

**Introduction to the
Criminal Justice System
Course 1301 CRN 18031
Fall 2019
TR 12:00-1:20 ULC 342**

Instructor: Dr. Caitlyn Muniz

Office Hours: Tuesdays 1030 –1130am and by appointment (EDU 111-P)

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Course Description

An introduction to the structure and operation of law enforcement, prosecution, the courts, and corrections. Also includes brief coverage of major reported crimes.

Student Learning Outcomes

At the successful completion of this course students will:

1. Demonstrate an understanding of the institutions, offices, persons, and processes of the criminal justice system.
2. Be able to identify how the components of the criminal justice system both interact and impact one another.
3. Understand the reasons for a state to have a criminal justice system.
4. Be able to identify the general theories explaining why persons commit crimes.
5. Learn the major steps in criminal justice process.
6. Be able to discuss the various challenges to the criminal justice system and be able to relate these challenges to broader social and economic issues.

Required Text and Materials

Criminal Justice Today: An Introductory Text for the 21st Century, 14e
(13th edition is fine)

Additional readings may be assigned and will be available on Blackboard

Blackboard

You should familiarize yourself with the various features in Blackboard since we will utilize it throughout the semester. Materials relevant to class such as syllabus, assignments, grade postings, schedule changes and other announcements will be posted on Blackboard.

- For questions or issues regarding Blackboard, contact the UTEP IT helpdesk.
- Set up your Blackboard messaging account to deliver notifications to your UTEP email.
- It's a good idea to check Blackboard and your official UTEP email account at least once per day to keep current with your courses.

Policy on Cellphones

The use of cell phones will **NOT** be permitted in class. Cell phones are to be off (or silenced) and put away during class. However, I do understand that cell phones are useful communication devices for emergencies or other serious matters. If such a situation arises and you are expecting an emergency phone call during class, please let me know before class.

Policy on Laptops

If I suspect you are using your laptop for purposes unrelated to the class, you will be told to shut the computer off for the remainder of the class. If you violate the policy again, you will not be allowed to use a laptop for the remainder of the semester.

Etiquette

It is expected that students will behave in a professional manner during class and that everyone will be respectful and courteous toward each other.

Expectations:

- Respectful and courteous treatment of each other - including when there are disagreements and/or debates.
- Be on time for class and stay until class is over. Please notify me in advance if you will be leaving class early or attending late due to a previously arranged (extenuating) obligation.
- Active participation in class
- Readings are to be completed BEFORE class
- Professional – no side/chit-chat conversations, no cell phones in class, no sleeping during class, etc. These are all disruptive, rude, and disrespectful.
- I will abide by these same expectations. I promise not put my head down and sleep in the middle of class. ☺

Grading & Course Requirements

“Grades” are computed based on percentages. There are four exams, each worth 15% of your grade ($4 \times 15\% = 60\%$), a paper, and randomly given in-class assignments for participation worth 20% of your grade.

Exams	60%
Assignments	20%
Paper	20%
Total	100%

Any percentage points received for extra credit opportunities will be added to your final grade. Percentages are then converted to letter grades.

A	89-100+%
B	79-88.9%
C	69-78.9%
D	59-68.9%
E	Below 59%

Exams

There are four non-cumulative exams. Exams will focus on class readings and anything covered in class including: lectures, videos, guest speakers, class discussions, activities, etc. **All exams will be on Blackboard.** Exams will be open on Blackboard for a set period of time. Failure to complete the exam due to technological difficulties is not an excuse for not completing the exam. Exams are to be done independently.

Assignments

Over the course of the semester you will complete a variety of in-class assignments for participation. These assignments will **NOT** be announced in advance. In-class assignments will make up 20% of your final grade. Please note: these assignments may be given at any time during class (example: first five minutes, last 10 minutes, and/or over the entire class period). If you miss an assignment because you are absent, late, or leave early (and it is not a documented emergency), you will NOT receive points and will not be allowed to make up the assignment.

Your lowest **2** assignments will be dropped. This means you can miss two without penalty. This also means there will be absolutely ZERO makeups for these assignments.

Paper

Details about the paper will be provided in class.

Course and University Policies

Student Expectations

To ensure learning outcomes are met, students are expected to:

Participate. Students are expected to be prepared for class by completing required readings prior to the start of class. Students are expected to contribute to **all** class discussions and are responsible for **all** material presented in each module, including course related announcements.

Check Email & Blackboard Regularly for Course Correspondence. Important information regarding the course schedule, assignments, and grades will be posted to Blackboard.

Be Respectful. This includes directing full attention to discussions. When participating in discussion and in email exchanges with the instructor and other classmates, students are expected to use respectful language. Do not communicate with others via the Internet in a way you would not interact with them in person. Disrespectful language, and/or disrespectful classroom behavior will not be tolerated. Disregard for this expectation will result in students being asked to leave class. In instances of serious or repeated infractions, students will be subject to University disciplinary action.

Complete Exams and Assignments When Scheduled. Students are informed in writing (this syllabus) of the due dates of ALL exams and assignments **for the entire semester on the first day of class.** For this reason:

LATE WORK IS NOT ACCEPTED & MAKE UP EXAMS ARE NOT AN OPTION*

*** Exception: Emergencies, Religious Observances, & University Excused Absences.**

Students are expected to notify their instructors at the beginning of each academic term if they intend to be absent for an announced examination. Students absent for religious reasons, as noticed to the instructor at the beginning of each academic term, will be given reasonable opportunities to make up any work missed.

Make Up Exam / Assignment Policy:

If a student feels an unforeseen event requires them to request a make-up test/assignment, he or she **must** complete the following:

(1) Determine the event constitutes a University Excused Absence or an emergency.

Emergencies refer to **very serious** physical or mental health issues only. Because students are made aware of class due dates in advance, emergencies do **NOT** refer to events such as: social obligations (e.g., weddings, birthdays), computer/technology issues, or work requirements.

(2) Communicate (email/office hours) your issue as soon as possible: preferably before class. Delayed requests may not be considered.

(3) Provide acceptable documentation of the emergency (documents from a person or organization other than the student [e.g. medical professional]).

If the instructor determines all 3 criteria are satisfied, a make-up exam / assignment will be given at a date and time of the instructor's choosing.

Extra Credit

There may be extra credit opportunities for this course throughout the semester.

Right to Change Syllabus

Although I put considerable effort into the syllabus to balance your workload and ensure that the course flows, adjustments to the content, timeline, and due dates for assignments may be required during the semester. If this is necessary, some components of the syllabus may change. However, any such changes will be posted on Blackboard. The students are responsible for any such announced changes.

Video/Audio Recording and Course Material Reproduction

Materials for this course are considered property. **Notes, tapes, and written materials developed by or provided to the students may not be sold or given to other persons. You may not photograph, screen capture, video, or audio record course lectures, quizzes, or any other course material for any reason.**

Effective Electronic Communications:

It is important to share a word of caution, so we can become wiser about interpersonal distance learning communications. When communicating electronically, many of the feelings or impressions that are transmitted via body language in face-to-face communications are lost. Consequently, interpreting emotions and innuendos is much more difficult. Only what is written, or drawn, carries the message. Often, excitement can be misinterpreted as anger or insult. It is important that we all keep this in mind as we communicate. Words in print may seem harmless, but they could emotionally injure us when working at a distance. Hence, it is vitally important that we are conscious of how we communicate while working at a distance. For example, avoid the use of caps in your electronic messages, as wording in caps comes across as shouting.

The standard practice ("Netiquette") for participation in networked discussion requires that all participation be focused on the topic at hand, not become personalized, and be substantive in nature. (Translation: you may certainly disagree with others, but you must do so respectfully; you may express strong beliefs or emotions, but you may not get so carried away that you lose all perspective on the course itself). More information on Netiquette, the etiquette of Internet communication, can be found at www.albion.com/netiquette.

Technical Information and Support: The University of Texas at El Paso offers complete technical information and help desk support at: <http://issweb.utep.edu/techsupport/>.

Scholastic Integrity: Please refer to the UTEP's Policy outlined in the 2006-2008 Graduate Catalog, page 44. <http://www.utep.edu/catalogs/2006/2006-2008GRAD.pdf#index>.

The University of Texas at El Paso prides itself on its standards of academic excellence. In all matters of intellectual pursuit, UTEP faculty and students must strive to achieve excellence based on the quality of work produced by the individual. In the classroom and in all other academic activities, students are expected to uphold the highest standards of academic integrity. Any form of scholastic dishonesty is an affront to the pursuit of knowledge and jeopardizes the quality of the degree awarded to all graduates of UTEP. It is imperative, therefore, that the members of this academic community understand the regulations pertaining to academic integrity and that all faculty insist on adherence to these standards.

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

Academic Dishonesty Statement: Academic dishonesty is prohibited and is considered a violation of the UTEP Handbook of Operating Procedures. It includes, but is not limited to, cheating,

plagiarism, and collusion. Cheating may involve copying from or providing information to another student, possessing unauthorized materials during a test, or falsifying research data on laboratory reports. Plagiarism occurs when someone intentionally or knowingly represents the words or ideas of another person's as ones' own. And, collusion involves collaborating with another person to commit any academically dishonest act. Any act of academic dishonesty attempted by a UTEP student is unacceptable and will not be tolerated. Violations will be taken seriously and will be referred to the Dean of Students Office for possible disciplinary action. Students may be suspended or expelled from UTEP for such actions.

Academic dishonesty is an assault upon the basic integrity and meaning of a University. Cheating, plagiarism, and collusion in dishonest activities are serious acts which erode the University's educational and research roles and cheapen the learning experience not only for the perpetrators, but also for the entire community. It is expected that UTEP students will understand and subscribe to the ideal of academic integrity and that they will be willing to bear individual responsibility for their work. Materials (written or otherwise) submitted to fulfill academic requirements must represent a student's own efforts. Any act of academic dishonesty attempted by a UTEP student is unacceptable and will not be tolerated. Violations will be referred to the Dean of Students Office for possible disciplinary action. Students may be suspended or expelled from UTEP for such actions.

Disabled Student Statement: In Section 504 of the Vocational Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990, if a student needs an accommodation then the Office of Disabled Student Services located at UTEP need to be contacted. If you have a condition, which may affect your ability to perform successfully in this course, you are encouraged to discuss this in confidence with the instructor and/or the director of the Disabled Student Services. You may call 915.747.5148 for general information about the American with Disabilities Act (ADA) and the rights that you have as a UTEP student with a disability. You also can visit the DSSO website at www.utep.edu/dsso or the DSSO office in Room 108 East Union Building.

Individuals with disabilities have the right to equal access and opportunity. It is the student's responsibility to contact the instructor and The Disabled Student Services Office at The University of Texas at El Paso.

A note about sexual misconduct:

What you should know about sexual misconduct: UTEP does not tolerate acts of sexual misconduct, including sexual harassment and all forms of sexual violence. If you have experienced sexual misconduct, or know someone who has, the University can help. It is important to know that federal regulations and University policy require faculty to promptly report complaints of potential sexual misconduct known to them to their campus Title IX Coordinator(s) to ensure that appropriate measures are taken and resources are made available. The University will work with you to protect your privacy by sharing information with only those that need to know to ensure the University can respond and assist. Any student who believes that he or she may be experiencing sexual harassment or misconduct is encouraged to consult with or report such conduct immediately to the Title IX Coordinators. Contact information for

UTEP's Title IX Coordinators can be found here:
<http://utep.edu/titleix/Title%20IX%20Coordinators%20.html>

UTEP Drop Policy:

If circumstances arise to where a student must drop this course, it is the student's responsibility to initiate the course drop. It is also the student's responsibility to determine how dropping courses may affect his or her 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.

1. a) If a course is dropped within the first 2 weeks before the "official census date":
 1. the course will not appear on the transcript and
 2. the course will not count toward the 6-course drop limit.
2. b) If a course is dropped after the official census data but before the "course drop date":
 1. the student will receive a "W" in the course
 2. the drop will show on transcripts but will not lower GPA
 3. the drop will count toward the 6 class drop limit
3. c) If the course is dropped after the "course drop date" or if the student just stops coming/taking tests, etc.:
 1. UTEP requires the instructor to issue an "F" in the course that permanently remains on the transcript.
 2. the drop will count against the 6 class drop limit.
4. 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.
5. 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 me at: tedickinson@utep.edu. Complete withdrawals from all classes in the same semester do not count against the 6 drop limit.

Student Resources

- • UTEP Library: Access a wide range of resources including online, full-text access to thousands of journals and eBooks plus reference service and librarian assistance for enrolled students.
- • University Writing Center (UWC): Submit papers here for assistance with writing style and formatting, ask a tutor for help and explore other writing resources.

Dates	Topic	Chapter	Assignment
T, August 27	Welcome/Syllabus		
R, August 29	Pre-Test		
T, September 3	What is Criminal Justice	1	Read chapter 1
R, September 5	The Crime Picture	2	Read chapter 2
T, September 10	The Search for Causes	3	Read chapter 3
R, September 12		3	
T, September 17	Criminal Law	4	Read chapter 4
R, September 19	Dallas Police Guest Speaker		
T, September 24	State Trooper Guest Speaker		
R, September 26	EXAM 1 Chapters 1-4		
T, October 1	History and Structure	5	Read chapter 5
R, October 3	Purpose and Organization	6	Read chapter 6
T, October 8	Legal Aspects	7	Read chapter 7
R, October 10	Issues and Challenges	8	Read chapter 8
T, October 15	Prosecutor Guest Speaker		
R, October 17	Federal Guest Speaker		
T, October 22	EXAM 2 Chapters 5-8		
R, October 25	The Courts – Structure and Participants	9	Read chapter 9
T, October 29	Court Guest Speaker	10	Read chapter 10
R, October 31	Pretrial Activities and the Criminal Trial	10	
T, November 5	Sentencing	11	Read chapter 11
R, November 7	EXAM 3 Chapters 9-11		
T, November 12	Probations, Parole, and Intermediate	12	Read chapter 12
R, November 14	No Class		
T, November 19	Parole Guest Speaker		
R, November 21	Prison and Jails	13	Read chapter 13
T, November 26	Paper Due		
R, November 28	No Class-Thanksgiving		
T, December 3	Prison Life	14	Read chapter 14
R, December 5	Review/Post-Test		
December 10 1:00 -3:45 pm	EXAM 4 Chapters 12-14		