TITLE: Administration of Justice
Lecture Course
Rich Cominos, Instructor
Units: 3.0 Core

DESCRIPTION: History, philosophy, ethics, education and training for professionalism throughout the various components which makes up the administration of justice in America.


OBJECTIVES: Provide a thorough and current knowledge of the criminal justice system from an historical to modern perspective.

Provide an objective study of the various components of the criminal justice system and their interrelationships and effects on society.

Identify various theories related to the causation of crime and the ramifications incurred by its victims and society as a whole.

Provide a study of the current methods of social control and analyze their strengths and weaknesses.

Provide an introductory opportunity to identify the many career paths and opportunities available within and throughout the criminal justice system.

REQUIREMENTS: Regular attendance and class participation is required of all students.

Daily attendance records will be kept. You will not be graded on attendance although regular attendance and participation does illustrate your desire to learn. Students who fail to attend the first or second session of class may be dropped from class by the instructor, as well as for excessive absences up to the final withdrawal date. Refer to Ohlone College Catalog for further details.

Any announced tests missed, may be made-up after consultation with the student and upon the discretion of the instructor. If you anticipate being absent on an announced test date please notify your instructor before the start of the class session missed in order to allow you to make up any scheduled tests.

Any late written assignments will not be accepted! You will be given a series of homework assignments and or short unannounced quizzes. Homework assignments are due at the start of the class session or when collected by your instructor. Homework assignments are not to be placed into your instructor’s mail box unless your have been given prior permission to do so. All students are required to take the final exam. No extra credit assignments will be provided!

Over
EVALUATION: Arrive on time, complete assignments, participate in class, no cross talking, turn your cell phones off or to vibrate, respect your peers, instructor and self.

GRADING: There will be curve grading on each announced test. Normally the raw score of the top student will be raised to the maximum points possible for that test and all other student scores will be adjusted upward accordingly. Your job is to achieve as many points as possible throughout the semester. At the end of the semester if you have 90-100% of the total course points possible you will receive an A, 80-89% of all points possible is a B, 70-79% is a C, etc. There will not be any curve grading for any pop quizzes, make up tests, or the final exam.

Throughout the semester you will be given a series of homework assignments and pop quizzes or in class practical exercises, and each will total 20 points. Depending on the intellectual profile of the class and our progress during the semester will determine the number of assignments and pop quizzes provided. There will be three announced tests throughout the semester totaling 100 points each and a comprehensive final exam worth 200 points.

DROPPING CLASS: The ultimate responsibility for dropping classes rests with the student. If, because of personal or academic reasons you feel it necessary to drop this class, it is your responsibility to follow college procedures by dropping the class through Admissions & Records. If your name appears on the final grade roster, yet you have not been in class for some time, you will, by college policy, receive an F grade for the course. Refer to Ohlone College Catalog for further information.

CLASS & OFFICE HOURS: Class meets on Monday & Wednesday from 11:30 am to 1:05 pm in room 1402. Office hours are by appointment or Mondays & Wednesday from 3:30 pm to 4:30 pm or Tuesday & Thursday from 1:30 pm to 3:00 pm in office 2203.

IMPORTANT SEMESTER DATES:
Jan.   28 Mon.-- First day of class.
Feb.   1 Fri.---- Last day to add without instructor’s signature.
Feb.   5 Tue.---- Last day to drop and be eligible for refund.
Feb.   8 Fri.---- Last day to add class instructor signature required.
Feb.   8 Fri.---- Last day to drop class without a “W” grade.
Feb. 15-18 ----- Holiday / Presidents’ Day / Weekend
Mar. 25-31 ----- Spring Break
Apr. 26 Fri.----- Last day to drop with a “W” grade.
May 15 Wed. -- Last day of class.
May 24 Fri. ----Final exam period from 9:30 am to 11:30 am.

INSTRUCTOR MESSAGES: Mr. Cominos’ office phone # is 510-979-7444.
You may call me, if available, or leave a detailed message. I will return your call as soon as I am readily available. Prefer phone calls over emails.

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AJ 101 ADMINISTRATION OF JUSTICE

Course Content

Week 1: Get Acquainted; Determine Expectations; Provide Study Tips and Research Methods.
Week 2: Chapter 1
Week 3: Chapter 2
Week 4: Chapter 3

**Week 5: Test 1 Covering Chapters 1, 2 & 3.**
Week 5: Chapter 4
Week 6: Chapter 4 & 5
Week 7: Chapter 5 & 6
Week 8: Chapter 6

**Week 9: Test 2 Covering Chapters 4, 5 & 6.**
Week 9: Chapter 7
Week 10: Chapter 7 & 8
Week 11: Chapter 8 & 9
Week 12: Chapter 9

**Week 13: Test 3 Covering Chapters 7, 8 & 9.**
Week 13: Chapter 10 & 11
Week 14: Chapter 12 & 13
Week 15: Chapter 14, 15, 16 & Review.

**Week 16: Comprehensive Final Exam.**

Additional Course Information

Above chapters are from our textbook *Criminal Justice in America*, by George F. Cole & Christopher E. Smith. Additional supplemental material may be provided during lectures to assist the student to better understand our course of study. **You will be responsible for all reading and lecture materials covered.**

Homework and unannounced quizzes will be assigned according to our class progress throughout the semester. Homework assignments and pop quizzes are intended to assist your learning and to generate class discussion as well as preparing you for scheduled tests.

As your instructor please call upon me for any guidance or assistance during the semester. Also do not hesitate to ask any questions regarding our course of study or concerning your current or future endeavors.

Over
**AJ 101: Introduction to Administration of Justice**

This course covers the history and philosophy of administration of justice in America as well as describing the justice system itself and describing relationships of its various subsystems. The class also explores theories of crime, punishment, ethics, education and training for professionalism in the justice system.

**Student Learning Outcomes**

At the completion of this course, you will be able to:

1. Analyze and compare the criminal justice system of the U.S. with other countries.
2. Identify competing theories related to crime causation.
3. Name the components of the criminal justice system and their interrelationships.
4. Identify career opportunities in the criminal justice system.
5. Identify theories of the origin and history of law enforcement in the U.S. and distinguish federal, state, and local level agencies based on geographical consideration.
6. Analyze the organization, function, operation and jurisdiction of the court systems at the federal, state, and local levels.
7. Contrast and compare theories concerning both the purpose and the strengths and weaknesses of institutional as opposed to community treatment programs.
8. Compare and contrast the positive aspects as well as any negative aspects concerning the criminal justice system.

**Further information go to Mr. Cominos’ Web Page @**

http://dev2.ohlone.edu/people/rcominos