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| **School of Security & Global Studies Criminal Justice CMRJ201 Criminal Justice Administration  3 Credit Hours  8 Week Course** |

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| **Instructor Information** |

***Instructor***: See information provided in the Syllabus link in the classroom

***Email****:* Please use internal classroom messaging system

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| **Course Description (Catalog)** |

The course will provide the student with an overview of the American criminal justice system as an interdisciplinary social science involving aspects of criminology, sociology, law, and political science. This course will also examine the complexity of the American Criminal Justice System through its administrative process.

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| **Course Scope** |

Criminal Justice Administration is an examination of all facets of the criminal justice system as well as other related matters of interest to prospective and current justice administrators. The course will enable the student to grasp the complexities of the administration of the criminal justice system. It looks at the human foibles and many of the problems of personnel and police in justice administration and the general goal of study is to introduce the student to the primary people, practices, and terms that are utilized.

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| **Course Objectives** **(CO)** |

***Upon completion of this course the student will be able to:***

After successfully completing this course the student will be able to, among other things:

CO1: Examine the organizational structure and the administration process of the U.S. justice system.

CO2: Differentiate among the various components that influence the administration of the criminal justice system.

CO3: Describe the use of force and the use of discretion in criminal investigation.

CO4: Examine the administration of the courts when addressing sentencing alternatives.

CO5: Analyze the American correctional system and its use of alternative programs when administrating justice.

CO6: Identify common ethical issues that occur within the criminal justice system.

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| **Course Delivery Method** |

This B.A. in Criminal Justice course delivered via distance learning will enable students to complete academic work in a flexible manner, completely online. Materials and access to an online learning management system will be made available to each student. **Initial responses to online discussion questions are due on/by Thursday of each week with responses to classmates due on/by Sunday of the associated week** (accomplished in groups through a threaded forum board). Examinations (mid-term and final) and the course research paper are due at the end of the corresponding week. Assigned faculty will support the students throughout this eight-week course. [Table of Contents](#table)

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| **Course Materials** |

**Required Text**

Peak, K., (2012). *Justice administration: Police, courts and corrections management* (7th ed.). Upper Saddle River, NJ: Pearson: Prentice Hall. (ISBN 0-13-270899-X)

**Recommended Text**

*Publication Manual of the American Psychological**Association* (6th ed.). (2010). Washington, DC: American Psychological Association.

**Software Requirements**

* Microsoft Office (MS Word, MS Excel, MS PowerPoint)
* Adobe Acrobat Reader ([Click here for free download](http://www.adobe.com/support/downloads/main.html))

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| **Evaluation Procedures** |

**CONTACTS:** Contact between students and faculty can occur in a number of ways: phone, fax, and electronic mail are three examples. Students are expected to maintain routine contact with faculty throughout the course. And while the number of these may vary according to the specific course and individual student need, the University requires at least four contacts during the semester. While these contacts will not be graded, students should be aware that they count toward the total of required course exercises. The basic requirement for a contact is for the student to let the professor know how they are progressing in the course. Additionally, a forum will be set up within the online classroom to facilitate discussion between students. The professor will monitor and participate in the forum.

# Due Dates and Times:

Initial Forum posts and Class Introduction are due Thursday 11:55pm EST, with two (2) peer feedback posts being due Sunday 11:55pm EST. All other assignments, papers, and exams are due Sunday 11:55pm EST unless otherwise specified.

**EXAMINATION POLICIES AND PROCEDURES:**

Examinations will be available online. Final, official grades will be issued by the University on the grade report form. Professors have 7 days from the end of the semester to submit their grades to the University. Students should not telephone the University seeking grades until at least 30 days after the end of the semester.

**Mid Term Exam**

The Mid Term Exam will comprise 25% of your final grade. It will be structured to cover material from Weeks 1, 2, 3, and 4. Students may earn a score of up to 100 for the each exam. You will be provided with two essay questions. You are required to respond to both questions. Each response will be worth 50 points. Your original response to each essay question is to be between 500-700 words – excluding direct quotes. You are to provide at least 3 references other than your textbook to support each response. These references are to be in APA format. Corresponding citations should be included in your response to document/support the facts you provide. You may access the exam several times during the exam period however it may only be submitted once. The exams must be submitted to your professor as indicated on the Course Schedule and Grading Policy Summary Table***.*** Exam essays will be graded based on the Criminal Justice Exam Essay Rubric found in your course site.

**Final Exam**

The Final Exam will comprise 25% of your final grade. It will be structured to cover material from Weeks 5, 6, 7, and 8. Students may earn a score of up to 100 for the each exam. You will be provided with two essay questions. You are required to respond to both questions. Each response will be worth 50 points. Your original response to each essay question is to be between 500-700 words – excluding direct quotes. You are to provide at least 3 references other than your textbook to support each response. These references are to be in APA format. Corresponding citations should be included in your response to document/support the facts you provide. You may access the exam several times during the exam period however it may only be submitted once. The exams must be submitted to your professor as indicated on the Course Schedule and Grading Policy Summary Table***.*** Exam essays will be graded based on the Criminal Justice Exam Essay Rubric found in your course site.

**Forum Questions**

Forum Questions (FQs), found under the heading of Forum Board, has been developed for each unit of study (module) in this course and will comprise 25% of your final grade. These question(s) are designed to help the students apply critical thinking techniques to the material learned through experience and readings. The FQs are designed to give students direction in integrating old and new ways of thinking and to examine the relationship between theory and practice of criminal justice.

Each student will post his/her individual response to the FQs on the message board on/by Thursday at 11:55 pm ET of each week. Students must then interact with other students by posting questions addressed to others based upon their initial response and furthering the discussion on the forum boards. Students may earn a score of up to 100 for each module by doing so. Please note that the questions are comprehensive, requiring the base knowledge presented in the text before applying the analytical and critical evaluation necessary to meet program goals. Forum boards will be closed at the end of the associated week and grades posted shortly thereafter. Once the forum board is closed, no work will be accepted for that board and no credit can be earned for that forum board.

You must respond to each individual question on the forum board. The required individual response is 350 words with citations and two references in APA format. Failure to respond with an individual response of 350 words of your original work to a particular question and/or citations and two references in APA format will result in the student NOT earning maximum credit for that response. While 350 words of your original work is the MINIMUM acceptable response length, there is no maximum word limit. So you are aware, the classroom software utilized by AMU, SAKAI, automatically provides faculty with the word count in each individual response.

In addition, you must reply to at least two of your classmates in the forum on/by Sunday at 11:55 pm ET. Replies must be at least 150 words in length and include citation(s) and one reference in APA format. These responses are to be informative and contribute to advancing the knowledge of the topic. This is the minimum required. To earn a grade higer than acceptable/minimum, your activity should include more than two reply postings.

You are required to post your original work to the forum board. You are to input your original response directly to the dialog box. Attachments will not be accepted.

Additionally for Week 1 you are required to post a biography on the Biography forum. You will earn a grade for this submission. No additional participation is required on this administrative forum.

When responding to forum questions, please do so in the follow fashion:   
1. Log on to the appropriate forum board.   
2. Select the appropriate forum question   
3. Upon viewing the question, select the Post New Thread or Reply button   
4. Enter your response to the question then select the Post Message button

This will place your response under (or threaded) to the original question and groups responses under the appropriate section. Forum Questions (FQs) will be graded based on the Criminal Justice Forum Rubric (Undergraduate Level).

**Research Paper**

After reviewing the textbook topics and course learning objectives, students will select a subject of interest for a 7-10 page research paper supported by a minimum of 5 academic peer reviewed sources. The paper is due at the end of Week 7. In your response to the discussion board “Research Paper Topic”, post the topic you wish to research, the course learning objective with which it aligns, and why this topic is of special interest to you. I will approve, comment, or disapprove. Please wait for approval before you begin your research. This should be completed by the end of Week 2. The following are the six course learning objectives from which you can base your topic:

1. Examine the organizational structure and the administration process of the U.S. justice system.
2. Differentiate among the various components that influence the administration of the criminal justice system.
3. Describe the use of force and the use of discretion in criminal investigation.
4. Examine the administration of the courts when addressing sentence alternatives.
5. Analyze the American correctional system and its use of alternative programs when administering justice.
6. Identify common ethical issues that occur in the criminal justice system.

Research paper topics must be based upon one of the six course learning objectives. When submitting the selected research topic by the end of Week 2, students must identify not only the topic of their research paper but also the course learning objective with which it is aligned.

When writing your research paper be sure to focus upon the aspect of criminal justice that you are addressing from the perspective of the course learning objective with which it is associated. You must support points made in the research paper with scholarly resources. Your personal opinion must be limited and will not be a determining factor in the final grade. Instead, your grade is determined by how well you support your argument utilizing the materials discussed in this course and research and reference material you locate.

What I do not want is a regurgitation of what is in the text. Expand on the text; do not repeat it. Direct quotes should be used sparingly and limited to instances where the original meaning would be lost if not directly quoted. Document your facts utilizing standard APA style 6th edition.

This paper is to be submitted to me as indicated on the Course Schedule and Grading Policy Summary Table. The paper is to be in APA format 6th edition and the body of the paper is to be between 7 and 10 pages. The body of the paper does not include the title page, table of contents, appendix or references. Abstracts should not be included and will not count as part of the body of the paper if included.

This is to be of high quality, free of spelling and grammatical errors, and of original work. Plagiarism will be dealt with harshly. You are to title your paper by your last name. For example, an individual with the last name of Smith would name their paper “smith.docx” with “.docx” being the MS Word file extension. You are to submit your paper by uploading it to the assignment section.

You must submit your research paper to this assignment as a Word document. Other formats will not be accepted. The date of your submission is based upon the date you successfully submit your research paper in the correct Word format.

Papers will be graded based on the Criminal Justice Paper Rubric.

**Peregrine Testing**

Week 2 you will be required to take an assessment through the Peregrine Testing site. For your convenience, a link titled "Peregrine Testing" has been added to the left hand navigation bar, which will take you through the registration and testing process.

This test is to determine your beginning level of knowledge. You will receive a participation score for completion. You may not know all the answers, so answer to the best of your ability. The test will include 90 multiple choice questions. You will have 3 minutes to complete each question, and you'll be allowed two 15 minute breaks. You can exit and resume the test, but you will only be able to do so 3 times over a 48 hour period.

When you are ready to begin, click on "Peregrine Testing". You will be taken to the registration page for the exam. The majority of your student information will already be filled out, and you will just be required to select your program and concentration (these will not affect the contents of the tests). Click on "Confirm." Read all information on the following pages carefully. The timer will start when you click "Begin Exam."

**Due:** **Day 7 (Sunday) of Week 2, by 11:55 PM, ET**

**Evaluation criteria**The points earned on course assignments will determine the course grade. The final grade in the course will be based on total points. Grades will be assigned based on the following term composite scores:

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| **Grade Instruments** | **Points Possible** | **% of Final Grade** |
| Forum Questions | 100 | 25% |
| Midterm Examination | 100 | 25% |
| Final Examination | 100 | 25% |
| Final Paper | 100 | 20% |
| Peregrine Testing | 100 | 5% |
| **TOTAL** |  | **100%** |

**There are no make-up exams.**

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| **Grading Scale** |

Please see the student handbook to reference the University’s grading scale.

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| **Course Schedule & Grading Policy Summary Table** |

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| **Week** | **Topic** | **Learning Objectives** | **Activities** |
| **1** | Criminal Justice Administration Overview | **LO-1:** Examine the organizational structure and the administration process of the U.S. justice system.  **LO-2:** Differentiate among the various components that influence the administration of the criminal justice system. | **Readings:**  Peak, K., (2012). *Justice administration: Police, courts and corrections management* (7th ed.). Upper Saddle River, NJ: Pearson: Prentice Hall.  Chapters 1 & 2  Weekly lesson  **Assignments:**   * Introduction Forum * Week 1 Discussion Forum |
| **2** | Ethical Issues in Criminal Justice Administration | **LO-6:** Identify common ethical issues that occur in the criminal justice system. | **Readings:**  Peak, K., (2012). *Justice administration: Police, courts and corrections management* (7th ed.). Upper Saddle River, NJ: Pearson: Prentice Hall.  Chapters 12 & 13  Weekly lesson  **Assignments:**   * Week 2 Discussion Forum * Research Topic Due * Peregrine Testing |
| **3** | Administration of Law Enforcement Agencies | **LO-1:** Examine the organizational structure and the administration process of the U.S. justice system.  **LO-2:** Differentiate among the various components that influence the administration of the criminal justice system. | **Text Readings:**  Peak, K., (2012). *Justice administration: Police, courts and corrections management* (7th ed.). Upper Saddle River, NJ: Pearson: Prentice Hall.  Chapters 3 & 4  Weekly lesson  **Assignments:**   * Week 3 Discussion Forum |
| **4** | Issues within Law Enforcement Agencies | **LO-3:** Describe the use of force and the use of discretion in criminal investigation. | **Readings:**  Peak, K., (2012). *Justice administration: Police, courts and corrections management* (7th ed.). Upper Saddle River, NJ: Pearson: Prentice Hall.  Chapter 5  Weekly lesson  **Assignments:**   * Week 4 Discussion Forum * Mid-term Exam |
| **5** | Administration of Court Systems | **LO-1:** Examine the organizational structure and the administration process of the U.S. justice system.  **LO-2:** Differentiate among the various components that influence the administration of the criminal justice system. | **Readings:**  Peak, K., (2012). *Justice administration: Police, courts and corrections management* (7th ed.). Upper Saddle River, NJ: Pearson: Prentice Hall.  Chapters 6 & 7  Weekly lesson  **Assignments:**   * Week 5 Discussion Forum |

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| **6** | Issues within Court Systems | **LO-4:** Examine the administration of the courts when addressing sentence alternatives. | **Readings:**  Peak, K., (2012). *Justice administration: Police, courts and corrections management* (7th ed.). Upper Saddle River, NJ: Pearson: Prentice Hall.  Chapter 8  Weekly lesson  **Assignments:**   * Week 6 Discussion Forum |

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| **7** | Administration of Correctional Agencies | | **LO-1:** Examine the organizational structure and the administration process of the U.S. justice system.  **LO-2:** Differentiate among the various components that influence the administration of the criminal justice system. | | **Readings:**  Peak, K., (2012). *Justice administration: Police, courts and corrections management* (7th ed.). Upper Saddle River, NJ: Pearson: Prentice Hall.  Chapters 9 & 10  Weekly lesson  **Assignments:**   * Week 7 Discussion Forum * Research Paper Due |
| **8** | | Issues within Correctional Agencies | | **LO-5:** Analyze the American correctional system and its use of alternative programs when administering justice. | **Readings:**  Peak, K., (2012). *Justice administration: Police, courts and corrections management* (7th ed.). Upper Saddle River, NJ: Pearson: Prentice Hall.  Chapter 11  Weekly lesson  **Assignments:**   * Week 8 Discussion Forum * Final Exam |

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| **Polices** |

Please see the student handbook to reference all University policies. Instructors have 7 days from the end of the course to submit grades. Quick links to frequently asked policies are listed below.

[Drop/Withdrawal Policy](http://www.apus.edu/student-handbook/withdrawal/index.htm)

[Plagiarism Policy](http://www.apus.edu/student-handbook/writing-standards/index.htm#Academic_Dishonesty)

[Extension Process and Policy](http://www.apus.edu/student-handbook/extension/index.htm)

**Late Assignments**

Students are expected to submit classroom assignments by the posted due date and to complete the course according to the published class schedule. As adults, students, and working professionals, I understand you must manage competing demands on your time. Should you need additional time to complete an assignment, please contact me before the due date so we can discuss the situation and determine an acceptable resolution. Routine submission of late assignments is unacceptable and may result in points deducted from your final course grade.

**Deductions:**

**Late forum posts can be penalized up to 5 points per day**

**Late assignments can be penalized up to 5 points per day**

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| **Academic Services** |

**ONLINE LIBRARY RESEARCH CENTER & LEARNING RESOURCES**

The Online Library Resource Center is available to enrolled students and faculty from inside the electronic campus. This is your starting point for access to online books, subscription periodicals, and Web resources that are designed to support your classes and generally not available through search engines on the open Web. In addition, the Center provides access to special learning resources, which the University has contracted to assist with your studies. Questions can be directed to [orc@apus.edu](mailto:orc@apus.edu).

* ***Charles Town Library and Inter Library Loan:*** The University maintains a special library with a limited number of supporting volumes, collection of our professors’ publication, and services to search and borrow research books and articles from other libraries.
* ***Electronic Books:*** You can use the online library to uncover and download over 50,000 titles, which have been scanned and made available in electronic format.
* ***Electronic Journals:*** The University provides access to over 12,000 journals, which are available in electronic form and only through limited subscription services.
* ***Turnitin.com:*** [**Turnitin.com**](http://www.turnitin.com/static/home.html?session-id=062d95ed88cd62a022c27c8f497720c6) is a tool to improve student research skills that also detect plagiarism. Turnitin.com provides resources on developing topics and assignments that encourage and guide students in producing papers that are intellectually honest, original in thought, and clear in expression. This tool helps ensure a culture of adherence to the University's standards for intellectual honesty. Turnitin.com also reviews students' papers for matches with Internet materials and with thousands of student papers in its database, and returns an Originality Report to instructors and/or students. To create your personal account you need to go to: www.turnitin.com Click "create user profile" and enter the account ID found in the appropriate course announcement and the password of “password”.

**Request a Library Guide for your course (**[**http://apus.libguides.com/index.php**](http://apus.libguides.com/index.php)**)**

The AMU/APU Library Guides provide access to collections of trusted sites on the Open Web and licensed resources on the Deep Web. The following are specially tailored for academic research at APUS:

* Program Portals contain topical and methodological resources to help launch general research in the degree program. To locate, search by department name, or navigate by school.
* Course Lib-Guides narrow the focus to relevant resources for the corresponding course. To locate, search by class code (e.g., SOCI111), or class name.

If a guide you need is not available yet, please email the APUS Library: [librarian@apus.edu](http://online.apus.edu/educator/temp/ls1850/nsec501b002sum10/librarian@apus.edu).

**Turnitin.com** is a web-based [plagiarism](http://www.apus.edu/center-teaching-learning/faculty-resources/turnitin/Plagiarism-Policy.htm) prevention application licensed, for campus use, through the APUS Online Library.  The quick submit option lets faculty upload and check suspicious papers, without requiring student to create their own Turnitin.com profiles.

Turnitin.com analyzes electronic submissions of student writing, compares them to the contents of a huge online database, and generates a customized Originality Report. The database used to produce this analysis contains a massive collection of documents available on the Internet from both free and commercial sources, as well as the full texts of all other papers that have been previously submitted to Turnitin.com.

Similarity index is based on the amount of matching text to a submitted paper:

Blue = no matching text

**Green** = one word to 24% matching

**Yellow** = 25 -49% matching text

**Orange** = 50-74% matching text

**Red =** 75-100% matching text

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| **Selected Bibliography** |

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