an “F” on your transcript if not addressed in a timely manner. Please address all questions or concerns about this requirement to Olivia Tuttle at the email address provided below.

#### **Research Study Participation Option**

You may participate in research studies being conducted on campus that investigate criminal justice issues. For each 30 minutes of research participation, you will receive 1 credit. So, a study that takes up to 30 minutes provides 1 credit. A study that takes between 30 and 60 minutes to complete provides 2 credits.

- To sign up to participate in research studies, go to the Criminal Justice Research Laboratory website at <http://faculty.unlv.edu/crjlab>
- When registering, you will need your instructor’s name and a **registration code**.

**Instructor: – (Tues/Thurs: 1:00-2:15 PM)**

**Registration Code: 1505**

- If you need to cancel a study you signed up for, you must do so at least 1 hour before the session. You can cancel on-line, or by calling the research lab where the study will be held.

#### **Research Paper Option**

Students may also complete the research requirement by writing several research papers.

To do this, you must choose from an article from a group of readings placed on reserve on WebCampus. You will be required to read the article and answer several questions about it (which are attached to it). Papers must be turned in to the Criminal Justice office (GUA 5150). Papers will be graded on a pass-fail basis. A passing paper will provide a student with 1 credit. Consequently, if you choose to exclusively fulfill your research requirement with this option, you will need to complete 2 papers. Only failing papers will be returned to students.

- If you choose to write research papers, you still must register at the CRJ Research Lab website (<http://faculty.unlv.edu/crjlab>) to receive credit for the papers.
- **Papers must be completed by Friday, November 4<sup>th</sup>, 2016.** After this date you must complete the research requirement by participating in a research study.

#### **Failure to Complete Research Requirements**

If you fail to complete the 2-credit research requirement, you will receive an Incomplete in the course until such requirements are met.

**If you have trouble with the website contact Olivia Tuttle at [tuttleo@unlv.nevada.edu](mailto:tuttleo@unlv.nevada.edu).**