

**Virginia Peninsula Community College**  
**Criminal Justice I and II**  
**New Horizons Regional Education Center**  
**FALL 2023 - SPRING 2024**

<b>TNCC Course Name and Number:</b>	<b>ADJ 100 and ADJ 105</b>
<b>Instructor:</b>	<b>Alfreada B. Kelly</b>
<b>Semester and Year:</b>	<b>Fall 2023 - Spring 2024</b>
<b>Office Location:</b>	<b>New Horizons Regional Education Centers 13400 Woodside Lane Newport News, Virginia 23608</b>
<b>Office Hours:</b>	<b>AM Class: 7:40 AM - 10:00 AM PM Class: 12:15 PM - 2:30 PM</b>
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<b>Contact Policy:</b>	<b>Email contact is preferred</b>

**This is a Dual Enrollment Course.** To request your transcript to be sent to another institution for transfer, please visit <https://www.vpcc.edu/admissions/transcripts.html>. For information on how to verify your enrollment and other helpful information regarding dual enrollment, please visit <https://www.vpcc.edu/programs/high-school/dual-enrollment/>.

**Textbook:** Bohm, Robert M. and Haley, Keith N. Introduction to Criminal Justice (Latest Edition) McGraw-Hill Education. ISBN-13:9780078111532

**Course Description and Prerequisites:**

1) ADJ 100: Survey of Criminal Justice I (3 credits) Fall 2023

Prerequisite(s): ENF 1 or ENF 2 as demonstrated through the placement and diagnostic tests or equivalent. Presents an overview of the United States criminal justice system; introduces the major system components-law enforcement judiciary, and corrections. Lecture 3 hours per week.

2) ADJ 105: The Juvenile Justice System II (3 credits) Spring 2024

Presents the evolution, philosophy, structures, and processes of the American juvenile delinquency system; surveys the rights of juveniles, dispositional alternatives, rehabilitation methods and current trends. Lecture 3 hours per week. (The Juvenile Justice System: Delinquency, Processing, and the Law)

**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.

**Method of Instruction:**

- ☐ To achieve the Student Learning Outcomes of the course, the instructor will use a combination of the following:
- ☐ Lecture/Online/Distance Learning Blackboard
- ☐ Outside reading and cases
- ☐ Discussion
- ☐ Internet activities
- ☐ Written homework assignments
- ☐ Research paper
- ☐ Tests, Quizzes and Journal entries

These tools will be used to gauge the learning of materials and concepts provided to give a baseline of aptitude of each student. This score will be provided to the student based on a fixed grading scale to inform the learner how well they have retained the information provided.

**Instructional Philosophy:**

Students will be expected to meet all 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, journaling, and practical exercises. Criminal justice-related films with worksheets and outside readings will be used to demonstrate concepts and theories in the course. 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 for missed work. Student assessment will be based on 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.

### **Assignments:**

All work is individual and must be original unless specifically noted as a group assignment. NO previous work submitted to any other professor or class will be accepted.

### **Employability Skills: 34% of the course grade**

Students are expected to come to class with your required textbook and be prepared and ready to discuss the assigned content and more. A portion of the grade is based on the quality of interactions and contributions made by the student. Students are also graded on working relationships where students are assessed on professional behavior as well as following school and class rules. Students should also be a valued member of assigned team as in completing group assigned work. Students are graded on individual contributions made to the work group to which they are assigned.

### **Related Instruction: 33% of the course grade**

Quizzes, tests, worksheets, vocabulary, journals, homework, projects, and other classroom assignments will be used to determine the overall related instruction. Value-40% of the course grade.

### **Competencies: 33% of the course grade**

### **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 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 extremely poor quality; did not adequately document procedures; did not show criteria for determining quality; scored less than (70) on knowledge tests; produced a poor portfolio and journal.

- F 0-59 Failure- Did not complete projects or assignments; did not meet learning standards to achieve an understanding of lesson being taught.

The grading scale is as follows: (Note: VCCS grading system does not allow +/- grades)

A= 90-100%

B= 80-89%

C= 70-79%

D= 60-69%

F= below 60%

Students are encouraged to keep a record of their scores and to track their grade status throughout the course. You should always be able to calculate your current percentage grade.

**Assignments: Major Course Expectations:**

- Students are required to write a research paper and outline one of the following.
  - Some historical and/or developmental aspects of the criminal justice system.
  - America's top serial killers
  - Terrorism vs. hate crimes
  - Social/racial discrimination in policing
  - Additional topics related to criminal justice with prior teacher approval.
- Students are required to participate in numerous criminal justice-related scenarios and hands-on activities.
- Students are required to take periodic quizzes and quarterly exams.
- Students are required to pass the course final exam.
- Students are required to sign and return acknowledgement information paperwork.
- Mock trial participation.

**Communication:**

Students should communicate with the instructor during class time or through email to receive the best response. Students, if desired, should make an appointment to discuss any matters of concern dealing with the academic progress in class.

**Attendance Requirements and Policy:**

The Attendance Policy is outlined in full in the Student Code of Conduct Manual.

### **Withdrawal:**

The last day to withdraw from the course without academic penalty is September 20, 2023. After this date, a failing grade will be given. The instructor may withdraw students who have missed more than two consecutive assignments and/or exams and/or lab sessions. Please notify your instructor or Dual Enrollment Coordinator if you wish to withdraw.

### **Scholastic Dishonesty:**

No scholastic dishonesty will be tolerated. This includes cheating on exams or presenting another person's work as one's own. A failing grade may be given for the assignment or the course consequently. See VPCC Student Handbook for more information.

### **Disabilities Accommodation:**

If you have any disability that may affect your performance or that requires special accommodation, please contact a counselor. For more information regarding the college's ADA Policy, visit <https://www.vpcc.edu/services/office-of-accessibility/index.html>.

### **Two-Attempt Policy:**

Enrollment in a course is limited to two times. If a student needs to enroll for a third and final time, he or she must submit a written petition to the Vice President of Academic Affairs (or his designee) for approval.

### **Policy on Contagious Diseases:**

Students should remain at home if they have symptoms of a contagious disease that may endanger the health of others. Please contact your instructor by phone or email if you suspect you have contracted a contagious disease that causes you to miss more than a day of class. When you are ready to return to class, submit a doctor's statement or medical clearance that authorizes your return. While away from class, you will be expected to maintain progress in all course requirements.

### **Other Policies:**

Students are responsible for being aware of the policies, procedures, and student responsibilities contained within the current edition of the Thomas Nelson Community College Catalog and Student Handbook. Students should familiarize themselves with the College's policies regarding academic honesty and inclement weather policies found in the Student Handbook.

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.
2. I expect that you will 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 forgot your materials, there is a bin on the front desk with pencils and pens. Quietly get what you need. This is not to be an everyday occurrence. 34% of your grade is counted towards your employability skills which is part of you coming to class prepared.
4. I also expect that you will be quiet while I, or another classmate, is speaking. However, should you be involved in an activity that requires you to be out of your seat, I will get the class's attention by raising my hand, counting 1,2,3,4,5, at this point, you will stop talking and wait for my next directive.
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 assignments will not be accepted for credit, but they 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.
6. **If you are absent, you are still responsible for the work that you miss.** Your assignments will be paper clipped together and placed in the manila envelope on the classroom door. Your name will be on them, and it is your responsibility to pick them up. 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 #3 will apply to any late make-up work.
7. If you miss a movie, 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, black ink or typed. Gel pens and markers are difficult to read. Assignments not completed in blue, black ink or typed will receive an automatic zero.
9. All written projects must be typed.
10. **Absolutely no electronic devices, cell phones will be used without permission from the instructor. If they go off in my class, I will take them.** The first time, you will type a letter of apology for interrupting the class. You will also apologize to your classmates for detracting from their learning time. The second time, I will take the device and your parents will be notified. The third time, I will take the device and your parents will have to come retrieve it and sign an agreement not to allow you to bring the device back to class.

### **MAKE-UP POLICY:**

As is the case in the business world, timely, accurate work is expected in this class. The student will be given assignments and due dates on the tracking calendar and reminded weekly of assignments due. Late work is accepted at a 2-point deduction each day that it is late up to a two-week period. Then the work may be graded on a discounted grading scale. Students are asked to submit the required assignment no later than the beginning of the class period on the day that it is due. Exceptions: Students who attend the entire class on the day an assignment is due will be permitted to submit their work, with no penalty, by the end of that class period on the date it is due. Emergency situations will be dealt with on a case-by-case basis. NOTE: Any assignments completed as part of a class (i.e., peer reviews, debates)

### **Tentative Course Schedule**

#### First Quarter:

- Unit 1: Introduction to Criminal Justice
- Unit 2: Exploring Policing
- Unit 3: Preparing for a Career in Criminal Justice
- Unit 4: Rule of Law

#### Second Quarter:

- Unit 5: Exploring Policing
- Unit 6: Applying Criminal Justice Communication Skills
- Unit 7: Crime Prevention/Community Policing

#### Third Quarter:

- Unit 8: Investigating a Crime Scene
- Unit 9: Court System
- Unit 10: Understanding Juvenile Justice

#### Fourth Quarter:

- Unit 11: Exploring Corrections
- Unit 12: Exploring the Terror Threat
- Unit 13: Practical/Research Papers/Testing

**Disclaimer: The instructor has the right to adjust or change the contents of the syllabus. Cell phones will be locked during the class period in the instructor's office.**