

Course: Introduction to Criminal Justice 1301 CRN- 25782

Spring 2015

Professor: Ms. Cheryl Ordaz

Professor Email: clordaz@utep.edu

Phone: 747.8761 (leave voicemail)

Class meeting time: MWF 8:30-9:20 a.m.

Class Location: LART 319

Please note that this syllabus is subject to change during the semester at my discretion

Welcome to introduction to criminal justice! My office is located in the liberal arts building room 116 and my office hours are by appointment only so if you need to meet with me please email me, and I will get back to you within 24 hours. Please keep in mind that I am teaching several classes so please provide me with your full name and the class you are inquiring information on so that I can email you back.

Course Description:

This class is structured to provide an overview of the principles, practices, and procedures of the criminal justice system and its components, namely, the police, the courts, and corrections. It is geared to present an introductory examination to the operations and issues of the United States justice system. Students will learn the principles of criminal procedure and criminological theory with emphasis on that role of law and those involved in its administration: police, courts and correction and citizens.

Required Text:

Criminal Justice: The Essentials

3rd Edition

Authors: Lab, Williams, Burek, King, Buerger

Course Requirements:

There are certain requirements that will be necessary for the successful completion of this course. These requirements are mandatory and are explained fully in the syllabus

Exam 1 will cover chapters 1 -2	(possible 100 points)
Exam 2 will cover chapters 3-4	(possible 100 points)
Exam 3 will cover chapters 5-6	(possible 100 points)
Comprehensive Final Exam (1-8)	(possible 100 points)
Weekly assignments	(possible 100 points)

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Class Structure:

You are responsible for keeping up with the assigned readings and being prepared for class discussion. Students please make sure that your UTEP email account is active and working properly any special announcements will be given via UTEP email and it is your responsibility to check your email daily. Also, I will be covering certain topics pertaining to each chapter so be advised that even though I may not cover a certain topic it does not exclude it from your exam so be sure to read your chapters entirely. Please note that any work that may be assigned for whatever the circumstance may be must be in APA format ONLY. I encourage you to visit the writing center and familiarize yourself with APA format. Please note that if you have an assignment due “by next class period” that means that it is due at 8:30 a.m. and anything that is handed in after 8:30 a.m. will not be accepted.

- Owl Purdue- This website helps with APA format and you will be required to know and write in this format. **No other format will be accepted!** (we will cover this in class)
- I will be assigning work the 1st 2 weeks of class so that you can familiarize yourself with this format. These assignments are not worth any points, however, will help you understand what is required of you in this course and can serve as a tool for your reference.

Simple rules for class:

Please be in class on time. Class begins at 8:30 and I will begin promptly at 8:30.

Repeated tardiness, cell phone ringing, texting, sleeping, reading material unrelated to class, will not be tolerated and I will ask you to leave the classroom if you are conducting this type of behavior.

Laptops are not necessary in my class. However, the use of laptops will be allowed in my class for note taking only. If I see that you are looking at material unrelated to class on your laptop I will ask you to put your laptop away and you will no longer be allowed to use it in my class. I ask that you put all electronic devices away in your purse/backpack. Text messaging via cell phone or any other device will not be allowed in my class. I also ask that you silence your cell phones for class.

- Electronic devices = tape recorders; you are not allowed to tape record my lectures and if I suspect that you are conducting this behavior I will ask you to leave the classroom.

The first ten minutes of class will be used to go over any questions you may have on readings. I will randomly call on you to answer questions pertaining to chapter. It is crucial that you have read the assigned chapter for that day so that you are prepared for if I call on you.

I do not use PowerPoints. Therefore, you will be required to take notes based off lecture.

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Attendance:

Attendance is not required in this class as an official portion of your overall grade. Given the rather specialized subject matter of the course, those who do attend class regularly will be more likely to understand the material and will therefore be in a better position to do well in the class. If you miss class, obtain the lecture notes from one of your fellow classmates. I will not provide you with copies of my notes nor will I discuss with you what information was missed. If in the event you have missed class due to a death of an immediate family member, I will provide you with the necessary information. An immediate family member includes the following: mother, father, brother, sister, grandmother, grandfather. The note or informing me of a death in the family must be brought to my attention by the next class lecture.

***** Please note that while attendance is not a requirement for this course I will be withdrawing any student who misses the first 2 weeks of the course. This will allow room for other students to be added to the course.***

Exam Structure:

***** The instructor reserves the right to override any disagreement over right answers.***

Exams will be comprehensive and may include several multiple-choice questions and essay style questions. The exams will be given in class and you will have the entire class time to take your exam. If you are late (any time after 8:30) on the day of the exam you will be penalized 20 points automatically.

I will not be conducting review sessions. However, we will have class meetings to discuss any questions that you may have or did not have the chance to ask during lecture.

For your final, you will be required to take a comprehensive exam. Save your exams from previous tests to help you study. Your previous exams can serve as a good study sheet.

Weekly Assignments:

These assignments are research style questions and will require that you conduct research outside of class. This means you may have to go to library, or use scholarly websites for information. I will hand out assignments weekly... some weeks you may not have an assignment but if you pay close attention to our class calendar you will already be aware of what days you will have an assignment.

- Make note that the **FIRST 7 assignments** are worth 10 points and your **LAST** assignment for the semester is worth 30 points. The 30 point assignment will cover all chapters.

ALL WORK MUST BE DONE IN APA FORMAT.

ANY OTHER FORMAT WILL RECEIVE AN AUTOMATIC GRADE OF 0

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Scholastic Integrity

Any student who commits an act of scholastic dishonesty is subject to discipline. Scholastic dishonesty includes, but is not limited to, cheating, plagiarism, the submission for credit of any work or any materials that are attributable in whole or in part to another person, taking an examination for another person, and act designed to give unfair advantage to a student to the attempting to commit such acts. Proven violations of the detailed regulations, as printed in the Handbook of Operating Procedures, may result in sanctions ranging from disciplinary probation, to a failing on the work in questions, to a failing grade in the course, to suspension or dismissal, among others.

Students with disabilities

If you are registered at the University as a disabled student, let me know so I can accommodate your needs. Students with disabilities are responsible for making their needs known to the instructor, and seeking available assistance in a timely manner.

If you need assistance:

Monday thru Friday
Phone:(915)747-5148
Union East
cass@utep.edu

8:00a.m.-5:00p.m.

Room106

Final Grade Calculation

A = 500-450

B = 449-400

C = 399-350

D = 349-300

Below 300 points = F

*there will be no extra credit, no grades will be dropped, and there will be no curve used in grading