

Introduction to Criminal Justice  
Professor: Ms. Cheryl Ordaz  
Professor Email: [clordaz@utep.edu](mailto:clordaz@utep.edu)  
Phone: 747.8761 (leave voicemail)  
CRN- 31395  
MTWRF- 2:00-4:10  
Room Location: EDUC 305

Summer 2015

**\*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 Criminal justice system.

### **Required Text:**

Criminal Justice: The Essentials  
3<sup>rd</sup> 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 1-4	(possible 100 points)
10 unannounced quizzes	(possible 100 points)
1 research paper	(possible 100 points)
1 class project	(possible 100 points)
Final will cover chapters 1-7	(possible 100 points)

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**Class Structure:**

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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 2:00 p.m. and anything that is handed in after 2:00 p.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). However, you are required to also familiarize yourself on your own time with APA guidelines.
- The writing center/library has sources that can help you to better understand APA format.

### **Simple rules for class:**

Please be in class on time.

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.

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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 along with valid documentation.

**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 2:00) 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.

**Also, your final will be on July 2<sup>nd</sup> and will consist of 50 multiple choice questions.**

**Unannounced Quizzes:**

I will be conducting unannounced quizzes throughout the summer session. Unannounced means that you will not know when you will have a quiz. The quiz can be given in the beginning of class, during lecture, or after lecture, no specific time. There are a total of 10 quizzes.

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**Research paper:**

You will be required to conduct research in this class. The research topic can be of your choosing BUT MUST BE RELATED TO CRIMINAL JUSTICE. When thinking of your topic ask yourself what are your interests/dislikes about the criminal justice system.

An example of this would be “you find red light traffic cameras to be effective” in that they reduce accidents. Your topic would be “red light traffic cameras” and you would conduct research supporting your claim...

We will discuss other topic ideas in class and I will be available to help you.

Your research paper is worth a possible **100 points**.

**You will be handing in an annotated bibliography along with your topic idea to me on JUNE 17<sup>TH</sup> and this is worth a possible 20 points**

The rest of your paper will be worth a possible **80 points**.

**ALL WORK MUST BE DONE IN APA FORMAT.  
ANY OTHER FORMAT WILL RECEIVE AN AUTOMATIC GRADE OF 0**

**Class project:**

This project will be a fun in class activity which will require you to conduct research as well HOWEVER; I will go into further detail during class on JUNE 26<sup>TH</sup>.

**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](mailto: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

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Monday 8 <sup>th</sup>  <b>*Cover syllabus</b>  <b>Introduction</b>	Tuesday 9 <sup>th</sup>  1	Wednesday 10 <sup>th</sup>  1	Thursday 11 <sup>th</sup>  2	Friday 12 <sup>th</sup>  2
Monday 15 <sup>th</sup>  3	Tuesday 16 <sup>th</sup>  3	Wednesday 17 <sup>th</sup>  4  <b>Bibliography/topic</b>  <b>DUE</b>	Thursday 18 <sup>th</sup>  4 (review)	Friday 19 <sup>th</sup>  <b>Exam 1</b>  <b>Bring Scantron</b>
Monday 22 <sup>nd</sup>  5	Tuesday 23 <sup>rd</sup>  5	Wednesday 24 <sup>th</sup>  6	Thursday 25 <sup>th</sup>  7	Friday 26 <sup>th</sup>  <b>Go over project</b>
Monday 29 <sup>th</sup>  <b>Project day</b>	Tuesday 30 <sup>th</sup>  <b>Papers due</b>	Wednesday 1 <sup>st</sup>  Return papers  Review for final	Thursday 2 <sup>nd</sup>  <b>Your final is today.</b>  <b>2:00</b>  <b>Bring a scantron</b>	

\*you will be required to sign that you have received the syllabus. By signing, you are also agreeing that you have asked all questions that you have regarding the syllabus.