University of South Florida Sarasota-Manatee  
SYLLABUS for CCJ 3024.599  
Survey of Criminal Justice Systems  
Fall 2014

Class Meets: Wednesdays, 6:00 to 8:50PM, Room 206, North Port Campus

Professor:  Ernie Scott, Ph.D.  
College of Arts & Sciences, Room C245  
Office Phone: (941)359-4256  
Email: eds@sar.usf.edu

Office Hours: Mondays 4-6PM and following class at Sarasota-Manatee campus  
Tuesdays 4-6PM and following class at North Port campus

Appointments are strongly encouraged as before/after class office hours are busy with pre-arranged student meetings. I am periodically on campus throughout the week and the occasional Saturday. I am available to meet with students at times other than posted office hours. Email is the surest and quickest way to contact me.

Course Description

This course is an introduction to the structure and operations of the criminal justice system and its primary components: law enforcement, the courts, and corrections.

Course Objectives

Through readings, lectures, class discussions, and individual research, students will become familiar with the variety of entities that comprise the criminal justice system, and understand how offenders enter, move through, and exit the system.

Students will gain understanding about how the system entities each have jargon, cultures, procedures, and governing laws and policies that affect how the system functions. The importance of interdependence among the system entities will be stressed, and the influence of U.S political structures, processes, and guiding principles and law will be linked to criminal justice functions.

This course emphasizes student ability to locate and integrate crime and justice information from a variety of sources. The primary objective is to build critical thinking skills that enable students to understand how the individual entities of the system function, while maintaining perspective on the “big picture” of the U.S. justice process.

Required Textbook


(NOTE: If you acquire this book from somewhere other than the USFSM Bookstore, please note that the title includes the words “The Core” and can be confused with similar titles by Gaines & Miller.)
Recommended Textbook


**COURSE REQUIREMENTS**

**Textbook Readings**
Reading assignments in the textbook are required. Classroom discussion and exams incorporate materials in the relevant chapters. However, lectures do not strictly follow the sequence of textbook materials. Some of the textbook chapters are lengthy; you will need to pace your textbook readings throughout the semester.

**Research Topic (“Assignment 1” Value: 5 points)**
You will be writing a research paper and orally presenting your research findings (see below). You will select the topic of your research paper and presentation from a list provided in class and posted on Canvas. Topics are “first come/first serve.” Your first three choices of topics must be emailed to me by Sunday, September 21st.

**Plagiarism Tutorial (“Assignment 2” Value: 5 points)**
No written work will be accepted (and the late-submission clock begins ticking) until the University of Southern Mississippi Plagiarism Tutorial has been completed, with the results sent to me. Please complete the tutorial by Sunday, September 28th (this is before the first written assignment is due). I believe you will find this tutorial to be informative. Please work through all the materials and have the “Post Test” results sent to me at eds@sar.usf.edu (you will see the text boxes in which to enter your instructor’s email address). The tutorial should take less than 30 minutes to complete.

**Interpreting the Rules (“Assignment 3” Value: 10 points)**
This is a brief (maximum of two pages & references) writing assignment in which you will interpret and apply the law to a specific scenario. Specific guidelines and a rubric for the assignment will be available on Canvas. The intent of this assignment is to get you accustomed to preparing concise and well-written reports or analyses, and to allow me to assess your writing skills.

**Research Paper (“Assignment 4” Value: 50 points)**
You are required to conduct research about a specific criminal justice issue (see “Research Topic,” above) and present your research findings in writing that is compliant with APA style and scholarly standards. The research paper will be between 7 and 10 pages in length (excluding front and back materials). The paper is due by Sunday, November 2nd.

Specific instructions and a scoring rubric for the research paper will be posted on Canvas. You must pay close attention to the instructions and rubric if you want to earn a high score on your work.

- USFSM Research Librarians will be scheduled to provide a block of in-class instruction that will help you conduct your research.
• APA style is required. We will discuss basic APA requirements in class. However, it is incumbent on you to learn and practice APA style. APA is the style used in the College of Arts and Sciences.
• This may be your first exposure to conducting “scholarly” research and preparing an APA-styled paper. We will be discussing the research process and acceptable research sources in class.
• The Research Paper is the foundation for your PowerPoint and Oral Presentation (see below).

Research Presentation PowerPoint (“Assignment 5” Value: 15 points)
You are required to produce a PowerPoint file that will be used to support your in-class, oral presentation of your research. Specific instructions and a scoring rubric for the PowerPoint will be posted on Canvas. You must pay close attention to the instructions and rubric if you want to earn a high score on your work.

Oral Presentation of Research In-Class (“Assignment 6” Value: 20 points)
You are required to orally report your research findings in a 7-10 minute in-class presentation. Specific instructions and a scoring rubric for the oral presentation will be posted on Canvas. You must pay close attention to the instructions and rubric if you want to earn a high score on your work.

NOTE:
The key purpose of the PowerPoint and Oral Presentation is to educate your classmates through the use of timely, accurate, and reliable information. Plan to develop your Presentation after you have received feedback on your paper. The feedback you receive may direct you to correct, modify, or expand the information you present to the class.

Exams (3 exams Value: 50 points each)
There are three, non-cumulative exams. Exams will be a combination of multiple choice and short response questions (Exam 3 will be entirely multiple choice). Information from the assigned readings, lectures, classroom reviews of Assignments, and Research Presentations will be included in the exams. We will have brief, pre-exam reviews in class, but these reviews will not substitute for reading assignments or note taking.

Quizzes (2 quizzes Value: 15 points each)
There are two in-class quizzes. Both quizzes are based on videos that will be shown in class. The quizzes will be multiple choice/short answer and will require you to apply information from your textbook and other sources to the events depicted in the videos. There is no provision for “make-up” viewing of the videos.

Classroom Participation (Value: 10 points)
The criminal justice system constantly faces new challenges and exists in a dynamic environment. “We the people” are responsible for creating and maintaining a fair and just system – your informed in-class participation in discussions about law and justice policy is expected, and you can contribute to our collective appreciation of the justice system context. Tardiness and/or absences will adversely affect your level of participation.
Grading

<table>
<thead>
<tr>
<th>Grading Area</th>
<th>Quantity</th>
<th>Total Points Possible</th>
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<tbody>
<tr>
<td>Assignment 1 - Research Topic Selection</td>
<td>1</td>
<td>5</td>
</tr>
<tr>
<td>Assignment 2 - Plagiarism tutorial</td>
<td>1</td>
<td>5</td>
</tr>
<tr>
<td>Assignment 3 - Interpreting the Rules</td>
<td>1</td>
<td>15</td>
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<tr>
<td>Assignment 4 – Research Paper</td>
<td>1</td>
<td>50</td>
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<td>Assignment 5 - Research Presentation PowerPoint</td>
<td>1</td>
<td>15</td>
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<td>Assignment 6 – Oral Research Presentation</td>
<td>1</td>
<td>20</td>
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<td>Exams (50 points each)</td>
<td>3</td>
<td>150</td>
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<tr>
<td>Quizzes (15 points each)</td>
<td>2</td>
<td>30</td>
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<tr>
<td>Participation</td>
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<td>10</td>
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<td>Total Points Available for Course</td>
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<td>300</td>
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</table>

Your grade for the course is based on the total number of points earned. Scores will not be “rounded” at the end of the semester.

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<thead>
<tr>
<th>Letter Grade for Course</th>
<th>Percentage</th>
<th>Point Equivalent</th>
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<tbody>
<tr>
<td>A+</td>
<td>96-100%</td>
<td>288-300</td>
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<td>A</td>
<td>93-95</td>
<td>279-287</td>
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<tr>
<td>A-</td>
<td>90-92</td>
<td>270-278</td>
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<tr>
<td>B+</td>
<td>87-89</td>
<td>261-269</td>
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<td>B</td>
<td>83-86</td>
<td>249-260</td>
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<td>B-</td>
<td>80-82</td>
<td>240-248</td>
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<td>C+</td>
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<td>73-76</td>
<td>219-230</td>
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<td>C-</td>
<td>70-72</td>
<td>210-218</td>
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<td>D+</td>
<td>67-69</td>
<td>201-209</td>
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<td>D</td>
<td>63-66</td>
<td>189-200</td>
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<td>D-</td>
<td>60-62</td>
<td>180-189</td>
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<tr>
<td>F</td>
<td>59 or below</td>
<td>&lt;180 points</td>
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CLASS POLICIES

Attendance
Punctual class attendance is expected and factored into participation points. Class absence means you will miss lecture material that will be incorporated in quizzes and exams. Also, if you miss classes (or you are late) you will miss quizzes. As a courtesy, let me know (by email) if you cannot attend a class. See below regarding excused absences.

Late Work/Make-up Work/Extra Credit Work
For each 24 hour period that assignments are submitted late, a penalty equal to 20% of the points possible for that assignment will be imposed. Assignments that are from 1 minute to 24 hours late lose 20%; assignments
that are 24-48 hours late lose 40%, and assignments that are 48-72 hours late lose 60%. Assignments that are more than 72 hours past-due will not be accepted.

Exceptions to attendance and timeliness policies are possible only in the case of a serious medical condition or other emergency. Report these circumstances to me via email or telephone prior to the class, assignment deadline, or exam session in question (or as soon as reasonably possible). Formal documentation of the exceptional circumstances will be required.

“Internet problems” do not excuse late work. Plan ahead – email assignments to me if you are unable to access Canvas.

In the event that you miss an exam due to a documented emergency, I reserve the right to administer an alternative make-up exam to be proctored at the convenience of the University. I do not provide extra credit work options.

Classroom Demeanor
The classroom is intended as a place where we can focus on learning. Distractions such as cell phones (talking or texting or phones ringing), chatting, playing games on laptops, Face Book, etc. are not tolerated. Students creating these types of distractions will be asked to leave.

Further, the classroom is intended as a place where we can discuss, debate, and defend ideas in a professional and respectful fashion. Interrupting someone who is speaking, using insulting language, or other disrespectful behaviors will not be tolerated.

Audio/Video Recording
I expressly prohibit photographic, audio, or video recording of lectures, materials, presentations, or discussions occurring in this class. Students registered for relevant accommodations through the Office of Students With Disabilities Services may be entitled to seek exception to this policy.

Use of Canvas
As noted above, you will use Canvas to submit certain assignments and to access documents and links that will help you study and successfully complete course assignments. Further, I will routinely use Canvas for communications to this class between class meetings. I recommend that you check Canvas and your University email account on a daily basis. I consider information delivered to you – and hold you accountable for that information – if I put it on Canvas or send it by University email.

Canvas Support is available through USFSM E-Learning staff from 9am to 5pm Monday through Friday. Please call or email Carlos Montoya | cmmontoya@sar.usf.edu| 941-359-4295

The USF Tampa IT Helpdesk provides 24 hour support for CANVAS. Please call 813-974-1222 or email: help@usf.edu if you need assistance outside of USFSM’s E-Learning hours.

Additionally, CANVAS tutorials can be found in the Student Quickstart Guide at http://guides.instructure.com/m/8470.
You will need to access USF Library contents (e.g., journal articles). Access to these materials may be obstructed due to the security settings (e.g., pop-up blockers, firewalls) and other characteristics of your personal computer. Please troubleshoot and solve these problems at the beginning of the course.

**Laptops**
USFSM requires all students to have laptops or a similar device that can be brought with them to class. You are invited to bring your laptop whenever you wish, but please note that you are required to bring your laptop to class on Wednesday, September 17th and Wednesday, December 3rd.

**Honesty**
I am assuming that you are taking this course because you intend to either make a career in or enhance your career in the criminal justice arena. With that in mind, let me make it clear that there is NO room for cheating, stealing, wheedling, half-truths, plagiarism, lying, misleading, or other dishonest behaviors by justice system workers.

To ensure this point is made, let me make it clear that there is NO room in my course for dishonesty of any sort, and I will respond to dishonesty in the harshest manner permitted by University policy. I also note that justice system employers are not impressed by applicants who have “dishonesty” events in their academic record.

Let’s work together to ensure that this unpleasant subject does not arise in our classroom. You are responsible for understanding University definitions, policies, and sanctions concerning academic dishonesty. The University considers any form of plagiarism or cheating on exams, projects, or papers to be unacceptable behavior. Please be sure to review the university’s policy in the USFSM Undergraduate Catalog and the USF Student Code of Conduct.

The University of South Florida has an account with an automated plagiarism detection service which allows student assignments be checked for plagiarism. I reserve the right to ask students to submit their assignments to Turnitin through Canvas. Assignments are compared automatically with a database of journal articles, web articles, and previously submitted papers. The instructor receives a report showing exactly how a student’s paper was plagiarized.

Pursuant to the provisions of the Family Educational Rights and Privacy Act (FERPA), prior to submitting work to Turnitin, students are requested to delete any personal information (e.g., name, address, telephone) from the work being submitted. This protects students from having personal information disclosed to vendors or other outside agencies. By your submission, you are also agreeing to release your original work for review for academic purposes by Turnitin.

Please pay very close attention to this topic!

**Collective Comfort**
Many criminology and criminal justice topics are not the subject of discussion in polite company. Unfortunately, in its purest definition, “crime” is deviant behavior and, therefore, discussions of crime and criminals can offend one’s sensibilities. These are necessary discussions if we are to advance our knowledge. However, if a classroom discussion, lecture topic, video, audio, me, or another student is making you uncomfortable, please make an immediate appointment with me to discuss how we can deal with the issue.
USF Sarasota-Manatee Policies and Procedures

Academic Dishonesty
The University considers any form of plagiarism or cheating on exams, projects, or papers to be unacceptable behavior. Please be sure to review the university’s policy in the USFSM Catalog and the USF Student Code of Conduct. Current and archived catalogs may be found at: http://usfsm.edu/academics/ and the USF Student Code of Conduct can be found at http://www.sa.usf.edu/srr/page.asp?id=88

Academic Disruption
The University does not tolerate behavior that disrupts the learning process. The policy for addressing academic disruption is included with Academic Dishonesty in the USFSM Catalog and the USF Student Code of Conduct. Current and archived catalogs may be found at: http://usfsm.edu/academics/ and the USF Student Code of Conduct can be found at http://www.sa.usf.edu/srr/page.asp?id=88

Contingency Plans
In the event of an emergency, it may be necessary for USFSM to suspend normal operations. During this time, USFSM may opt to continue delivery of instruction through methods that include but are not limited to: Canvas, Elluminate, Skype, and email messaging and/or an alternate schedule. It’s the responsibility of the student to monitor Canvas site for each class for course specific communication, and the main USFSM and College websites, emails, and MoBull messages for important general information. The USF hotline at 1 (800) 992-4231 is updated with pre-recorded information during an emergency. See the Campus Police Website for further information. The USF hotline at 1 (800) 992-4231 is updated with pre-recorded information during an emergency.

Disabilities Accommodation
Students are responsible for registering with the Office of Students with Disabilities Services (SDS) in order to receive academic accommodations. Reasonable notice must be given to the SDS office (typically 5 working days) for accommodations to be arranged. It is the responsibility of the student to provide each instructor with a copy of the official Memo of Accommodation. Contact Information: Disability Coordinator: 359-4714; email: disabilityservices@sar.usf.edu and website: http://usfsm.edu/disability-services/

Fire Alarm Instructions
At the beginning of each semester please note the emergency exit maps posted in each classroom. These signs are marked with the primary evacuation route (red) and secondary evacuation route (orange) in case the building needs to be evacuated. See information available on the USFSM student and faculty webpages at www.usfsm.edu

Religious Observances
The University recognizes the right of students and faculty to observe major religious holidays. Students who anticipate the necessity of being absent from class for a major religious observance must provide notice of the date(s) to the instructor, in writing, by the second week of classes. http://generalcounsel.usf.edu/policies-and-procedures/pdfs/policy-10-045.pdf

Emergency Preparedness
It is strongly recommended that you become familiar with the USF Sarasota-Manatee Emergency Action Plan on the Safety Preparedness See information available on the USFSM student and faculty webpages at www.usfsm.edu
Web Portal Information
Every newly enrolled USF student receives an official USF e-mail account. Students receive official USF correspondence and Canvas course information via that address. Therefore it is the student’s responsibility to check their USF email regularly.

Instructor Copyright
Students may not sell notes or other course materials.

COURSE SCHEDULE BEGINS ON NEXT PAGE
CCJ 3024.599 FALL 2014  
Survey of Justice Systems  
TENTATIVE COURSE SCHEDULE

Class Meets: Wednesdays, 6:00 to 8:50PM, Room 206, North Port Campus

This schedule is subject to change. Any changes will be announced on Canvas

All readings are from Gaines, L. K. and Miller, R. L. (2013). *Criminal Justice in Action: The Core, 7th Ed*

<table>
<thead>
<tr>
<th>DAY</th>
<th>DATE</th>
<th>Topic or Event</th>
<th>Reading or Assignment Due</th>
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</thead>
</table>
| We  | Aug 27| Class Introduction  
An Overview of the CJ System  
What is “crime” and how is it defined? |                           |
| Mo  | Sep 1 | Labor Day – No Classes                                                        |                           |
| We  | Sep 3 | Discretion in the System  
Theories of Crime: Theories  
Victimology                  | Ch 1 & 2                   |
| We  | Sep 10| Defining & Measuring Crime  
The Law                                      | Ch 3                      |
| We  | Sep 17| USF Library Overview  
**LAPTOP REQUIRED IN CLASS**  
The Law (continued)  
Pre-exam review               |                           |
| Su  | Sep 21| Assignment 1: Research Topic Due by email                                    |                           |
| We  | Sep 24| Exam 1                                                                        |                           |
| Su  | Sep 28| Assignment 2: Plagiarism Tutorial (no written work will be accepted until this assignment has been completed – see Syllabus for details). |                           |
| We  | Oct 1 | Post-exam review  
Issues & Rules in Policing                                                      | Ch 4, 5, & 6              |
| Su  | Oct 5 | Assignment 3: Interpreting Rules Due on Canvas by 11:59pm                    |                           |
| We  | Oct 8 | Issues & Rules of Policing (cont)  
The Courts  
Police Profiling Video – in class only  
**Quiz 1 In Class immediately following the video** | Quiz 1 based on video, textbook, lecture, and other materials provided on Canvas |
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<tr>
<th>DAY</th>
<th>DATE</th>
<th>Topic or Event</th>
<th>Reading or Assignment Due</th>
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<tbody>
<tr>
<td>We</td>
<td>Oct 15</td>
<td>The Courts (cont.) Pre-trial &amp; trial procedures Court TV Video – in class only Pre-exam review</td>
<td>Ch 7 &amp; 8</td>
</tr>
<tr>
<td>We</td>
<td>Oct 22</td>
<td></td>
<td>Exam 2</td>
</tr>
<tr>
<td>We</td>
<td>Oct 29</td>
<td>No class: Time allotted to preparing an excellent research paper!</td>
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<tr>
<td>Sa</td>
<td>Nov 1</td>
<td></td>
<td>Last day to withdraw without academic penalty.</td>
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<tr>
<td>Su</td>
<td>Nov 2</td>
<td>Assignment 4: Research Paper Due on Canvas by 11:59pm</td>
<td></td>
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<tr>
<td>We</td>
<td>Nov 5</td>
<td>Punishment &amp; Sentencing Community Corrections Prisons &amp; Jails Juvenile Justice Post-exam review (time permitting)</td>
<td>Ch. 9, 10, 11, 12 &amp; 13</td>
</tr>
<tr>
<td>We</td>
<td>Nov 12</td>
<td>“Shadow of a Doubt” video – in class only. Quiz 2 in Class immediately following video. Assignment 6: Student Presentations (order of student presentations will be randomly generated).</td>
<td>Quiz based on video &amp; textbook</td>
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<tr>
<td>Su</td>
<td>Nov 16</td>
<td>Assignment 5: Research Presentation PowerPoint File Due on Canvas by 11:59pm</td>
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<tr>
<td>We</td>
<td>Nov 19</td>
<td>Assignment 6: Student Presentations</td>
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<tr>
<td>We</td>
<td>Nov 26</td>
<td>No class.</td>
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<tr>
<td>We</td>
<td>Dec 3</td>
<td>Assignment 6: Student Presentations (NOTE: Depending on class size and schedule of presentations, an additional lecture topic may be introduced in class on this date.) Pre-exam Review LAPTOP REQUIRED IN CLASS</td>
<td></td>
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<tr>
<td>We</td>
<td>Dec 10</td>
<td></td>
<td>Exam 3</td>
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