



Course Title:	Introduction to Criminal Justice
Course Number:	CRIJ 1301
Course Section:	001
Course Meetings:	Monday and Wednesday; 11:00 AM to 12:15 PM
Department:	Criminal Justice & Law Enforcement Technology
Campus:	Levelland
Instructor	Ray Scifres
Contact Information:	SPC Email: jscifres@southplainscollege.edu

SOUTH PLAINS COLLEGE IMPROVES EACH STUDENT'S LIFE

I. GENERAL COURSE INFORMATION:

A. Course Description: This course is an overview of the criminal justice system and the problems it confronts. It covers the workings of law enforcement, the courts, and the correctional system, as well as juvenile justice. It reviews what constitutes crime, how crime is measured, and the theories used to explain crime. Additionally, this course looks to the future and outlines some of the pressing issues that continue to challenge crime control in a democratic society.

B. CRIJ 1301 partially satisfies a Core Curriculum Requirement: Although Introduction to Criminal Justice is not a Core Curriculum course, it does address these Core Curriculum objectives. Core Curriculum Objectives addressed:

- Communications skills—to include effective written, oral and visual communication
- Critical thinking skills—to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information

- Teamwork—to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal
- Personal Responsibility—to include the ability to connect choices, actions, and consequences to ethical decision-making.

C. Student Learning Outcomes: Upon successful completion of this course, students will:

1. Demonstrate knowledge of individual and collaborative writing processes.
2. Write essays that exhibit logic, unity, development, and coherence.
3. Develop ideas with appropriate support and attribution.
4. Write in a style appropriate to audience and purpose.
5. Read, reflect, and respond critically to a variety of texts.
6. Use American English, with an emphasis on correct grammar, voice, parallelism, punctuation, spelling, and mechanics in language appropriate for academic essays.

D. Academic Integrity: It is the aim of the Law Enforcement faculty of South Plains College to foster a spirit of complete honesty and a high standard of integrity. *The attempt of any student to present as his or her own work which he or she has not honestly performed is regarded by the faculty and administration as a most serious offense and renders the offender liable to serious consequences, possibly suspension.* Students should refer to the SPC General Catalog policy regarding consequences for cheating and plagiarism (see "Academic Integrity" as well as "Student Conduct" sections in college catalog). At times, working with other students is encouraged for some assignments and meets SCANS competencies C-9 through C-14. If you have a question as to whether you may work with other students on any assignment, ASK YOUR INSTRUCTOR.

E. SCANS and Foundation Skills. This course covers SCANS Occupational Competencies C-6,7,15,19 and Foundation Skills F-1,5,7,8, & 11. F.

F. Verification of Workplace Competencies. This course will transfer to a senior level institution that offers a Criminal Justice or related degree.

G. Blackboard: Students will utilize the South Plains College's Blackboard system for some of the assigned coursework. All students enrolled in the course have access to the system.

H. Instructor Availability / Office Hours: As an adjunct instructor, I do not keep regular office hours at the SPC Campus. However, I am able to meet with students at an arranged time on the campus at the Law Enforcement Technology Building.

II. SPECIFIC COURSE/INSTRUCTOR REQUIREMENTS:

A. Textbook: Gaines, L. & Miller, L. (2019). *Criminal Justice in Action* (10th ed.). Cengage.

B. Class Attendance. Students are expected to attend all classes in order to be successful in a course. The student may be administratively withdrawn from the course when absences become

excessive as defined in the course syllabus. Students will be subject to withdrawal upon missing four consecutive class meetings or five total class meetings during the semester.

When an unavoidable reason for class absence arises, such as illness, an official trip authorized by the college or an official activity, the instructor may permit the student to make up work missed. It is the student's responsibility to complete work missed within a reasonable period of time as determined by the instructor. Students are officially enrolled in all courses for which they pay tuition and fees at the time of registration. Should a student, for any reason, delay in reporting to a class after official enrollment, absences will be attributed to the student from the first class meeting.

Students who enroll in a course but have "Never Attended" by the official census date, as reported by the faculty member, will be administratively dropped by the Office of Admissions and Records. A student who does not meet the attendance requirements of a class as stated in the course syllabus and does not officially withdraw from that course by the official census date of the semester, may be administratively withdrawn from that course and receive a grade of "X" or "F" as determined by the instructor. Instructors are responsible for clearly stating their administrative drop policy in the course syllabus, and it is the student's responsibility to be aware of that policy.

It is the student's responsibility to verify administrative drops for excessive absences through MySPC using his or her student online account. Students must attend and/or participate in all classes for which financial aid is awarded. If it is determined that a student is awarded financial aid for a class or classes in which the student never attended or participated, the financial aid award will be adjusted in accordance with the classes in which the student did attend/participate and the Student will owe any balance resulting from the adjustment.

C. Assignment Policy. All required work must be turned in on time in order that the student may benefit from the corrections and study for future examinations. Assigned outside work is DUE ON THE CLASS PERIOD ASSIGNED. Late work generally is not acceptable; however, special consideration is subject to instructor discretion for exceptional circumstances. The instructor has sole discretion whether the exception is cleared and whether or not the work is acceptable.

D. Grading Policy/Procedure. An accumulative point system will be utilized to determine the final grade that the student will receive for the course. The student's grade will be determined by adding the total points earned during the semester from examinations and assignments. (Note: See the General College Catalog "Grade and Reports" for explanation of grades and grade point averages.) Points will be determined in accordance with the following outline:

TOTAL

Examinations (3)	300 points
Presentation/Research Paper	150 points
Final	150 points
Discussion Posts (4)	200 points

Participation	100 points
Total Points Possible	900 points

*Make-up tests may be administered at the discretion of the instructor; students are expected to be present and prepared for all announced examinations.

** Final Examination is required for all students and may not be made up.

GRADING GUIDELINE:

Total Points Accumulated = Grade Earned

810 to 900 points	=	A
720 to 809 points	=	B
630 to 719 points	=	C
540 to 629 points	=	D
539 or fewer	=	F

EXTRA CREDIT: Students may earn up to 50 points extra credit for completion of an additional research project. Students may complete a 500-750 word paper referencing a current criminal justice-related issue in the news. Students must use three (3) sources outside the textbook, and the paper must be properly formatted in APA Style (6th Edition). Any extra credit work is due no later than 12/2/2020.

EXAMINATIONS: This course will consist of two (3) examinations consisting of fifty (50) questions each. Each examination will be completed on the assigned date according to the course schedule below, and will require the use of a “Scan-Tron” form. The examination will consist of multiple choice and/or true/false questions, and will contain questions related to the reading assignments and lectures for all material during the section.

RESEARCH PROJECT: Each student will complete a research project of an approved topic within the field of criminal justice. Each student will submit a topic to be approved by the instructor. The project will be presented to the class on an assigned date and must include the following: PowerPoint presentation, reference page, and written outline. The presentation will have a 10 minute time limit. A sample presentation is included in the Blackboard course material.

Students are required to use 5 scholarly references and the presentation must be in APA format. **If there is evidence of plagiarism, the instructor will discuss the issues with the student and a zero may be assigned for the paper.** *Students are strongly encouraged to speak with the instructor should they have any questions regarding the assignment prior to the due date.*

DISCUSSION POSTS: Students will complete four (4) weekly discussion forum posts covering specific chapters. Each student will complete one (1) initial discussion post in response to a question posed by the instructor. Then, each student will response to at least one (1) classmate’s initial discussion post.

Initial posts must be properly APA formatted with in-text citations and references properly utilized. Plagiarism will result in an automatic zero for the assignment that week. Initial posts must have 250-350 words, and responses to fellow students should be over 150 words and should add to the discussion.

Each week that a post is due, the initial discussion will be due on Thursday of that week at 11:59 PM. Responses will be due by Saturday at 11:59 PM that week.

FINAL EXAMINATION: The final examination will consist of seventy-five (75) questions and will be completed on the assigned date according to the college final exam schedule. It will require the use of a “Scan-Tron” form. The examination will consist of multiple choice and/or true/false questions, and will contain questions related to the reading assignments and lectures for all material during the section.

E. Special Requirements--Safety Policy. Students should adhere to safety standards established in the SPC Student Handbook. Students in law enforcement/criminal justice must follow all safe practices in the Firing Range and other laboratory work areas. Further, chemical hazards and appropriate MSDS safety practices will be covered by the instructor during the first class session if potential for exposure exists.

III. COURSE OUTLINE

Date	Reading Assignment	Discussion	Assignments
Week of 8/24 – Week 1	Chapter 1	Criminal Justice Today	
Week of 8/31 – Week 2	Chapter 2	Causes of Crime	Discussion 1 Due 9/3
Week of 9/7 – Week 3	Chapter 3	The Crime Picture: Offenders and Victims	Paper Topics Due 9/9
Week of 9/14 – Week 4	No Class This Week. Complete Discussion Post.		Discussion 2 Due 9/17
Week of 9/21 – Week 5	Chapter 4	Inside Criminal Law	Exam 1 9/23 – CH 1-3
Week of 9/28 – Week 6	Chapter 5	Law Enforcement Today	
Week of 10/5 – Week 7	Chapter 6	Problems and Solutions in Modern Policing	Discussion 3 Due 10/8
Week of 10/12 – Week 8	No Class This Week. Review for Exam 2 – CH 4-6		
Week of 10/19 – Week 9	Chapter 7	Police and the Constitution	Exam 2 10/19 – CH 4-6
Week of 10/26 – Week 10	Chapter 8	Courts and the Quest for Justice	
Week of 11/2 – Week 11	Chapter 9	Pre-trial Procedures	Discussion 4 Due 11/5
Week of 11/9 – Week 1	Chapter 10	Criminal Trial	Exam 3 11/11 – CH 7-9

Week of 11/16– Week 13	Chapter 11	Punishment and Sentencing	
Week of 11/23 – Week 14	Chapter 13	Prisons and Jails	
Week of 11/30 – Week 15	Research Presentations		Extra Credit Due by 12/2 at 11:59 PM
Week of 12/7 – Week 16	FINAL EXAMINATION		

IV. ADA STATEMENT:

Students with disabilities, including but not limited to physical, psychiatric, or learning disabilities, who wish to request accommodations in this class should notify the Disability Services Office early in the semester so that the appropriate arrangements may be made. In accordance with federal law, a student requesting accommodations must provide acceptable documentation of his/her disability to the Disability Services Office. For more information, call or visit the Disability Services Office through the Guidance and Counseling Centers at Reese Center (Building 8) 716-4606, or Levelland (Student Services Building) 716-2577.

V. COVID-19

A. Mask / Face Covering. It is the policy of South Plains College for the Fall 2020 semester that as a condition of on-campus enrollment, all students are required to engage in safe behaviors to avoid the spread of COVID-19 in the SPC community. Such behaviors specifically include the requirement that all students properly wear CDC-compliant face coverings while in SPC buildings including in classrooms, labs, hallways, and restrooms. Failure to comply with this policy may result in dismissal from the current class session. If the student refuses to leave the classroom or lab after being dismissed, the student may be referred to the Dean of Students on the Levelland campus or the Dean/Director of external centers for Student Code of Conduct Violation.