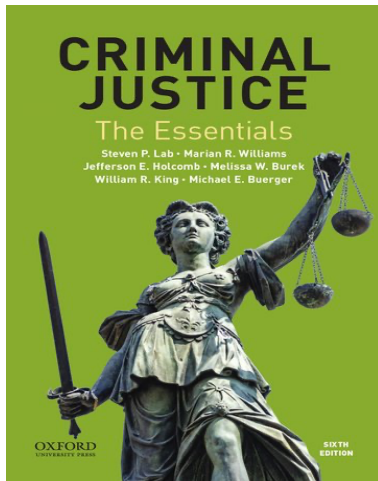


CRIJ 1301: Introduction to Criminal Justice

Instructor: Professor Chris Williams

Email: ctwilliams3@utep.edu

Required Textbook: BE SURE TO GET THE CORRECT EDITION OF THIS BOOK. Lab, Steven P., Marian R. Williams, Jefferson E. Holcomb, Melissa W. Burek, William R. King, and Michael E. Buerger. (2021). *Criminal Justice: The Essentials*. 6th Edition. Oxford University Press. (Book is available at the UTEP Bookstore or online at various outlets).



Office Hours: Virtually via Zoom on Tuesdays from 8am to 10 am. Please make an appointment via email at least one day in advance and a zoom link will be emailed to you. If you require a face-to-face appointment, please submit a request via email.

PLEASE READ THIS SYLLABUS CAREFULLY AND IN ITS ENTIRETY

All the information contained within this document is vital. It is essential that you, the student understand what is expected of you, how you will be graded and how this course will be conducted. All this information is contained within this document. It is up to you the student to read the syllabus and contact me the professor if you have any questions or concerns.

COURSE OVERVIEW AND OBJECTIVES

The class represents an introductory level of study in the areas of criminal justice. The class will provide an overview of police, courts, and corrections, both from the historic and contemporary perspective. The study will include local, state, and federal systems, legal basis, and jurisdiction. The student will be introduced to the foundations of crime and justice, followed by the police, courts, corrections, and juvenile justice in succession. The material is presented from a legal, criminological, historical, and social systems perspective. The class elaborates on each of these primary sectors of the criminal justice system and provides a brief background in the behavioral aspects of crime and criminology.

CLASS FORMAT

This course is NOT self-paced. Instead, this course is based on weekly modules that open each Monday morning at 6:00 am and close the following Saturday at 11:59PM (Mountain Standard Time). If students fail to submit any required work before the module closes, they will receive a grade of zero (0) for that assignment—no exceptions! As outlined in the syllabus below, each weekly module will focus on one chapter from our textbook. For each of these chapters, I will prepare a *chapter outline* that is intended to provide guidance and structure to students as they read the chapter. Students should read this outline before reading the chapter. Students are also encouraged to read the conclusions at the end of each chapter and to pay close attention to the “key terms” that are found in the textbook for each chapter.

PLEASE MAKE SURE TO WATCH THE VIDEOS THAT ARE IN EACH WEEKLY MODULE.

All exams, discussions, and written assignments are **“open book”** and **“open notes.”** meaning that students can use any class materials they wish when completing these assignments. However, they cannot “collaborate” in any way with any person (whether they are a fellow student or not) when completing the assignments. Doing so constitutes cheating and will be dealt with per the policy on academic dishonesty specified later in the syllabus.

GOALS & OBJECTIVES

The subject matter of this course is intended to provide introductory knowledge of the criminal justice system for criminal justice students or for any student interested in crime and the criminal justice system.

UTEP EDGE

This course is designed with the UTEP Edge in mind. In this class, you will engage in creative discussions during each weekly module that involves critical thinking, applying your reading comprehension and your basic understanding of the material. You will leave this course confident in your knowledge of an introduction to the criminal justice system, improved communication skills and an increased confidence that will equip you the student with a competitive advantage when you graduate and enter the workforce or pursue a graduate degree. It’s this competitive edge that distinguishes UTEP students from their peers at other institutions and prepares our graduates for leadership and lifelong success.

REQUIREMENTS

Exams: Your grade in this class will be based on 2 exams, 2 written assignments and weekly discussions. Exams are to be taken on the week stated in the syllabus. Make-up exams may only be acceptable under extreme circumstances, such as a medical or personal emergency. I must warn you, however, that I base these

decisions on a very narrow definition of extreme. The student must provide me with proper documentation to qualify for a make-up (documentation does not, unfortunately, guarantee that a make-up will be given). Missed exams will be assigned a grade of zero (0). All makeup exams, if granted, must be completed within one week of the original exam date. Each exam is worth 100 points for a total of 200 points. Again, a grade of zero (0) will be assigned to each exam not submitted by the time the respective weekly module closes. Students will have 90 minutes (1 hour and 30 minutes) to complete the exam once they begin. Exams will be available on Monday 6:00 am and will close at 11:59PM on Saturday (Mountain Standard Time).

Written Assignments: Students will be given a written assignment on the week stated in the syllabus. These assignments consist of answering a specific question regarding one chapter for that week. Answers are limited to no more than 500 words. There will be 2 written assignments, and each is worth 10 points (20 points total). Make-up assignments may only be acceptable under extreme circumstances and all makeup assignments, if granted, must be completed within one week of the original assignment date. Make sure to use proper grammar and punctuation.

Discussions: Students are required to make one post on the module’s discussion board and respond to two students. The original post should be no more than 150 words and should consist of the chapters discussed for the week. When responding to other students, please remember to be respectful. You do not have to agree with someone else’s opinion; however, we are all adults and arguments/disrespectful comments will not be tolerated. Also, when responding, to do not simply reply, “I agree,” put some thought into your response. Each post is worth up to 15 points and each response it worth up to 5 points for a total of 20 points per weekly module.

FINAL GRADE CALCULATION

Your final grade in this class will be determined based on the exams, discussions, and written assignments.

Midterm Exam	100 Points
Final Exam	100 Points
Written Assignment 1	10 Points
Written Assignment 2	10 Points
Discussion Board	100 points (20 points per week)
<hr/>	<hr/>
Total Points	320 Points

Final Grade Distribution:

320-288 Points=A

287-256 Points=B

255-224 Points=C

223-0 Points=F

EXTRA CREDIT OPPORTUNITY

Course evaluations response rate of at least 70%

- If at least 70% of the students in the class complete the course evaluation (which becomes available near the end of the course) then all students will receive 10 extra credit points.
- To let you know how this works, you will receive email reminders about evaluating the course at least twice from UTEP in your miners.utep.edu email account. If you don't receive these emails, then contact UTEP's HelpDesk.
- After the course evaluation period is over, I will receive an email from UTEP stating the percentage of students in the class who completed the course evaluation. If this figure is at or above 70% then all students in the class will receive 10 extra credit points.
- So...please make sure to complete the course evaluation when it becomes available and urge your classmates to do the same.

PLEASE NOTE

I have right to make any changes to the course or syllabus and any changes will be announced ahead of time in an announcement and/or email. There will be no curve used in grading and no grades will be dropped. **Your grade is an accomplishment, not a gift!**

IMPORTANT REMINDERS

The exams are timed, meaning that once you begin the exam you will have a limited amount of time to complete and submit your work. The exams will automatically close and submit at the end of the time limit if you haven't already submitted it yourself. Do not wait until the last minute to begin exams. This way, if you do experience any difficulties with submissions, they can be corrected before the module closes.

TECHNOLOGY ISSUES

Course content is delivered via the Internet through the Blackboard learning management system. Ensure your UTEP e-mail account is working and that you have access to the Web and a stable web browser. Google Chrome and Mozilla Firefox are the best browsers for Blackboard; other browsers may cause complications. When having technical difficulties, update your browser, clear your cache, or try switching to another browser.

You will need to have access to a computer/laptop, scanner, a webcam, and a microphone. You will need to download or update the following software: Microsoft Office, Adobe Acrobat Reader, Windows Media Player, QuickTime, and Java. Check that your computer hardware and software are up-to-date and able to access all parts of the course.

If you do not have a word-processing software, you can download Word and other Microsoft Office programs (including Excel, PowerPoint, Outlook and more) for free via UTEP's Microsoft Office Portal. Click the following link for more information about [Microsoft Office 365](#) and follow the instructions.

IMPORTANT: If you encounter technical difficulties beyond your scope of troubleshooting, please contact the UTEP [Help Desk](#) as they are trained specifically in assisting with technological needs of students. Please do not contact me for this type of assistance. The Help Desk is much better equipped than I am to assist you!

NETIQUETTE

As we know, sometimes communication online can be challenging. It's possible to miscommunicate what we mean or to misunderstand what our classmates mean given the lack of body language and immediate feedback. Therefore, please keep these netiquette (network etiquette) guidelines in mind. Failure to observe them may result in disciplinary action.

- Always consider audience. This is a college-level course; therefore, all communication should reflect polite consideration of other's ideas.
- Respect and courtesy must be always provided to classmates and to the instructor. No harassment or inappropriate postings will be tolerated.
- When reacting to someone else's message, address the ideas, not the person. Post only what anyone would comfortably state in a face-to-face situation.

Blackboard is not a public internet venue; all postings to it should be considered private and confidential. Whatever is posted on in these online spaces is intended for classmates and professor only. Please do not copy documents and paste them to a publicly accessible website, blog, or other space.

ATTENDANCE AND PARTICIPATION

Attendance in the course is determined by participation in the learning activities of the course. Your participation in the course is important not only for your learning and success but also to create a community of learners. Participation is determined by completion of the following activities:

- Reading/Viewing all course materials to ensure understanding of assignment requirements.
- Participating in engaging discussion with your peers on the discussion boards (grading rubric provided in the "grading information" area of each forum)
- Participating in scheduled Blackboard Collaborate sessions
- Other activities as indicated in the weekly modules

Because these activities are designed to contribute to your learning each week, they cannot be made up after their due date has passed.

ACADEMIC DISHONESTY

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 as one's own. 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. All suspected violations of academic integrity at The University of Texas at El Paso must be reported to the [Office of Student Conduct and Conflict Resolution \(OSCCR\)](#) for possible disciplinary action. To learn more, please visit [HOOP: Student Conduct and Discipline](#).

ACCOMMODATIONS AND SUPPORT SERVICES

The University is committed to providing reasonable accommodations and auxiliary services to students, staff, faculty, job applicants, applicants for admissions, and other beneficiaries of University programs, services and activities with documented disabilities in order to provide them with equal opportunities to participate in programs, services, and activities in compliance with sections 503 and 504 of the Rehabilitation Act of 1973, as amended, and the Americans with Disabilities Act (ADA) of 1990 and the Americans with Disabilities Act Amendments Act (ADAAA) of 2008. Reasonable accommodations will be made unless it is determined that doing so would cause undue hardship on the University. Students requesting an accommodation based on a disability must register with the [UTEP Center for Accommodations and Support Services](#) (CASS). Contact the Center for Accommodations and Support Services at 915-747-5148, or email them at cass@utep.edu, or apply for accommodations online via the [CASS portal](#).

COPYRIGHT STATEMENT FOR COURSE MATERIALS

All materials used in this course are protected by copyright law. The course materials are only for the use of students currently enrolled in this course and only for the purpose of this course. They may not be further disseminated.

RESOURCES

UTEP provides a variety of student services and support:

Technology Resources

[Help Desk](#): Students experiencing technological challenges (email, Blackboard, software, etc.) can submit a ticket to the UTEP Helpdesk for assistance. Contact the Helpdesk via phone, email, chat, website, or in person if on campus.

Academic 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.

Individual Resources

- [Military Student Success Center](#): Assists personnel in any branch of service to reach their educational goals.
- [Center for Accommodations and Support Services](#): Assists students with ADA-related accommodations for coursework, housing, and internships.
- [Counseling and Psychological Services](#): Provides a variety of counseling services including individual, couples, and group sessions as well as career and disability assessments.

A FINAL NOTE

1. I will provide you clear instructions on class expectations.
2. I will check my email and will answer back to you as soon as possible.
3. I will provide graded feedback on your performance in a timely manner.
4. I will keep you always informed about your graded progress in the class and will make time to discuss your concerns when needed.
5. I am open to suggestions about improvement of the class and class related activities.
6. I will do all I can to ensure your learning and success in this class
7. If any changes in the course are to be implemented, I will ensure that the class is notified in a timely manner.
8. Read all postings on the bulletin board and all emails from me.
9. I strongly recommend that you check the course at least three times a week at minimum to keep up. Email messages are sent to your UTEP email address, so you will want to check your UTEP email several times a week, preferably each business day.
10. Online learning is not a spectator sport. It is everyone's responsibility to participate as fully as they can so everyone can get the most from the experience.

Week	Dates	Topic	Readings and Notes
1	August 28-Sept. 2	Crime, Criminal Justice, and Policy	Chapter 1 Discussion Board #1
2	Sept. 4-Sept. 9	Issues of Law	Chapter 2 Discussion Board #2
3	Sept. 11-Sept. 16	Policing and Law Enforcement	Chapter 3 <i>Written Assignment 1</i> Discussion Board #3
4	Sept. 18-Sept. 23	The Court System	Chapter 4 Midterm Exam Chapters 1,2,3,4
5	Sept. 25-Sept. 30	Institutional Corrections	Chapter 5 Discussion Board #4
6	Oct. 2-Oct. 7	Community Corrections	Chapter 6 <i>Written Assignment 2</i> Discussion Board #5
7	Oct. 9-Oct. 13	The Juvenile Justice System Conclusion	Chapter 7 & 8 Final Exam Chapters 5,6,7,8