

# **PBJ 101 – INTRODUCTION TO CRIMINAL JUSTICE**

**MWF 9:10 – 10:05 a.m.**  
**Lanigan Hall – Room 101**  
**Spring 2016**

**Professor:** Dr. Jaclyn Schildkraut  
**Email:** [Jaclyn.Schildkraut@oswego.edu](mailto:Jaclyn.Schildkraut@oswego.edu)  
**Office:** 458 Mahar Hall  
**Phone:** (315) 312-3403  
**Office Hours:** MW 10:15 – 11:15 a.m., W 12:30 – 1:30 p.m., or by appointment

**Teaching Assistants:** Megan Adelman [madelman@oswego.edu](mailto:madelman@oswego.edu)  
Hannah Brennan [hbrenna2@oswego.edu](mailto:hbrenna2@oswego.edu)  
Anna Jimenez [ajimenez@oswego.edu](mailto:ajimenez@oswego.edu)  
Karl Parisien [kparisie@oswego.edu](mailto:kparisie@oswego.edu)  
Jordan Tiberia [jtiberia@oswego.edu](mailto:jtiberia@oswego.edu)

## **COURSE DESCRIPTION**

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Introduction to Criminal Justice focuses on the various processing stages, practices, and personnel in the criminal justice system. This course examines the problem of crime in American society. Both historical and contemporary components of the system, including the police, the courts, and correctional agencies are explored. This course is designed to provide the student with a broad-based understanding of both the effects of crime upon communities, as well the criminal justice system response to crime in our contemporary society.

## **COURSE LEARNING OBJECTIVES**

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By the end of this semester, you will:

- Be familiar with the laws, procedures, and policies involved in processing an offender through the criminal justice system.
- Understand the roles and responsibilities of various officials involved in processing offenders.
- Understand the police role, the judicial system function, and the correctional techniques used in dealing with offenders.
- Be familiar with the history of the public's attitudes toward the offender and the resulting changes in laws, system policies, and legal practices.

## **REQUIRED TEXTBOOK**

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Fagin, J.A. (2016). *CJ 2015*. Upper Saddle River, NJ: Pearson Education, Inc. (Prentice Hall)  
**ISBN-13: 978-0-13-359145-3**

The publishers of this book also have an e-Book rental option available. You may rent a digital copy of the textbook here: <http://www.mypearsonstore.com/bookstore/cj-2015-013359145X>

## COURSE POLICIES

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### Attendance and Participation

Attendance and class participation is mandatory and will be taken into consideration in the grading process. Students should come to each class prepared to engage in class exercises and discussions, and having completed the assigned readings. Attendance is defined as coming to class, prepared, on time, and staying for the duration of the entire class period. The material covered in class will come from a variety of sources beyond just your textbook readings. Therefore, poor attendance and/or participation will have a negative impact on your grade.

**Attendance:** You are expected to attend every class. If you do miss a class, please make sure that you obtain the information covered from a fellow classmate. If you have three (3) or fewer absences as of the last official class day prior to the final, you will be eligible to drop your lowest exam score (excluding the final).

Excused absences must be arranged for in advance or documented in writing to be acceptable. Examples of excused absences are illness; family emergencies; obligations beyond your control, such as a job interview; and participation in SUNY Oswego athletic events. You will be required to provide satisfactory documentation of such absences.

**Arriving Late/Leaving Early:** Late attendance and leaving early is discourteous to the instructor and other students and demonstrates a lack of responsibility. Please do not come in late or leave early without prior approval from the instructor. If you arrive to class more than ten (10) minutes late or leaving early without prior arrangement, this will be deemed an unexcused absence.

### Blackboard System

This course makes use of the Blackboard system. Over the course of the semester, I will post announcements, the syllabus, PowerPoints, review sheets, class handouts, related media discussed in class, and assignments on Blackboard. Some items are set to release on certain dates. Please inform me as soon as possible of any technical difficulties not remedied by Blackboard's help feature.

To be successful in the course, you will need access to reliable internet service. When you submit an assignment, you will receive an email receipt for the submission. Save this email receipt. If I do not receive an assignment, and you cannot provide this email receipt, you will not receive credit for the assignment. Be sure to allow yourself adequate time to complete the assignment. Technology failure is not an accepted excuse for missing an assignment.

### Cell Phone Policy

**Cell phones will be turned off during class and will be placed face down on the desk in front of you. There will be NO text messaging.** If there is an exigent circumstance in which a student is expecting an urgent call or message, see me before class to discuss this. Cell phones will be relinquished to the professor while students take exams if found to be in use.

**Students who use cell phones or other electronic devices in class, in violation of this policy, will have 2 points deducted from their final course average for each day that a violation occurs.**

## **Use of Laptop Computers**

Laptop computers, iPads, and other forms of computers and electronic devices are strictly prohibited in class. See above cell phone policy regarding violations.

## **Assignments and Assigned Readings**

Please make sure that you have completed all assigned readings prior to the assigned class period. All assignments will be due at the beginning of the class period on the assigned date. Any assignments turned in after the start of the class period will be considered late. Late assignments will not be accepted unless prior arrangements have been made.

## **Your Grade**

Please do not wait until the semester is over to be concerned about your grade. If you are concerned about your grade at any point, please do not hesitate to come discuss this with me during office hours or by making an appointment. I am happy to meet with you to discuss your performance and help you work towards your desired grade, or you may contact me via Blackboard course mail. Grades will not be discussed through your personal email account.

## **Office Hours**

Office hours are available for you to address questions, concerns, and any issues you may wish to discuss about the course. Please do not hesitate to take advantage of this time, especially if you are experiencing a problem with the course. The sooner we address a problem, the more likely we are to resolve it favorably. If you are unable to meet during the office hours for any reason, please feel free to contact me to arrange an appointment.

## **Contacting Me**

Email is the best way to get in touch with me as I am not always on campus or available by phone. Please be sure to include your name and course name in the subject line, and use professional language. I do check email regularly and multiple times per day, and will respond to you within 24 hours unless you have been notified prior that I will be unavailable. If for any reason you do not get a response within 24 hours, I most likely did not receive your email. Please feel free to resend your email or speak with me at the end of class or during office hours. At times, I may forward those messages that deal with class content to the TAs if it can ensure faster response time. I will not forward any with sensitive information without your consent.

## **Your Email Address**

From time to time, I will e-mail the class with important information (i.e., instructions for an assignment, announcements, etc.). Emails, especially containing confidential information, only will be sent to a student's SUNY Oswego email account or via the mail tool in Blackboard. Please also be sure you make my e-mail address a safe address on your account so that my e-mails are received and not sent to junk mail.

## **Retention of Graded Material**

Education requires evaluation, both of individual students' performance, as well as the performance of an academic program as a whole. Work you submit for grading in this course may be retained by the Department in order to assess the quality of curriculum we offer to students of Public Justice.

## UNIVERSITY POLICIES

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### Intellectual Integrity

The College Policy on Cheating and Plagiarism applies to all assignments and exams in this course. This also includes academic dishonesty and cheating on the taking of attendance. You should familiarize yourself with that policy, which is reproduced in the College Catalogue and can be accessed in its entirety at the website address below. If it is determined that you have cheated or plagiarized on an assignment or exam in this course, the professor reserves the right to assign a grade of E for that assignment or exam, or a grade of E for the course, depending on the circumstances.

*"Intellectual integrity on the part of all students is basic to individual growth and development through college course work. When academic dishonesty occurs, the teaching/learning climate is seriously undermined and student growth and development are impeded. For these reasons, any form of intellectual dishonesty is a serious concern and is therefore prohibited."*

([http://catalog.oswego.edu/content.php?catoid=26&navoid=1803#inte\\_inte](http://catalog.oswego.edu/content.php?catoid=26&navoid=1803#inte_inte))

### Disability Services

If you have a disabling condition which may interfere with your ability to successfully complete this course, please contact the Disability Support Services (DSS) located at 155 Campus Center, phone (315) 312-3358, [dss@oswego.edu](mailto:dss@oswego.edu). Please also see me after class or during office hours to discuss your needs.

The Office of Disability Services (ODS) provides support services and adaptive technologies to students who have a legally documented disability or students who suspect that they may have a disability. Students must contact the office before adaptive services can begin. Certain services, such as alternative testing, require advanced notice and are contingent upon the student initiating the process in a timely fashion. Alternative testing may occur at a time other than the time the rest of the class is taking the exam.

### University Closings

School closings will be communicated through the SUNY Oswego homepage and local media. Students can call the Oswego Information Line at (315) 312-3333. SUNY Oswego participates in the New York Alert emergency messaging system. This system allows University Police and the SUNY Public Affairs office to contact students in the event of emergencies, including campus-wide closing due to inclement weather. Participation in this system can be set up through the personal information page of students' myOswego accounts. If I must cancel class, I will post a sign on the door, add a message on our course website (Blackboard), and/or send a class email as soon as possible.

### Non-Discrimination Policy

SUNY Oswego values the contributions to learning for its members that result from maintaining a diverse student body, faculty, and staff. The goal of SUNY Oswego is to nurture members' abilities and capacities for appreciation of living and working together in a diverse learning environment. Members must not expose others to discriminatory acts of any form related to gender, race, nationality, ethnicity, sexual orientation, marital status, age, or disability since such acts, either active or passive, create a hostile environment.

Members of the college community who experience or observe discrimination, an incident of sexual discrimination, sexual assault, sexual harassment, interpersonal violence, or exploitation, whether occurring on or off campus, should immediately report the incident. For further information on this policy, and reporting procedures, access the following link:

<http://www.oswego.edu/about/titleix/discriminationpolicy.html>

## GRADING

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You will be expected to complete 4 exams throughout the semester. You will also have 12 web assignments (2 will be dropped, leaving 10 that count towards your grade). Details for all assignments are below.

Exams (4 @ 100 points each):	400 points
Web Assignments (10 @ 10 points each):	100 points

Final grades will be calculated as follows:

<b>A</b>	94% - 100%	<b>B</b>	83% - 86%	<b>C</b>	73% - 76%	<b>D</b>	63% - 66%
<b>A-</b>	90% - 93%	<b>B-</b>	80% - 82%	<b>C-</b>	70% - 72%	<b>D-</b>	60% - 62%
<b>B+</b>	87% - 89%	<b>C+</b>	77% - 79%	<b>D+</b>	67% - 69%	<b>E</b>	0% - 59%

## Exams

There will be 4 exams throughout the course of the semester. The final examination will not be cumulative but will be held during the final examination period. Each exam will be composed of multiple choice, fill in the blank, and matching questions. All material covered in class (lectures, supplements, etc.), as well as your assigned readings, is subject to be on the exam.

No textbooks or notes may be used on the exam. I will provide you Scantron forms for the exams. Both the exam and Scantron must be turned in. Failure to turn in the original exam with your name on it will result in a zero (0) for the test.

Promptness is important on exam days, as coming in late is both distracting and unfair to your fellow students. **If you arrive after the exam begins, you will not be permitted to take the exam.** Further, you will not be permitted to make up the exam without verifiable documentation of an emergency (at the instructor's discretion), and will receive a zero (0) for the exam.

If you miss an exam without a prior arrangement, you must provide me with verifiable proof for your reason within 24 hours of missing the exam, and the verifiable proof must be dated the day of the exam. It is also your responsibility to set up a time to take a make-up exam. Please note that not all excuses for a missed exam warrant the opportunity to take a make-up exam. If I deem the circumstances warrant a make-up exam, the make-up exam must be completed within one week of the original test date. If you do not follow this policy, or cannot provide me with a verifiable reason for missing the exam, you will receive a score of zero (0) for the exam.

## **Web Assignments**

Throughout the course of the semester, you will have web-based assignments that link to the topic we are covering that week. This may include watching a short video or reading a related article, and answering questions based on what you read/watch. It may also involve light research using the internet (i.e., looking up statistics on the FBI's website). Complete directions for the assignment will be posted with the assignments, which will be located in Blackboard under the CONTENT tab.

There are 12 web assignments listed on the syllabus schedule (see following pages). Of these 12, your lowest 2 grades will drop – therefore, your 10 best scores will count towards your grade, for a maximum of 100 points. You are highly encouraged to do all of the assignments because they will be to your benefit in understanding the material.

Assignments will open one week prior to the due date. The assignment will close at the start of class on the day it is due. Blackboard will automatically lock the assignment and I will not open it for late submissions. Therefore, you are highly encouraged to complete your assignment in a timely manner to ensure that you do not miss the deadline. Technology crises will not be accepted as a reason for your assignment not being submitted on time.

## **SYLLABUS DISCLAIMER**

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This syllabus is tentative and may change due to unforeseen circumstances. The best way to stay informed is to check e-mail and to attend class. If there are any changes to the syllabus, I will notify you in writing via Blackboard and will provide you with an updated copy.

It is important for you to keep up with your syllabus and refer to it regularly to keep up with the course schedule and policies. If you lose your syllabus, please e-mail me and I'll send a copy to you via e-mail. A copy of the syllabus is also available on the Blackboard course site. Please note that losing your syllabus does not constitute an excuse for missing assignments or noncompliance with course policies.

## COURSE SCHEDULE

DATE	TOPIC & READING	ASSIGNMENT
<b>WEEK 1</b>		
M 1/25	Class Introduction, Syllabus	
W 1/27	Chapter 1: Introduction to Criminal Justice	<b>Web Assignment # 1</b>
F 1/29	Chapter 2: Crime: The Search for Understanding	
<b>WEEK 2</b>		
M 2/1	Chapter 2: Crime: The Search for Understanding	
W 2/3	Chapter 2: Crime: The Search for Understanding	<b>Web Assignment # 2</b>
F 2/5	Chapter 2: Crime: The Search for Understanding	
<b>WEEK 3</b>		
M 2/8	Chapter 3: Measuring Crime and Victimization	
W 2/10	Chapter 3: Measuring Crime and Victimization	<b>Web Assignment # 3</b>
F 2/12	Chapter 4: Criminal Law: Crime and the Limits of Law	
<b>WEEK 4</b>		
M 2/15	Chapter 4: Criminal Law: Crime and the Limits of Law	<b>Web Assignment # 4</b>
W 2/17	Section 1 Wrap-Up / Test Review	
F 2/19	<b>*** EXAM 1 (Chapters 1 – 4) ***</b>	
<b>WEEK 5</b>		
M 2/22	Chapter 5: An Overview of Law Enforcement	
W 2/24	Chapter 5: An Overview of Law Enforcement	<b>Web Assignment # 5</b>
F 2/26	Chapter 6: Oversight & Professionalism of Law Enforcement	
<b>WEEK 6</b>		
M 2/29	Chapter 6: Oversight & Professionalism of Law Enforcement	
W 3/2	Chapter 6: Oversight & Professionalism of Law Enforcement	<b>Web Assignment # 6</b>
F 3/4	Chapter 14: Homeland Security	
<b>WEEK 7</b>		
M 3/7	Chapter 14: Homeland Security	<b>Web Assignment # 7</b>
W 3/9	Section 2 Wrap-Up / Test Review	
F 3/11	<b>*** EXAM 2 (Chapters 5, 6, and 14) ***</b>	
<b>WEEK 8</b>		
M 3/14	Chapter 7: The Court System	
W 3/16	Chapter 7: The Court System	<b>Web Assignment # 8</b>
F 3/18	Chapter 8: Courtroom Participants and the Trial	
<b>WEEK 9</b>		
M 3/21	<b>*** SPRING BREAK – NO CLASS ***</b>	
W 3/23	<b>*** SPRING BREAK – NO CLASS ***</b>	
F 3/25	<b>*** SPRING BREAK – NO CLASS ***</b>	
<b>WEEK 10</b>		
M 3/28	Chapter 8: Courtroom Participants and the Trial	
W 3/30	<b>*** ACJS – NO CLASS/READING DAY ***</b>	
F 4/1	<b>*** ACJS – NO CLASS/READING DAY ***</b>	

**WEEK 11**

M 4/4 Chapter 9: Sentencing  
W 4/6 Chapter 9: Sentencing  
F 4/8 Chapter 9: Sentencing

**Web Assignment # 9**

**WEEK 12**

M 4/11 Section 3 Wrap-Up / Test Review  
W 4/13 **\*\*\* QUEST SYMPOSIUM – NO CLASS \*\*\***  
F 4/15 **\*\*\* EXAM 3 (Chapters 7 – 9) \*\*\***

**WEEK 13**

M 4/18 Chapter 10: Jails and Prisons  
W 4/20 Chapter 10: Jails and Prisons  
F 4/22 Chapter 10: Jails and Prisons

**Web Assignment # 10**

**WEEK 14**

M 4/25 Chapter 11: Probation and Parole  
W 4/27 Chapter 12: Corrections in the Community  
F 4/29 Chapter 12: Corrections in the Community

**Web Assignment # 11**

**WEEK 15**

M 5/2 Chapter 13: The Juvenile Justice System  
W 5/4 Chapter 13: The Juvenile Justice System  
F 5/6 Section 4 Wrap-Up / Test Review

**Web Assignment # 12**

**W 5/11 8:00 a.m. \*\*\* FINAL EXAM / EXAM 4 (Chapters 10 – 13) \*\*\***