**Course: Intro to Criminal Justice System-**

 **CRCJ 2334-001**

**Term:** Spring 2018

 **Meetings:** Monday & Wednesday, 2:30pm-3:50pm,

 University Hall, 10

**Instructor:** Ms. Zerita Hall, BA, MSSW

**Office Location:** University Hall, 342

**Phone:** 817-272-0318

**Office hours:** M & W 1:00pm-2:30pm or by appointment

**Email:** zhall@uta.edu

**Instructor Profile: https://mentis.uta.edu/public/#profile/profile/edit/id/20843/category/1**

**Course Description**

The purpose of this course is to provide an overview of the criminal justice system, employing both a systems and theoretical approach to understanding the relationships between law enforcement, the court system, and corrections.

**Course requirements: All exams and quizzes are online only. Exams are given through Respondus Lockdown Browser. The student must download Respondus Lockdown Browser located in the General Announcement tab on the homepage of Blackboard to access the exams. There are no written exams for this class; electronic only. As a courtesy, a practice exam will be given for those not familiar with Respondus Lockdown Browser. For additional assistance with Respondus and/or Blackboard, please contact the Office of Information Technology as the instructor cannot diagnose computer and/or internet connectivity or any other technological issues.**

**Student Learning Objectives/Outcomes**

* Understand the importance of law enforcement, the courts, and corrections within the framework of the criminal justice system.
* Understand the evolution and development of law enforcement, courts, and corrections, and the role that history plays in shaping criminal justice policy and practice.
* Understand how law enforcement, the courts and corrections are interrelated.
* Students will understand the importance of critical thinking and communication among other students, professionals and the general population.

**Required Textbook and Materials**

Introduction to Criminal Justice: Practice and Process. By: Kenneth J. Peak. Sage Publications: 2nd Edition. **ISBN-13: 9781506305929**

*Note:* In addition to the required text; handouts, journal articles, video documentaries, movies, and other sources of reference may be used to further enhance student’s learning. Any additional materials will be posted on Blackboard.

**Exams** (4) - There will be four exams, worth 100 points each and 80% of your grade. Exam 1 will cover chapters 1, 2, 3, 4 in the required text. Exam 2 will cover chapters 5, 6, 7, 8, in the required text. Exam 3 will cover chapters 9, 10, 11, 12 in the required text. Exam 4 will cover chapters 13, 14, 15, 16 in the required text. Each exam may also contain material from any supplemental reading, class discussion other information provided. The exams are generally about 50 questions located in the Course Material section in Blackboard and each exam is on a timer through Respondus Lockdown Browser.

**Quiz:** There will be two pop quizzes throughout the semester, worth 100 points each and 10% of your grade. The quizzes will be generally about 10 questions located in the Course Material section in Blackboard. Quizzes are due within 24 hours of notice. There will be no extensions. Quizzes will be announced in class only covering material from required reading, supplemental reading and/or class discussions.

**Blackboard Discussions:** Worth 100 points each and 10% of your grade. These discussions will begin in class and end in the Discussions section of Blackboard. Your initial post will need to be at least 300 words. You are to reply to at least 1 other person in at least 150 words. All of your work should be original. Do not copy/paste inside the thread from another source or a word document. Do not attach additional documents to the thread. Keep all wording inside the thread. Your thoughts should be respectful, well thought-out and comprehensive of the case.

**Evaluations:**

Exam 1 ------------------------------------------------------------------------20%

Exam 2 ------------------------------------------------------------------------20%

Exam 3 ------------------------------------------------------------------------20%

Exam 4 ------------------------------------------------------------------------20%

Quizzes-------------------------------------------------------------------------10%

Blackboard Discussion -------------------------------------------------------10%

Total-**---------------------------------------------------------------------------**100%

**The grading scale for this course will be:**

A -----------------------100-90

B ------------------------89-80

C ------------------------79-70

D ------------------------69-60

F ------------------------59 & Below

**Grading**:

Students are expected to keep track of their performance throughout the semester and seek guidance from available sources (including the instructor) if their performance drops below satisfactory levels. All grades will be posted on UTA’s Blackboard when all papers, presentations, and tests have been graded which should supply you with adequate tracking of your progress. Students are encouraged to maintain a record of their grades.

**Academic Calendar**

Note: Timelines and subjects contained in the syllabus are subject to change at the discretion of the instructor.

Wed Jan 17 Syllabus/ Practice Exam (optional)

Mon Jan 22 Chapter 1

Wed Jan 24 Chapters 1, 2

Mon Jan 29 Chapters 2, 3

Wed Jan 31 Chapters 3, 4

Mon Feb 5 Chapter 4

**Wed Feb 7 Exam 1**

Mon Feb 12 Chapter 5

Wed Feb 14 Chapters 5, 6

Mon Feb 19 Chapters 6, 7

Wed Feb 21 Chapters 7, 8

Mon Feb 26 Chapter 8

**Wed Feb 28 Exam 2**

Mon Mar 5 Chapter 9

**Wed Mar 7** Chapter 9; **Discussion 1**

**Mon Mar 12 Spring Break**

**Wed Mar 14 Spring Break**

Mon Mar 19 Chapter 10

Wed Mar 21 Chapters 10, 11

Mon Mar 26 Chapters 11, 12

Wed Mar 28 Chapter 12

**Mon Apr 2 Exam 3**

Wed Apr 4 How did I get here???

**Mon Apr 9 Discussion 2**

Wed Apr 11 Chapter 13

Mon Apr 16 Chapters 13, 14

Wed Apr 18 Chapter 14

Mon Apr 23 Chapter 15

Wed Apr 25 Chapters 15, 16

Mon Apr 30 Chapter 16

Wed May 3 Chapter 16

**Wed May 9 Exam 4**

**Attendance:** The University of Texas at Arlington, is a non-attendance taking university, however; attendance is a critical indicator in student success. Each faculty member is free to develop his or her own methods of evaluating students’ academic performance, which includes establishing course-specific policies on attendance. As the instructor of this section, I will take attendance sporadically in the form of pop quizzes and/or pop attendance credit. However, while UT Arlington does not require instructors to take attendance in their courses, the U.S. Department of Education requires that the University have a mechanism in place to mark when Federal Student Aid recipients “begin attendance in a course.” UT Arlington instructors will report when students begin attendance in a course as part of the final grading process. Specifically, when assigning a student a grade of F, faculty report the last date a student attended their class based on evidence such as a test, participation in a class project or presentation, or an engagement online via Blackboard. This date is reported to the Department of Education for federal financial aid recipients.

**Makeup Exam Policy:** Makeup exams will be provided for students who have a university recognized excused absence. Excused absences include (but are not limited to): illnesses with a doctor’s note, serious family emergency, participation in official university activities, documented military deployment. Final decision of excused absences is left to the discretion of the instructor. Students will be required to provide written documentation for absences if makeup exam/quiz is pending. In addition, you must communicate prior to the date of the exam in order to schedule a makeup. All makeup exams must be scheduled within one week of the original exam.

**Expectations for Out-of-Class Study:** Reading should be done by the dates indicated. Beyond the time required to attend each class meeting, students enrolled in this course should expect to spend at least an additional 9 hours per week of their own time in course-related activities, including reading required materials, completing assignments, and preparing for exams.

**Grade Grievances**: Any appeal of a grade in this course must follow the procedures and deadlines for grade-related grievances as published in the current University Catalog. <http://catalog.uta.edu/academicregulations/grades/#undergraduatetext>

**Drop Policy:** Students may drop or swap (adding and dropping a class concurrently) classes through self-service in MyMav from the beginning of the registration period through the late registration period. After the late registration period, students must see their academic advisor to drop a class or withdraw. Undeclared students must see an advisor in the University Advising Center. Drops can continue through a point two-thirds of the way through the term or session. It is the student's responsibility to officially withdraw if they do not plan to attend after registering. **Students will not be automatically dropped for non-attendance**. Repayment of certain types of financial aid administered through the University may be required as the result of dropping classes or withdrawing. For more information, contact the Office of Financial Aid and Scholarships (<http://wweb.uta.edu/aao/fao/>).

**Disability Accommodations:** UTArlington is on record as being committed to both the spirit and letter of all federal equal opportunity legislation, including *The Americans with Disabilities Act (ADA), The Americans with Disabilities Amendments Act (ADAAA),* and *Section 504 of the Rehabilitation Act.* All instructors at UT Arlington are required by law to provide “reasonable accommodations” to students with disabilities, so as not to discriminate on the basis of disability. Students are responsible for providing the instructor with official notification in the form of **a letter certified** by the Office for Students with Disabilities (OSD).Only those students who have officially documented a need for an accommodation will have their request honored. Students experiencing a range of conditions (Physical, Learning, Chronic Health, Mental Health, and Sensory) that may cause diminished academic performance or other barriers to learning may seek services and/or accommodations by contacting:

**The Office for Students with Disabilities, (OSD)** [www.uta.edu/disability](http://www.uta.edu/disability) or calling 817-272-3364. Information regarding diagnostic criteria and policies for obtaining disability-based academic accommodations can be found at [www.uta.edu/disability](http://www.uta.edu/disability).

**Counseling and Psychological Services, (CAPS**) [www.uta.edu/caps/](http://www.uta.edu/caps/) or calling 817-272-3671 is also available to all students to help increase their understanding of personal issues, address mental and behavioral health problems and make positive changes in their lives.

**Non-Discrimination Policy:** *The University of Texas at Arlington does not discriminate on the basis of race, color, national origin, religion, age, gender, sexual orientation, disabilities, genetic information, and/or veteran status in its educational programs or activities it operates. For more information, visit*[*uta.edu/eos*](http://www.uta.edu/hr/eos/index.php)*.*

**Title IX Policy:** The University of Texas at Arlington (“University”) is committed to maintaining a learning and working environment that is free from discrimination based on sex in accordance with Title IX of the Higher Education Amendments of 1972 (Title IX), which prohibits discrimination on the basis of sex in educational programs or activities; Title VII of the Civil Rights Act of 1964 (Title VII), which prohibits sex discrimination in employment; and the Campus Sexual Violence Elimination Act (SaVE Act). Sexual misconduct is a form of sex discrimination and will not be tolerated.*For information regarding Title IX, visit* [www.uta.edu/titleIX](http://www.uta.edu/titleIX) or contact Ms. Jean Hood, Vice President and Title IX Coordinator at (817) 272-7091 or [jmhood@uta.edu](file:///C%3A%5CUsers%5Cjbdavis%5CDownloads%5Cjmhood%40uta.edu).

**Academic Integrity:** Students enrolled all UT Arlington courses are expected to adhere to the UT Arlington Honor Code:

*I pledge, on my honor, to uphold UT Arlington’s tradition of academic integrity, a tradition that values hard work and honest effort in the pursuit of academic excellence.*

*I promise that I will submit only work that I personally create or contribute to group collaborations, and I will appropriately reference any work from other sources. I will follow the highest standards of integrity and uphold the spirit of the Honor Code.*

UT Arlington faculty members may employ the Honor Code in their courses by having students acknowledge the honor code as part of an examination or requiring students to incorporate the honor code into any work submitted. Per UT System *Regents’ Rule* 50101, §2.2, suspected violations of university’s standards for academic integrity (including the Honor Code) will be referred to the Office of Student Conduct. Violators will be disciplined in accordance with University policy, which may result in the student’s suspension or expulsion from the University. Additional information is available at <https://www.uta.edu/conduct/>.

**Electronic Communication:** UT Arlington has adopted MavMail as its official means to communicate with students about important deadlines and events, as well as to transact university-related business regarding financial aid, tuition, grades, graduation, etc. All students are assigned a MavMail account and are responsible for checking the inbox regularly. There is no additional charge to students for using this account, which remains active even after graduation. Information about activating and using MavMail is available at <http://www.uta.edu/oit/cs/email/mavmail.php>.

**Campus Carry:** Effective August 1, 2016, the Campus Carry law (Senate Bill 11) allows those licensed individuals to carry a concealed handgun in buildings on public university campuses, except in locations the University establishes as prohibited. Under the new law, openly carrying handguns is not allowed on college campuses. For more information, visit <http://www.uta.edu/news/info/campus-carry/>

**Student Feedback Survey:** At the end of each term, students enrolled in face-to-face and online classes categorized as “lecture,” “seminar,” or “laboratory” are directed to complete an online Student Feedback Survey (SFS). Instructions on how to access the SFS for this course will be sent directly to each student through MavMail approximately 10 days before the end of the term. Each student’s feedback via the SFS database is aggregated with that of other students enrolled in the course. Students’ anonymity will be protected to the extent that the law allows. UT Arlington’s effort to solicit, gather, tabulate, and publish student feedback is required by state law and aggregate results are posted online. Data from SFS is also used for faculty and program evaluations. For more information, visit <http://www.uta.edu/sfs>.

**Final Review Week:** for semester-long courses**,** a period of five class days prior to the first day of final examinations in the long sessions shall be designated as Final Review Week. The purpose of this week is to allow students sufficient time to prepare for final examinations. During this week, there shall be no scheduled activities such as required field trips or performances; and no instructor shall assign any themes, research problems or exercises of similar scope that have a completion date during or following this week *unless specified in the class syllabus*. During Final Review Week, an instructor shall not give any examinations constituting 10% or more of the final grade, except makeup tests and laboratory examinations. In addition, no instructor shall give any portion of the final examination during Final Review Week. During this week, classes are held as scheduled. In addition, instructors are not required to limit content to topics that have been previously covered; they may introduce new concepts as appropriate.

**Emergency Exit Procedures:** Should we experience an emergency event that requires us to vacate the building, students should exit the room and move toward the nearest exit. When exiting the building during an emergency, one should never take an elevator but should use the stairwells. Faculty members and instructional staff will assist students in selecting the safest route for evacuation and will make arrangements to assist individuals with disabilities.

**Student Support Services**:UT Arlington provides a variety of resources and programs designed to help students develop academic skills, deal with personal situations, and better understand concepts and information related to their courses. Resources include [tutoring](http://www.uta.edu/universitycollege/current/academic-support/learning-center/tutoring/index.php), [major-based learning centers](http://www.uta.edu/universitycollege/resources/college-based-clinics-labs.php), developmental education, [advising and mentoring](http://www.uta.edu/universitycollege/resources/advising.php), personal counseling, and [federally funded programs](http://www.uta.edu/universitycollege/current/academic-support/mcnair/index.php). For individualized referrals, students may visit the reception desk at University College (Ransom Hall), call the Maverick Resource Hotline at 817-272-6107, send a message to resources@uta.edu, or view the information at <http://www.uta.edu/universitycollege/resources/index.php>.

**Blackboard Support** located on a side tab once logged in to Blackboard**.**

**Office of Information Technology: https://www.uta.edu/oit/cs/helpdesk/**

**The IDEAS Center (**2nd Floor of Central Library) offers **free** tutoring to all students with a focus on transfer students, sophomores, veterans and others undergoing a transition to UT Arlington. To schedule an appointment with a peer tutor or mentor email IDEAS@uta.edu or call (817) 272-6593.

**The English Writing Center (411LIBR)**: The Writing Center Offers free tutoring in 20-, 40-, or 60-minute face-to-face and online sessions to all UTA students on any phase of their UTA coursework. Our hours are 9 am to 8 pm Mon.-Thurs., 9 am-3 pm Fri. and Noon-6 pm Sat. and Sun. Register and make appointments online at http://uta.mywconline.com. Classroom Visits, workshops, and specialized services for graduate students are also available. Please see [www.uta.edu/owl](http://www.uta.edu/owl) for detailed information on all our programs and services.

The Library’s 2nd floor Academic Plaza offers students a central hub of support services, including IDEAS Center, University Advising Services, Transfer UTA and various college/school advising hours. Services are available during the library’s hours of operation. <http://library.uta.edu/academic-plaza>

**Librarian**: John Dilliard is the Criminology and Criminal Justice Librarian. He can be reached at (817)272-7517.

**Emergency Phone Numbers**: In case of an on-campus emergency, call the UT Arlington Police Department at **817-272-3003** (non-campus phone), **2-3003** (campus phone). You may also dial 911.For non-emergencies, contact the UTA PD at 817-272-3381.]