

**CRIJ 1301**  
**Introduction to Criminal Justice**  
**Spring 2018**  
**CRN 23290**  
MWF 9:30-10:20 a.m.  
Room: LART 222

**Professor:** Ms. Cheryl Ordaz

**Office:** EDUCATION 111- *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.*

**Phone:** 915-747-5532 (please leave voicemail and I will be notified of your message)

**Email:** [clordaz@utep.edu](mailto:clordaz@utep.edu) (THIS IS THE BEST WAY TO REACH ME)

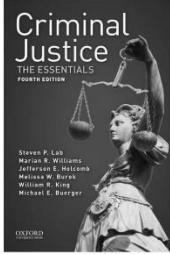
**Course Description:**

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.

**Course Objectives:**

- Understanding of the vocabulary used in this field (criminal justice)
- Understand the crime problem in the United States and the criminal justice decision network
- Identify problems and practices of the police
- Understand the workings of the courts and corrections
- Apply knowledge of the criminal justice system and write an APA research paper

## Required Text:



Criminal Justice: The Essentials 4<sup>th</sup> Edition  
Authors: Lab, Williams, Burek, King, Buerger  
ISBN-13:9780190272524

## 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)
Comprehensive Final Exam (1-7)	(possible 100 points)
Quizzes (5 total)	(possible 100 points)
Research paper	(possible 100 points)
Annotated Bibliography	(possible 100 points)

## Grading: 500 point scale

A = 500-450  
B = 449-400  
C = 399-350  
D = 349-300  
Below 300 points = F

**NOTE: Grades are assigned according to the total points earned; there is no rounding or curving, or moving a person to the next letter grade if they are one point away.**

## 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. Assignments will be due on blackboard so make sure your blackboard account is working.

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 you must submit through blackboard. If you fail to submit by deadline then your work is late and you will receive a grade of 0. It is your responsibility to know deadlines and be aware of time frame to submit.**

### **Writing Center Information**

The University Writing Center is located in Library, Room 227. It is a great place to receive help with editing your written papers, and with APA style assistance. They are open M-Th 9:00-5:00 pm, Fr 9:00-2:00 pm, and Sundays 12:00-5:00pm. Appointments are recommended well before the deadline, but they will take walk-ins.

- 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). **Failing to submit in APA format will result in you receiving a 0.**

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

Please be in class on time. Class begins at 9:30 a.m. and I will begin promptly at 9:30 a.m.

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 and ARE NOT ALLOWED.**

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 five 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.**

## 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 OR an emergency that can be verified... 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 must be brought to my attention by the next class lecture.

**\*\* Please be aware that I will be verifying if your note is valid \*\***

## Note to Student

Please be mindful and courteous when reaching out to me or your classmates. Think before you write, spell check, and READ what you write out loud...any yelling, cursing, or disruptive behavior in my class will result in you being sent to The Office of Student Conduct and Conflict Resolution. This is a classroom and we will respect one another at ALL times.

## UTEP Drop Policy

If unforeseen circumstances happen where a drop is necessary, *students* are responsible for initiating any course drop. It is the student's responsibility to determine how dropping courses may affect financial aid. **Students are limited to dropping no more than 6 courses over their entire academic career of all courses taken at any public college or University in Texas.**

- a) Students who drop a course within the first 2 weeks *before the "official census date,"* the course will not appear on the transcript, and doesn't count toward the 6-course drop limit.
- b) Dropping a course *after the official census date, but before the "course drop date"* will generate a "W" in the course—although the drop shows on your transcript, a "W" does not lower your GPA. However, this type of drop counts against your 6 drop limit.
- c) If the course is dropped *after the "course drop date"* or if the student just stops coming/taking tests, etc., UTEP requires the instructor to issue an "F" in the course that permanently remains on the transcript. This type of drop counts against the 6 drop limit.
- d) UTEP also allows instructors to administratively drop any student because of excessive absences, lack of effort, or disciplinary reasons. In this case, the student will be notified of the course drop through their UTEP email account. A "W" will be issued if the drop occurs before the course drop date, and an "F" will be issued if a student is administratively dropped for disciplinary reasons or after the course drop date. This type of drop counts against the 6 drop limit.
- e) If circumstances occur where a student must miss an excessive number of classes and/or is unable to submit multiple assignments (e.g., student medical reasons, medical conditions of a family member, death of a family member, active military service), they should first discuss the possibility of withdrawal from all classes with their academic advisor. If a student withdraws completely from all classes, kindly notify Ms. Ordaz at: [clordaz@utep.edu](mailto:clordaz@utep.edu) . Complete withdrawals from all classes in the same semester do not count against the 6 drop limit.

**\*\* These dates are in your calendar.**

## **Exam Structure:**

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

Exam 1 and Final exam will be given on blackboard. Make note that the exam is only open for assigned day.. I will open exam at 8:00 a.m. and close at 11:00 p.m. (on assigned day). You have one attempt to complete exam. Exam is timed (50 minutes).

I urge you to make sure your familiar with “successful tips for taking exam” on blackboard... I will not re open a quiz because you lost connection, or your battery died... the only time in which I open an exam is when blackboard is having technical issues. You are responsible for using a secure internet connection and a working computer/laptop/ipad...

## **Unannounced Quizzes:**

I will be conducting unannounced quizzes throughout the semester. 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 5 quizzes.

## **Research Assignment: submit via blackboard**

You will be writing a 9 page research paper for this class. You will choose a topic related to criminal justice. Once you have chosen your topic, you will then develop a research question pertaining to topic. Your research paper will cover information pertaining to research question. You are required to write your paper in APA format. The rules and guide can be found on Owl Purdue or visit the writing center. Your paper is 6 pages in length of actual research. 9 total (title, abstract, reference).

Your paper should feature: (1) a clear thesis statement (i.e. “In this paper I will argue...”); (2) key ideas of relevant articles/books/ sources that you find; (3) a clear, well -reasoned argument; (4) conclusion that recaps the main points of your argument.

Example:

Topic: Red light traffic cameras...

Question: How effective are red light cameras?

Thesis Statement: In this paper, the effectiveness of red light cameras will be discussed and how the cameras reduce accidents.

## **Annotated Bibliography: submit via blackboard**

You will be required to submit an annotated bibliography for your research paper. Must have 5 sources. Follow format on Owl Purdue if you need assistance with assignment or visit writing center.

## **Grading Rubric- Research Paper**

The research paper contains a clear, understandable, thesis statement (0-20 points)

The author has consulted the articles/books that are most relevant to the question at hand, and also explained the central arguments therein with care and precision (0-25points)

The research paper contains a clear, well-reasoned, careful argument (0-25 points)

The research paper contains adequate referencing using APA format –in text citations and is free of egregious spelling/grammatical errors (0-20 points)

## **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: contact CASS

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

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

Room106



