

NEW HORIZONS REGIONAL  
EDUCATION CENTER  
BUTLER FARM CAMPUS

INSTRUCTOR:  
Mr. Jeffrey Davis, MBA

**Criminal Justice/Law Enforcement Course Syllabus 2020-2021**

**Instructor:** Lt. (Ret.) Jeffrey Davis, MBA

**Office Phone:** (757) 766-1100 ext-3369

**Office Hours:**

7:00 a.m. – 7:15 a.m. (By Appointment Only)

9:15 a.m. – 10:35 a.m.

12:15 p.m. – 2:35 p.m.

**E-mail:** jeff.davis@nhrec.org

**Course # ADJ 100/ADJ 105**

**Campus Location:** 520 Butler Farm Road, Hampton, Virginia 23666

**Text:** Introduction to Criminal Justice, 7/e

Robert M. Bohm, University of Central Florida Keith N. Haley, Tiffin University

**Course Description:**

This is an introductory course designed to give an overview of the various components of the Criminal Justice System in the United States. This course is intended for students who are preparing for many of the exciting, challenging, and rewarding careers in and out of the criminal justice field.

Students will study the history and various types of law enforcement opportunities, as they gain an understanding of local, state, and federal law enforcement agencies and jurisdictions. Students' education will be supplemented with guest speakers from various professional agencies, and hands on training opportunities

**Instructional Philosophy**

Students will be expected to meet all the of the course goals listed below and be able to demonstrate their understanding of the underlying concepts. The method of instruction in this course will include lecture, class discussion, debates, mock trials, mock crime scenes, evidence collection, report writing, traffic summonses, traffic accident reports, crime analysis application, field trips, research papers, community resources and practical exercises. Criminal justice-related films with worksheets and outside readings will be used to demonstrate concepts and theories in the course.

<b><u>Course Fees:</u></b>	
CPR/ BLS	\$50.00
Activity Fund/Club	\$17.00
Uniform Shirt	\$16.00
Total Cost	\$83.00 Program activity fee:
Parking Decal:	<u>\$25.00</u>
Total:	\$108.00

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**VIDEO PRESENTATIONS:**

These are Introduction to Criminal Justice ADJ-100 and Juvenile Criminal Justice ADJ-105 courses. There are times when the topics and information we discuss maybe sensitive in nature i.e., accident scenes, robbery scenes, rape and homicides scenes. We also discuss current issues concerning police activities such as, Officer Involved Shootings and other sensitive matters. Although, the instructor tries to monitor and edit various content containing harsh language and alarming footage of crime scenes in some instances it is either obvious or blatant in nature. Usually prior to showing this content the instructor will provide warnings to the nature of such and if at any time the video or discussion becomes more than a participant can bare, then please inform the instructor immediately.

**Classroom attendance and participation are required and important for the completion of this course.**

Students are expected to read all assignments and be aware of all required material handed out in class, In the event of absences, **it is the student's responsibility to make up missed assignments.**

Student assessments will be based on individual and/or group work, research papers, group projects, hands on scenarios, presentations, written reports, tests of students' knowledge of important criminal justice concepts and demonstrations of important skills.

**Course Goals:**

- A. To understand the structure and major components of the Criminal Justice System.
- B. To understand the operations of the various Criminal Justice Systems.
- C. To understand the pathway from first arrest to incarceration.
- D. To critically analyze various theoretical approaches and connections.
- E. To enhance research and writing skills.
- F. To Enhance and build Workforce readiness skills

**Course Fees: TO BE DETERMINED (TBD)**

**Course fees are due no later than September 16, 2020. Uniform shirts are a requirement. Students who have not paid their dues by this time will be required to get their uniform shirts on their own. Failure to wear your uniforms on assigned days or when required will result in a loss of Employability points. CPR Certification training will be**

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**conducted the week of September 23-27, 2020. Students that have not paid their dues by September 16, 2020 will not be allowed to register for CPR Certification.**

Uniform Shirt	\$16.00
Activity Fund/Club	\$17.00
CPR/BLS fee	\$50.00
On campus Parking Decal	<u>\$25.00</u> —(additional \$25 for Preferred Parking-Up front)
Total (with parking):	\$108.00 (without parking): \$83.00

**Prerequisites:**

There are no prerequisites for this course, but assignments will require students to draw upon academic related SOL skills in English, reading, writing, science, mathematics, speaking, and listening, reasoning, problem solving, decision making and computer technology.

**Length of course:**

Criminal Justice/Law Enforcement is a one-year course at NHREC. This course is presented five days per week in a two-hour twenty-minute block each day.

**Evaluation methods:**

Your grades are dependent and correlate with each other. Example: If you get 100 points on your quiz, which falls under competencies or related instruction, then your employability skill score will receive the same grade. Your employability also includes your uniform and professional attire, class participation and behavior.

Employability Skills: 34%

Competencies: 33%

Related Instruction: 33%

Exam: 20%

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Assessment Plan:

**Grades for the course will be based on the following levels of performance:**

- A= 90-100** Independent Learner- Student did research, designed and planned; applied academic skills; evaluated work and made adjustments: did quality work; needed little help from the teacher, sought and found resources independently; demonstrated knowledge with a grade of ninety (90) or higher; and produced a quality portfolio and weekly journal.
- B= 80-89** Semi-Independent Learner- Student did research, designed and planned, needed some help from the teacher; did quality work with a few flaws; redid work to meet standards: demonstrated knowledge with a grade of 80 or higher, provide a better than average portfolio and weekly Journal.
- C= 70-79** Dependent Learner – Student needed help to research, design and plan or had to be given a plan; Relied a great deal on the teacher; had to be given procedures for performing tasks; required significant help to produce a quality product; final product still did not meet standards; demonstrated knowledge with a grade of seventy (70) or higher; produced an average portfolio and weekly journal.
- D= 60-69** Supervised Learner - If projects were completed, they were of very poor quality; did not adequately document procedures; did not show criteria for determining quality; scored less than seventy (70) on knowledge tests; produced a poor portfolio and journal.
- F= 0-69** Failure - Did not complete projects; if projects were completed, they were of very poor quality; did not document procedures, did not demonstrate knowledge; scored less than 69; produced a poor or no portfolio and journal.

**Attendance:** The Attendance Policy is outlined in full in the Student code of Conduct Manual.  
See Class Procedures number one below.

**Student Organization/Community Service;**

Student organization is a co-curricular club that permits students to compete with others in your district and state.

Student enrollment is required to attend CTE sponsored field trips. i.e.: State Fair

**Major Course Expectations**

Students are required to write a research paper and outline on one of the following.

Some historical and/or developmental aspect of the Criminal Justice System. Due date TBA

American Serial Killers- TBA

Juvenile Death penalty – TBA

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Social/Racial Discrimination in Policing-TBA

Students are required to participate in numerous criminal justice-related scenarios and Hands-on activity.

Students are required to take periodic quizzes and quarterly exams.

~~Students are required to pass the NOCTI?~~

Students are required to pass the course final exam

Students are required to sign and return their textbook contract.

~~Mock trial participation -TBA~~

**Class Procedures:**

**\*\*\*\*\*KEEP YOUR HANDS and FEET TO YOURSELF. PERIOD! \*\*\*\*\***

1. Get to class on time. Tardiness will not be accepted, it is understandable that bus tardiness cannot be helped. When you are tardy, you are being inconsiderate towards your teacher and your classmates, not to mention that you are cheating yourself out of valuable learning time. Any unexcused absence will count against your employability grades.
2. Enter the room in an orderly fashion. Once you have arrived, please sit in your seat, take out your composition book, and do the opening activity that will be posted on the board. It may consist of vocabulary, Skills USA PDP activity, crossword puzzle, a Journal, or something related to the current unit.
3. You must be prepared for every class. It detracts from learning time if I have to locate a pencil or paper for you. If you forget your materials, see me. However, this should not to be a daily occurrence. 30% of your grade is counted towards your employability skills which is part of you coming to class prepared.
4. Respect of others is a must at all times. An orderly classroom is conducive to a productive learning environment. Therefore, it is incumbent upon each of us to respect class members that are speaking or have questions. DO NOT make fun of a student because of their question, comment, or otherwise. Doing so, could result in loss of employability points.
5. Homework should be completed before class begins. You should not be scrambling to finish it when the bell rings. Assignments that are turned in a day late will be lowered one grade level. After one day, the assignment will not be accepted for credit, but it must be turned in. If you are missing any assignments at the end of the quarter, you will receive a failing grade. You are held accountable for all assignments. DO NOT work on homework assignments from other classes during criminal justice class time. Finishing your homeschool or other

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assignments is your responsibility on your time, NOT MINE! You will be given time to complete assignments. Any assignment two weeks old (14 days) will receive a grade of zero (0).

6. If you are absent, you are still responsible for the work that you miss. See me in order to get copies of missed assignments. It is your responsibility to complete and turn in your missed assignments. You will have as many days as you were absent to complete the work. Extensions will be given only for extenuating circumstances (death in the family, medical emergency, etc.). Rule #5 will apply to any late make-up work.
7. If you miss a movie, video, or a community resource presenter you are still responsible for covering that material. If your absence is not approved by the instructor you will be required to write an essay on the subject covered.
8. Please complete your assignments in blue or black ink or typed. Gel pens and markers are difficult to read. Assignments not completed in blue or black ink or typed will receive an automatic zero.
9. All written projects must be typed. Rubrics will be given to you before each written assignment.
10. Absolutely no electronic devices, computers, cell phones, etc., will be used without permission from the instructor. This also goes for MP3 players. The first time, you will type a letter of apology for interrupting my class. You will also apologize to your classmates for distracting from their learning experience. The second time I will deduct Employability points from your grade and your parents will be notified. The third time I will deduct Employability points, you will provide another letter to your fellow students, and I will deduct two letter grades from your next text or exam. You must have a signed BYOD letter to use your electric device during class time instruction.
11. Students must have their uniforms purchased no later than September 16<sup>th</sup>. Uniforms will be mandatory the very next day after delivery. Any student not wearing their uniform on the required days (Monday-Wednesday-Friday) of each week, will lose employability points each day. The days for wearing the uniforms may vary due to class assignments. In that case you will be notified by the instructor. DUE TO COVID-19 this is TO BE DETERMINED (TBD)
12. **Class Dismissal:** I dismiss the class, not the bell. Before you can leave my room, it must be clean, equipment must be put up, and the tables must be in their rows, and you must be in your seat. Only then will you be dismissed.
13. Students must have their uniforms purchased no later than September 16<sup>th</sup>. Uniforms will be

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14. DUE TO COVID-19 THIS SYLLABI MAY HAVE TO BE ADJUSTED TO MEET THE CIRCUMSTANCE.

**Classroom Rules and Regulations:**

- 1) Respect, Respect, Respect!!!!
- 2) The Crime scene lab is off limits unless directed to go inside by the instructor.
- 3) Attend to personal needs before coming to class.
- 4) Use polite speech and body language. Unkind teasing and impolite behavior is unacceptable.
- 5) Do not cheat. Students caught cheating will receive a zero and a phone call home. Both the student who shares his work for an independent assignment AND the person who copies it will suffer the same consequences. I expect you to do your own work and to be sure no one can copy it.
- 6) No horse playing allowed, especially during scenarios, which means no pointing any weapons at each other, or handcuffing when not directed to do so
- 7) Keep your gossiping to a minimal during class, i.e., DO NOT GOSSIP
- 8) During break you are only allowed to go where your instructor directs you.
- 9) Items in this syllabus are subject to change or adjustments are made as needed to accommodate the needs of the course. Any changes will be made available by reviewing the syllabus provided online.
- 10) Only appropriate and professional attire will be worn to class. No flip-flops, slides or other shoes that does not completely cover the feet are not accepted. No pajamas, or night shirts or short-shorts are permitted. All clothing must fall within the school's policy and/or the instructor's standards
- 11) You are not allowed in other hallways outside of the instructor's sight. All students will break together.
- 12) All rules, written or verbally provided by the instructor are to be followed. Rules are placed on a wall, visible to all students once you enter the classroom. All rules or instructions will be provided by the instructor.

**Some physical activity is required:**

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Students will or maybe required to lift and move desk, chairs, and tables for specific class activities.

Students will be required at certain times to walk or move around the school to conduct specific assignments or for evacuation procedures. Where assistance is needed to accommodate this requirement it will be provided.

Students will be required to do various physical activities, such as searches, handcuffing, and other activities in regards to learning, demonstrating and exercising certain law enforcement tactics.

Students are to pay close attention to the instructor at all times to alleviate or avoid injuries. NO HORSE PLAYING IS ALLOWED during these demonstrations.

**Follow all rules and regulations in accordance to the instructor's directions, the student handbook and posted in the classroom!!!!!**