

## CJ 200: Introduction to Criminal Justice

Section 202

T-TR 2:00-3:15PM

SH 416

Spring 2014

Professor Josh Brunty

Criminal Justice & Criminology Program

Department of Integrated Science & Technology

Office: Prichard Hall 215

Office Phone: 304.696.5602

Fax: 304.696.3085

Email: [josh.brunty@marshall.edu](mailto:josh.brunty@marshall.edu)

Web: <http://www.marshall.edu/isat/cjc/>

Office Hours:

MWF 10:00-11:00AM, TR 1:00-2:00PM, F 12:00-12:50PM (ML 121 Lab), Other hours by appointment



---

### COURSE DESCRIPTION

This survey course examines the various components of the criminal justice system, including law enforcement, courts, and corrections. Students will be introduced to various criminal justice agencies and career possibilities.

---

### CREDIT HOURS & PREREQUISITES

- 3 credit hours
- Prerequisites: None

---

### REQUIRED TEXTS

Gaines, L. & Miller R. (2013) *CJ2*. Wadworth Publishing. ISBN# 9781111840877

**Note:** This is a one-time use book and access code. In other words, you cannot return or sell back this text as it contains an online access code that can be used only once. However, its price (approx. \$50) is only about a third of what a normal textbook in this course would cost. When purchasing this material, make sure you are getting a “new” copy. You should only purchase this material from the MU Bookstore or from the publisher. DO NOT purchase it from anyone else online, because there is no guarantee that the access code has not already been activated. Be aware that some bookstores may list it as available “Used” or for “Rental,” but it CANNOT without the code already having been used.

This course material is required and can be purchased at The Marshall University Bookstore or directly from Cengage Publishing using the following link: <http://www.cengagebrain.com/micro/1-1JH3GWD>. It is expected that you will have the book and code from the first day of class, so I will not accept the excuse that you were waiting for the material to arrive in the mail. This bundle includes a traditional textbook and an online access code card which provides access to an e-version of the textbook and numerous online activities that go along with the class material. Therefore, the entire bundle is required as the real learning material for this course is not the book, but rather the online and interactive activities found in “CourseMate” (see below for description). If you happen to be repeating this course from a previous semester, note that this material may be different than what was used previously, depending on when you took the class. In that case, you will need to purchase this new material to successfully complete the course.

Please note that the publisher does offer the option of purchasing a stand-alone access code to CourseMate for immediate use. This option WILL NOT include a printed textbook, but rather only access to the e-book and

online material. I leave it to your discretion if you choose to purchase the instant access code only. The obvious advantage is that you will get immediate access to the e-version of the book, and you can get started on the course without delay. If you are buying the material at the last minute, this may be a better option for you. However, the drawback is that you will not have a printed copy of the book. In this case, if you have internet or computer malfunctions, it may prevent you from accessing the material when necessary. Therefore, you are choosing this option at your own risk. Personally, I would rather have the bundle as I like to read from a physical book, as do many students. Regardless of which option above you choose, if the MU bookstore runs out of copies, you will need to buy the material using the publisher's website. In my opinion, the MU Bookstore is still the best option overall. It provides less hassle and returns are more convenient.

What is CourseMate?

Much of the substantive information for this course can be found through the interactive modules in CourseMate. In essence, the CourseMate website is just as important as the textbook. Research evidence indicates that learners today are more visual, hence this format has been deemed a more reliable method of retaining information than simply reading a book. The registration process for CourseMate is very simple; just follow the step-by-step directions provided with the access code card that came with your book.

Once you have successfully created your account and entered CourseMate, take some time to familiarize yourself with the environment. Within each topic, you will find various activities such as Learning Modules, Animations, Beat the Clock Games, Simulations, Interactive Quizzes, Glossaries and more. While I would like you to complete all of these activities for your own benefit, the interactive quizzes are of most importance here. Even though you will be receiving scores for these quizzes within CourseMate, I will NOT be using them toward your grade in this class. They are for your benefit only, and can be taken an unlimited number of times. Furthermore, I strongly urge you to use the glossaries when reviewing for quizzes and exams.

---

## **READING & ONLINE ASSIGNMENTS**

Reading/online assignments can be found on the tentative course schedule at the end of this syllabus. These readings and assignments will be provided by the professor. They are meant to reinforce the class lectures and discussions, and it is expected that they will be completed prior to class. Furthermore, there will be corresponding online activities you can do to improve your understanding of the course material.

*\*Additional readings/ assignments will be assigned and made available on MUOnline*

---

## **REQUIRED TECHNOLOGY**

Students will be required to complete assignments using software such as Microsoft Office. This software is available on any of the Marshall University campus laboratory machines.

All students are responsible for knowing the University Computing Services' Acceptable Use Policy available at <http://www.marshall.edu/ucs/CS/acceptuse.asp>.

Students will receive emails via MUOnline & Marshall email (Please setup your Marshall account if you have not done so). E-mail will be used to make any general announcements, last minute changes, etc. It is mandatory that you monitor both your email and MUOnline messages at least once a day. PLEASE ONLY SEND TO MY MARSHALL EMAIL ADDRESS FOR QUICK CORRESPONDENCE. Messages left on MUOnline may result in delayed responses.

The IST department maintains agreements with various software publishers to provide software for its computer labs as well as for its faculty, staff, and students. Students enrolled in IST department courses are eligible to receive a variety of software applications at no cost for use in their academic endeavors. This includes many of the same applications used in IST courses. You can find this information and more on the IST Web site at <http://www.marshall.edu/isat/software/>.

---

**COURSE LEARNING OUTCOMES MATRIX**

<b>Course Student Learning Outcomes</b>	<b>How students will practice each outcome in this Course</b>	<b>How student achievement of each outcome will be assessed in this Course</b>
<b>Students will Define/Identify Terms in CJS.</b>	Question and Answer Sessions Class Discussion Flash Cards Beat the Clock Accessing Media Library	Quizzes Final Examination Writing Assignments
<b>Students will Describe Components of CJS.</b>	Question and Answer Sessions Class Discussion Flash Cards Beat the Clock Accessing Media Library	Quizzes Exams Writing Assignments
<b>Students will Explain Roles of CJS.</b>	Question and Answer Sessions Class Discussion Flash Cards Beat the Clock Accessing Media Library Practical Exercises which prepare students to Complete real world artifacts including an Information, arrest warrant, and PSI	Police Report Information PSI Exams Quizzes Writing Assignments
<b>Students will Differentiate Practices of CJS.</b>	Question and Answer Sessions Class Discussion Flash Cards Beat the Clock Accessing Media Library Accessing Career in Criminal Justice Practical Exercises which prepare students to Complete real world artifacts including a police report, an Information, and PSI	Police Report Information PSI Exams Quizzes Writing Assignments

These Course Objectives are designed to meet the Criminal Justice and Criminology Objective 1. “Differentiate Among Criminal Justice System Components, Roles, and Practices--Students will define and properly use specialized terms to describe, explain, and differentiate the components, roles, and practices of the criminal justice system. (Specialized Knowledge-1., 2.)”

---

## GRADING

Each student learning outcome is assessed in the following manner:

Grades	Approximate Pts	Weighted %	Scale
<b>Criteria</b>			90-100 <b>A</b>
<b>Examinations</b>			80-89 <b>B</b>
Exam 1	100 Points		70-79 <b>C</b>
Exam 2	100 Points		60-69 <b>D</b>
Exam 3	100 Points		Below 60 <b>F</b>
Exam 4	100 Points		
Comprehensive Terms Exam	100 points		
Total	500 points	60%	
<b>Real World Artifacts</b>			
Police Report	100 Points		
Sergeant Report Review	25 Points		
Information/Sentences	100 Points		
Presentence Investigation	100 Points		
Total	325 Points	30%	
<b>Quizzes &amp; Participation</b>	Point Value Varies	10%	
<i>**Quizzes may be given and the points used for tests if necessary to promote student learning. Attendance is also taken prior to every class and is factored into your final grade as part of the participation</i>			
<b>TOTAL</b>		100%	

Please note that course grades are calculated using weighted percentages as shown above. Below is an example of how I calculate weighted percentages:

Examinations (435/500=87%)	87 x .60 = 52.2
Real World Artifacts (288/325=89%)	89 x .30 = 26.7
Quizzes & Participation (70/100=70%)	70 x .10 = 7
	-----
	Final Grade: 85.9% (86% B)

### EXAMINATIONS (60%)

There are a total of five (5) total exams administered in this course. Exams 1-3 will be administered throughout the course. Exam 4 will be administered during finals week. Only the 3 best scores of Exams 1-4 will be used to calculate your final grade. The Comprehensive Terms exam will be given along with Exam 4 and must be taken by ALL students. Each examination is worth 100 points.

### REAL WORLD ARTIFACTS (30%)

There are a total of three (3) major assignments given in this course that closely resemble the job tasks and functions of the major layers of the criminal justice system. The purpose of these Real World Artifact assignments is to show how the various components of the CJS function and work together as a whole. As such, the Police Report will examine the tasks of the law enforcement community, the Information/Sentences Report will examine the job tasks of the legal system, and the Presentence Investigation will examine the tasks of corrections, specifically that of the probation/parole system.

### QUIZZES & PARTICIPATION (10%)

Attendance will be taken EVERY class. You will receive 1 point for every class attended, with the total number of points calculated at the conclusion of the semester and calculated as part of your participation grade. If you are more than 5 minutes late, leave class early without a valid excuse, or do something to disturb the participation

of other students in the class (i.e. answering your mobile phone and/or being rude/disruptive) you will not receive points for that class. In addition, there might be in-class and take home quizzes to gauge or enhance your learning. These quizzes are usually worth 5 points and are factored into calculation of the quizzes/participation grade.

#### Make-up Quiz & Exam Policy:

In-class exams and online quizzes must be taken during the periods designated in the syllabus. If the exam or quiz is administered in class, it is imperative that you arrive on time. If a student arrives after another student has completed the quiz or exam, the student who was late will not be allowed to take the examination, because the exam has been compromised. In other words, the student who arrived late cannot take the quiz/exam or make up the exam; the student will receive a grade of zero.

Deviations from this policy are possible if the student makes provisions with the instructor before the test date.

**If I am not contacted prior to the exam or if you do not show up to take the exam, you will receive a failing grade for the exam.** For those students who contact me at least 24 hours in advance and have a legitimate excuse from the Dean of Student Affairs (see Attendance Policy), an alternative time to take the exam will be determined. The format of the make-up exam will be left to my discretion.

## ADDITIONAL POLICIES

#### University Policies:

By enrolling in this course, you agree to the University Policies: Academic Dishonesty/ Excused Absence Policy for Undergraduates/ Computing Services Acceptable Use/ Inclement Weather/ Dead Week/ Students with Disabilities/ Academic Forgiveness/ Academic Probation and Suspension/ Academic Rights and Responsibilities of Students/ Affirmative Action/ and Sexual Harassment.

Please read the full text of each policy by going to [www.marshall.edu/academic-affairs](http://www.marshall.edu/academic-affairs) and clicking on “Marshall University Policies.” Or, you can access the policies directly by going to [http://www.marshall.edu/academic-affairs/?page\\_id=802](http://www.marshall.edu/academic-affairs/?page_id=802).

#### Emails and Teacher-Student Correspondence:

If you have any questions about the course material, exams, or assignments you may email me, visit me during my office hours, or schedule an appointment. If you email me, under most circumstances, I will get back to you within 24 hours. However, there may be times when I am out of the office (for meetings, class, or conferences), hence, delaying my response.

#### Class Absences:

I understand that there are circumstances that may arise throughout the semester that prevent a student from attending class. Documentation of an excused absence can be obtained from the Dean of Student Affairs, MSC 2W38. Excused absences include: death or illness of an immediate family member, pre-approved university sponsored activity, athletics, academic activities, short-term military obligation, jury duty/court appointment, and/or religious holiday (see MU Undergraduate Catalog). Nonetheless, if you miss class it is your responsibility as a student to obtain any lecture notes or assignments that you missed on that day.

#### Academic Dishonesty:

Academic Dishonesty includes cheating, fabrication and falsification of data or information, plagiarism, bribes/favors/threats, and complicity (i.e., helping or attempting someone commit an act of dishonesty). As stated in the policy, “A student, by voluntarily accepting admission to the institution or enrolling in a class or course of study offered by Marshall University accepts the academic requirements and criteria of the institution. It is the student’s responsibility to be aware of policies regulating academic conduct, including the definitions of academic dishonesty, the possible sanctions and the appeal process. For the purposes of this policy, an academic exercise is defined as any assignment, whether graded or ungraded, that is given in an academic course or must

be completed toward the completion of degree or certification requirements. This includes, but is not limited to: Exams, quizzes, papers, oral presentations, data gathering and analysis, practica and creative work of any kind” (MU Undergraduate Catalog). If you are found cheating on projects or plagiarizing answers from the Internet or other sources there will be no second chance. In this course, **STUDENTS ARE NOT TO “COPY & PASTE” MATERIAL FROM A SOURCE INTO ANY ASSIGNMENT UNLESS SPECIFICALLY AUTHORIZED BY THE INSTRUCTOR.** Your penalty is that you will receive a failing grade for the course. In those cases in which the offense is particularly flagrant or where there are other aggravating circumstances, additional, non-academic, sanctions may be pursued through the Office of Judicial Affairs. Notice of an act of academic dishonesty will be reported to the Department Chair, Dean of the College of Science, and to the Office of Academic Affairs. Please refer to the Marshall University Undergraduate Catalog for a full definition of academic dishonesty.

---

### **COURSE SCHEDULE (Tentative)**

<b>Week 1</b>	Jan 13-17
Introduction; Criminal Justice Today, Discretion <b>Skill Prep xii-xxxiv, Chapter 1</b> <i>Jan 13, Monday – Jan 17, Friday Late Registration and Schedule Adjustment (Add/Drop)</i> <i>Jan 17, Friday Last Day to Add Classes (Withdrawals Only After This Date)</i>	
<b>Week 2</b>	Jan 20-24
Causes of Crime, <b>Chapter 2</b> <i>Jan 20. MLK Holiday (University Closed)</i> <i>Jan 21, Tuesday "W" Withdrawal Period Begins</i>	
<b>Week 3</b>	Jan 27-31
Defining and Measuring Crime, <b>Chapter 3</b>	
<b>Week 4</b>	Feb 3-7
Inside Criminal Law, <b>Chapter 4</b>	<b>Exam 1 (Feb 6)</b>
<b>Week 5</b>	Feb 10-14
Law Enforcement Today, <b>Chapter 5</b>	
<b>Week 6</b>	Feb 17-21
Challenges to Effective Policing, <b>Chapter 6</b> How to Complete a Police Report	
<b>Week 7</b>	Feb 24-28
Challenges to Effective Policing, <b>Chapter 6 (Cont.)</b> Police and the Constitution, <b>Chapter 7</b>	<b>Police Report Due (Feb 25)</b>
<b>Week 8</b>	Mar 3-7
Police and the Constitution, <b>Chapter 7 Continued</b> Courts and Quest for Justice, <b>Chapter 8</b>	<b>Exam 2 (Mar 6)</b>
<b>Week 9</b>	Mar 10-14
Pretrial Procedures, <b>Chapter 9</b>	
<b>Week 10</b>	Mar 17-21
<b>Spring Break- Classes Dismissed</b>	

<b>Week 11</b>	Mar 24-28
The Criminal Trial, <b>Chapter 10</b> <i>Mar 28, Fri. Last Day to Drop a Full Semester Individual Course</i>	
<b>Week 12</b>	Mar 31-Apr 4
Punishment and Sentencing, <b>Chapter 11</b> How to Complete an Information <i>Mar 31, Mon. Students should schedule appointments with advisors to prepare for advance registration. (Required for students who have mandatory advising holds)</i> <i>Mar 31, Mon. – May 2, Fri. Complete Withdrawals Only</i> <i>Mar 31, Mon. – Apr. 4, Fri. Advance Registration for Summer Semester for Currently Enrolled Students</i>	
<b>Week 13</b>	Apr 7-11
Probation and Community Corrections, <b>Chapter 12</b> <i>Apr 8, Tues. Assessment Day (Students receive assignments in class)</i>	<b>Information Due (Apr 8)</b> <b>Exam 3 (Apr 10)</b>
<b>Week 14</b>	Apr 14-18
Probation and Community Corrections, <b>Chapter 12 (Cont.)</b> Prisons and Jails, <b>Chapter 13</b> How to Complete a PSI <i>Apr. 14, Mon. – Apr. 25 Fri. Advance Registration for Fall Semester for Currently Enrolled Students</i>	
<b>Week 15</b>	Apr 21-25
Behind Bars: The Life of an Inmate, <b>Chapter 14</b>	<b>PSI Due (Apr 24)</b>
<b>Week 16</b>	Apr 28-May 2
Dead Week CJ Special Issues- Homeland Security & Cybercrime, <b>Chapters 16-17</b> <b>Final Exam Review</b> <i>May 2, Fri. Last Day to Completely Withdraw for Fall Semester</i>	
<b>Week 17</b>	May 5-9
<b>Exam 4 &amp; Comprehensive Terms Exam</b> Thursday May 8 <sup>th</sup> (12:45-2:45PM)	<b>Exam 4 &amp; Comp (May 8)</b>
* <b>NOTE:</b> Presentation schedule may vary due to student interest or comprehension of material.	
<b>Grade Inquiries</b> <i>Student materials will be returned as soon as graded to the student. If the student has a question about a grade on an assignment, the student must bring the assignment to the professor. No grade inquiries about specific assignments will be explored without the questioned assignment. It is the student's responsibility to keep their materials. Final examinations and materials not picked up will be kept in my office for 30 days into the next semester. A student may pick up their final examination and other materials after grades are turned in for the semester until thirty days into the next regular semester. At that time, finals and all other material not claimed will be destroyed.</i>	

\*This syllabus meets requirements set forth by MUBOG policy [AA-14](#)