

# Course Expectations Letter

**Subject:** AJ 101: Introduction to Administration of Justice

**E-Mail Contact Information:**

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**Catalog Course Description:**

This is a comprehensive discourse on crime and its causes, including the history and philosophy of the Administration of Justice in America, the development of criminal justice, identification of the various subsystems, role expectations, and their interrelationships, theories of crime, punishment, adjudication, and rehabilitation and training for professionalism in the entire system.

This basic course provides the student with an orientation to the criminal justice system. The course is the backbone of the criminal justice curriculum that shows the relationships of the administration of justice system with the community. It orients the student to a potential career opportunity within the subsystems. It also serves to bridge the gap for all persons to have a better understanding of the laws and the function and complexity of the system.

**Student Learning Outcomes:**

1. Apply legal definitions, concepts, and principles to law enforcement, courts, or correctional settings.  
Proficient: Student is able to score at least 70% on embedded test questions or assignments involving the application of legal definitions, concepts, and principles relating to law enforcement, courts, or corrections.
2. Communicate information in a clear and organized manner.  
Proficient: Student writes essay answers or assignments that are accurate and do not contain grammar, punctuation, or spelling errors that significantly affect the clarity of the writing.
3. Analyze ethical dilemmas encountered in the law enforcement and/or corrections fields and decide on the correct ethical choice.  
Proficient: Pursuant to contemporary law enforcement standards, student is able to choose an ethically appropriate response to each criminal justice situation presented.
4. Discuss the roles and responsibilities of the Law Enforcement, Courts, and Corrections components of the criminal justice system.  
Proficient: Student is able to score at least 70% on embedded test questions or assignments relating to the roles and responsibilities of the Law Enforcement, Courts, and Corrections components of the criminal justice system.
5. Adapt to the diverse and multicultural nature of American society in the criminal justice system.  
Proficient: Student is able to select an appropriate response to each criminal justice situation presented dealing with the diverse and multicultural nature of American society.
6. Discuss possible career paths in the field of American criminal justice.  
Proficient: Student is able to score at least 70% on embedded test questions or assignments relating to the possible career paths in the field of American criminal justice.

By logging into Canvas you affirm that you are the student who enrolled in the course(s) and are the person who will complete the assigned work. Furthermore, you agree to follow the regulations regarding academic integrity, personal identification and the use of student information as described in [BP 5500 \(Standards of Conduct\)](#) and [AP 5520 \(Student Conduct Procedures\)](#) which are the Rio Hondo College student conduct codes that govern student rights and responsibilities. You acknowledge that failure to abide by the regulations set forth in BP 5500 and AP 5520 may result in disciplinary action, including expulsion from the college.

This is **NOT** a self-paced course. There are firm deadlines in this class. There are assignments due on a regular basis. Please plan your time carefully!

**Textbook:** Please consult the Bookstore for information at (562) 463-7345 or go to [Rio Hondo College Online Bookstore](#)

**This course will include regular instructor student contact. Methods of regular instructor student contact include:**

1. Intro to Criminal Justice in a Proactive world: Kendall-Hunt Publishing:  
ISBN: 978-1-4652-3949-5
2. Additional supplemental reading and study materials include, but are not limited to:

Internet and other electronic sources of data and information, National, regional and local news media sources.

Students are required to participate in the weekly discussion activities. This is a pass/fail area and 0 points will be awarded. Failure to participate will result in a 'Failing' grade. Students may be dropped for non-participation (absences) for three (3) sessions or two (2) consecutive sessions. The instructor will participate and respond to all emails within 48-hours excluding Saturdays, Sundays and Legal Holidays

***The instructor may drop you for non-participation.***

There will be a one to three business day delay after an add code is used before a student may be able to log on to Canvas.

For students new to online classes, it is highly recommended that you take the Online Orientation through our Online Education website. This will help explain what online classes are like and familiarize you with how the class is laid out. The orientations can be found at: <http://www.riohondo.edu/canvas-orientation//>

Email Responses: Instructors will make every attempt to respond to students in a timely fashion. Responses can take up to 48 hours before a response is received, excluding weekends and holidays.

Disability: A Student with a verified disability may be entitled to appropriate academic accommodations. Please contact your instructor and/or the [Disabled Students & Programs](#) office at 562-908-3420 for more information.

*Modifications and Disclaimer: The instructor reserves the right to modify the content of the course or any course procedure. It is the responsibility of the student to keep apprised of all changes. If the student wishes to drop the class, he/she is responsible for initiating the drop. Do not take it for granted that you will be dropped. If you stop working and do not drop the course, you may get an undesirable grade.*