

# Skyline College

## Official Course Outline

Date: August 2008

1. **TITLE:**

**ADMJ 100 – Introduction to Administration of Justice**

3.0 units. Three lecture hours per week

Recommended: Eligibility for ENGL 836

2. **COURSE CLASSIFICATION:**

Credit course applicable to the Associate Degree, and to the Criminal Justice Certificate

3. **COURSE DESCRIPTIONS:**

**Catalog Description:**

History and philosophy of administration of justice in America; recapitulation of the system; identifying the various subsystems, role expectations and their interrelationships; theories of crime, punishment, and rehabilitation. Survey of the ethics, education, and required training for professionalism in the system.

**Schedule of Classes Description:**

History and philosophy of justice in America; theories of crime, punishment and rehabilitation.

4. **COURSE JUSTIFICATION:**

This is a transfer course to fulfill General Education requirements of the Associate Degree (F3), and is transferable as follows: UC; CSU (D3). This course is a required course in the Administration of Justice Program curriculum for students seeking a Criminal Justice Certificate.

5. **STUDENT LEARNING OUTCOMES (SLO'S):**

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

- Demonstrate their knowledge of the fundamental aspects of justice administration, including familiarity with the history, development, and structure of the criminal justice system.
- Compare, contrast, and discuss the functions and roles of the three major components of the criminal justice system, which include law enforcement, courts, and corrections, at the federal and local levels of government.
- Apply knowledge to analyze and assess the criminal justice system's effectiveness in controlling crime by keeping the peace, maintaining order, preventing crime, protecting life and property, and apprehending and punishing law violators.

6. **SPECIFIC INSTRUCTIONAL OBJECTIVES:**

To assist students in reaching the goals outlined in the course SLO's, this course will include:

- Study of the history and evolution of the American Criminal Justice System, to include the two prevalent models for balancing justice in society.
- Exploration of the basic components of the Criminal Justice System and their functions, and a discussion of various theories of crime causation.
- Analysis of the structure, roles, and responsibilities of law enforcement, courts, and corrections.

- Discussion of Americans' constitutionally-protected rights as they apply to criminal justice.
- Consideration of the value and necessity of moral and legal standards, ethics, and professionalism in law enforcement, and law enforcement's principles of integrity.
- Examination and evaluation of the role of the police in contemporary American society.

## **7. COURSE CONTENT:**

- Crime and Justice in the United States
- Crime and its Consequences
- Explaining Crime
- The Rule of Law
- History and Structure of American Law Enforcement
- Policing: Roles, Styles, and Functions
- Policing: Issues and Ethics
- The Administration of Justice
- Sentencing, Appeals, and the Death Penalty
- Institutional Corrections
- Prison Life, Inmate Rights, Release, and Recidivism
- Community Corrections
- Juvenile Justice
- The Future of Criminal Justice in the United States

## **8. REPRESENTATIVE METHODS OF INSTRUCTION:**

Methods of instruction will include:

- Lectures on course lessons, text readings (25-50 pages assigned per week), and related topics, combined with class discussions to stimulate critical thinking and provide students with opportunities to demonstrate understanding of course material. Students are expected to take notes and engage in class and group discussions to maximize retention of the course material.
- Reviews of course related handouts, articles, illustrations, and current events to enhance the students' experience by exploring and applying material to a contemporary real-world setting.
- Audiovisual presentations which illustrate and enhance the concepts of topics covered in class.
- Tests, quizzes, research papers, and writing assignments to demonstrate comprehension of the course material through hands-on applications and written examinations.

Methods of instruction may also be augmented by:

- Practical demonstrations, displays, and in-class role-playing exercises, as applicable to the topic.
- Student interviews of criminal justice professionals and preparing a written report on the results.
- Guest speakers with expertise in various areas of criminal justice, to provide diverse and unique perspectives on a variety of controversial issues in their field.
- Field trips to law enforcement and other criminal justice agencies, courts, jails, and prisons.
- Individual student consultations, as necessary, to ensure that student learning is taking place.
- Practical work experience such as ride-alongs or other applicable site work to enhance learning.

## 9. ASSIGNMENTS:

Typical assignments:

- a. Research and Writing or Oral assignments about course related topics which demonstrate student knowledge, comprehension, and application skills, may include:
  - term papers, short papers, research papers, essay papers, and oral presentation reports.
  - reports on field interviews, site visits, observations, work performed, or film critiques.
- b. Case Study assignments to develop critical thinking and concept application, may include:
  - reviewing and critiquing Supreme Court, appellate court, and trial court cases.
  - responding to the questions, scenarios, or case studies included in text chapters.
- c. Tests and Quizzes, consisting of the written, oral, and/or practical application variety to assess comprehension of assigned readings, course content, and other related course activities.

## 10. EVALUATION OF STUDENT PERFORMANCE:

Typical methods of evaluation of student performance may include the following:

- a. Written examinations, such as quizzes, midterm exams, and final exams to demonstrate student understanding and proficiency skills concerning the material presented in the course.
- b. In-class and out of class assignments to demonstrate student ability to apply course concepts to assigned tasks utilizing comprehension, application, analysis, and critical thinking skills.
- c. Case study exercises to demonstrate student ability to integrate multiple concepts to solve realistic situations.
- d. Class discussions of course material to permit the exchange of ideas involving a variety of course related issues and concerns.
- e. Attendance and promptness, class citizenship and conduct, and participation and cooperation.
- f. Grading Method: Letter Grade.

## 11. RECOMMENDED or REQUIRED TEXT(S):

The recommended or required course textbook, selected at the discretion of the course instructor, may include (but is not limited to) the following suggested current editions on the subject matter:

- *Introduction to Criminal Justice*, by Robert M. Bohm and Keith N. Haley; published by McGraw-Hill.
- *Criminal Justice Today*, by Frank Schmallager; published by Prentice-Hall.
- *Introduction to Criminal Justice*, by Larry J. Siegel and Joseph J. Senna; published by Thompson-Wadsworth.
- *Exploring Criminal Justice*, by Robert M. Regoli and John D. Hewitt; published by Jones and Bartlett.