

# CRIMINAL JUSTICE

## SOCIOLOGY DEPARTMENT—BINGHAMTON UNIVERSITY

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### **SOC 380D**

Spring 2007

Lecture Hall #12

Tues, Thurs 4:25PM-5:50PM

### **Thomas Hanford**

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### **Office Hours**

UU 252, Tues, Thurs 6:45-8:00pm (Also by Appt & IM)

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## COURSE OVERVIEW

### **Official Course Description**

This course provides students with a survey of the major categories of the criminal justice system: policing, the courts and prisons. In doing so, we will consider the historical evolution of crime and policing, historical responses to crime and deviance, applied criminological theory, the applied fields of criminal justice and criminology, and the social and structural aspects of the institutions that administer criminal law.

### **Class Format**

The class is primarily lecture-driven, however several required student activities will be part of the course. Students are expected to engage in regular discussion, and be active and involved participants in the learning process. Most lectures will revolve on the material presented in the text, offering clarification and more in-depth analysis; however others may involve new material, and/or guest speakers. Lecture time will also include the use of video, visuals and *PowerPoint* presentations.

## COURSE REQUIREMENTS

### **Text Materials**

- *Required Text:* [Criminal Justice Today](#). 9/E By Frank Schmalleger
- *Reserve Readings:* Reserve readings are noted in the class schedule (attached) and are available online via links from Blackboard.

### **Internet Access**

All students have internet access at BU. In addition to accessing assigned readings, visiting Blackboard will expose you to additional relevant materials including PowerPoint downloads, short video clips and notes. These materials can significantly enhance the course and your understanding of CJ systems. The sites of most value will be:

- Blackboard: <http://blackboard.binghamton.edu>

Students unfamiliar with the web, web browsers or online technology should *feel free to visit me* for instructions and tutorials if you wish to take advantage of online material. I'll give a brief tutorial in class during the course introduction as well.

### **Grading Elements**

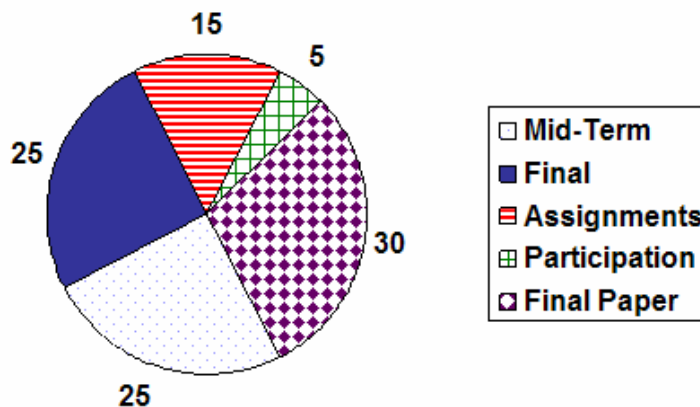
**Exams:** A midterm examination will count for 25% of your grade. This exam will take place Tuesday October 7th. A final exam will occur during finals week. This date is TBA. The final will amount to 25% of your grade. The final exam has cumulative elements. Study guides will be made available prior to exams. *Students are responsible for all assigned readings, which may appear on the exam.*

**Writing Assignments:** In order to integrate theory into your understanding of criminal justice systems, we'll have several short writing or quiz assignments that will coincide with reading topics. The completion of these

assignments will count for another 15% of your grade. Many, if not most, of these assignments will be available on Blackboard, and will be completed online. The timing of these assignments are at my discretion.

**Participation:** Participation, based mostly on attendance, with class discussion factored in, will round off the final 5% of your grade. *Please be in attendance, and be attentive, to receive full credit for participation.*

**Final Paper:** A 12-15 page paper rounds off your grade, counting for the remaining 30%. This paper will be a criminal justice subject of your choosing, providing it integrates the ideas presented in your textbook Lectures, and class discussion. The specifics of the paper requirements and the grading scheme will be given in class. You must present a short, maximum one page, proposal by the date given. The final paper is due the last day of the semester (last day of finals week). The format of the paper can be APA, MLA or other approved styles. You may use the style/format of your major or the one that allows you to convey a point best. A complete works cited / bibliography must be included.



**GRADING SCALE (%):** 94-97=A, 90-93=A-, 87-89=B+, 84-86=B, 80-83= B-, 77-79=C+, 74- 76=C, 70-73 =C-, 67-69=D+, 64-66=D (Below 64 is F)

## COURSE & CLASSROOM POLICIES

**ATTENDANCE:** Attendance is taken at each class. University Policy States:

*“Students are expected to attend all scheduled classes and laboratories. An instructor may deny a student the privilege of taking the final examination or of receiving credit for the course, or may prescribe other academic penalties, if the student misses more than 25 percent of the total class sessions. Excessive tardiness may count as absence. In cases of excessive absence, the instructor may request the appropriate dean’s office or the Academic Advising Office to investigate.”*

Accordingly, barring emergencies or approved absences, attendance is required at all class sessions. After 4 unexcused absences, you will lose one half letter grade, after 5 you will lose an entire letter grade, and one letter grade for each absence thereafter. Excused absences do not negatively affect your grade, and do not count toward the unexcused absences.

Students may be justifiably absent from classes due to religious observances, illness documented by a physician or other appropriate health care professional, conflicts with University sanctioned activities, public and weather emergencies, and documented personal or family emergencies. You are responsible for notifying me in writing, with as much advance notice as possible, of required absences — preferably at the beginning of the course. It is recognized that such absences, especially for illness, emergencies, or University sanctioned activities may not be known at the beginning of the semester. Absences for University sanctioned activities will be certified in writing by an appropriate senior University administrator, e.g., the Vice President for Student Affairs, an Academic Dean or the Director of Athletics. Students are responsible for the prompt completion of any alternative assignments in an

absence.

**MISSED ASSIGNMENTS & MAKEUP:** You may hand in an assignment up to three days late, but keep in mind you lose a letter grade per day. If you were to receive an A, you will receive a B, C and so forth. If you were to receive a B it's a C, D and so forth. If you have a circumstance requiring that you hand in assignments late due to an emergency or valid conflict, please make arrangements with me. You may only hand in two late assignments per semester, unless there is a valid excuse (see policy above). You CANNOT complete an exam or hand in your final paper late. This only applies to the assignments that account for 15% of your grade.

**COURSE 'INCOMPLETES':** All incompletes offered must be in accord with University policy on incomplete courses. They are not offered, barring a valid University recognized emergency.

## TEACHING & POLICY STATEMENTS

**Syllabus.** In accord with University policy, and the ethics of teaching and university administration, the syllabus, course policies, and grading policies will be adhered to. These rules exist in order to ensure that all students are informed, and have the same levels of access to course materials and coursework that may impact their grades. I do not negotiate on the contents of the syllabus. If you remain enrolled in the class, you accept the conditions of the syllabus. The professor reserves the right to: (1) alter reading and assignments if it is deemed to be in the best interest of learning the subject (2) alter the schedule to adjust for time constraints or better-than expected progress and (3) correct any errors present in the syllabus. Note: Generally speaking, the schedule is most often adjusted to make room for time *constraints*. Additional assignments, tests etc. will not be added to change the criteria for grade assessments. The criteria itself will not be altered, and will be adhered to strictly.

Test assessments and grades may be adjusted only in the event of grading or processing error. Any grade changes, as the result of error, will be universally applied to all students who fall under the error. This allows for the use of "curves" in the class, providing that all students universally benefit from the curve.

**Assignments.** Students who are not making satisfactory progress in the class, and who request additional assignments/projects/writing to elevate their grade must be denied, barring the occurrence of an event that may seriously inhibit an individual's ability to succeed in the class. If you are struggling, or otherwise not comprehending the material, please see me immediately. If you have a disability or work with the Office of Disability Services, please provide me with notice, and documentation / instructions so I may help you or plan assignments accordingly.

Over the course of the semester, several extra opportunities will be made available which may include 'virtual classroom' sessions on Blackboard, optional fieldwork, and other challenges. These will be made available for extra credit or simply for your own academic interest. I do not offer targeted extra credit to select students. All extra credit opportunities will be made openly available to the class. If you are struggling in the class, see me as soon as possible. Once the semester is well underway, it becomes increasingly more difficult to take corrective action.

**Grades.** Grades and final grade assessments will not be reconsidered unless there is an error resulting from instructor error or processing errors. Incompletes cannot, and will not, be used to offer students an extension simply in order to complete assignments unless such an extension is warranted due to uncontrollable circumstances as recognized by the University administration (illness, bereavement, employment etc..). Principles of equal access and equality in assessment and opportunity bars instructors from providing only some students with extensions or extra or different opportunities without justification.

If you fail to withdraw the class, or fail to drop the class, and receive an "F" as a result – you must work with the University Administration to resolve this. It is the student's responsibility to drop a class, withdraw a class or otherwise seek to have the class removed from their record and/or bill.

**Feedback & Commenting.** Writing assignments are graded objectively in a formal and defined manner. This method of grading exists to curb the possibility for subjectivity and to provide students with valuable feedback regarding their writing and academic work: All written assignments will receive a form detailing how the grade was assessed, along with feedback which seeks to detail (1) the reasons for grade results and (2) information of use to you and (3) suggestions for improvement. Students are *strongly encouraged* to read this assessment, and ask questions or seek clarification where points are not clear.

**Plagiarism.** All writing assignments are verified using E.V.E. (Essay Verification Engine) and/or Turn-it-in.com for plagiarism. If you are found guilty of plagiarism, you will fail this course. All other forms of academic dishonesty will result in failure as well. In addition, the University Judiciary or administration may seek further action, up to, and including expulsion.

**Testing Arrangements.** Tests are to be taken at the time and place scheduled, unless arrangements have been made in advance. The instructor will refuse an alternative date unless an appropriate reason can be shown.

**Email.** Students should feel free to correspond with me via email. This may include sending non-graded paper drafts or updates. I will not, under any circumstances, accept assignments via email. There are no exceptions. Do not attempt to submit assignments this way.

## CLASSROOM STANDARDS

It is my intention to create and maintain a safe and effective learning and teaching environment. Please adhere to the following rules of conduct:

- **Please do not come to class late or leave early.** If you must enter class late, do so quietly and do not disrupt the class by walking between the class and the instructor. Do not leave class unless it is an absolute necessity. *You must be present for the entire class to be considered in attendance.* If you leave early, you are absent. I reserve the right to circulate the attendance sheet multiple times.
- **Please do not talk to / with other classmates while the instructor or another student is speaking.** If you have a question or a comment, please raise your hand, rather than starting a conversation about it with others.
- **Please turn off the electronics:** Cell phones, pagers, and beeper watches. Of course recording materials and assistive technologies are welcome, as are laptops provided you use them to view and record class materials.
- **Please avoid audible and visible signs of restlessness.** These are both rude and disruptive to the rest of the class.
- **Please focus on class material during class time.** Sleeping, talking to others, doing work for another class, reading the newspaper, and checking e-mail are unacceptable and disruptive.

While my office hours are noted on the header of the syllabus, if you cannot attend at given times, simply email me to make an appointment and I'll do anything within reason to accommodate you. Additionally, I work in University administration and consequently, I am generally in my office daily. Please try to make an appointment, as the community space I'm located in is often host to meetings and workshops. *Students at no point should hesitate visiting during office hours or communicating with me otherwise* if you are struggling with material, or class related issues. Students should also feel free to discuss any policy issues as needed. I operate using an 'open-door' policy.

If office hours are not convenient, you can also use AOL Instant Messenger (SN: "professorhanford") to discuss class or academic issues. All conversations are logged and emailed to the student for their records or notes. Despite the fact that this is a virtual environment, you should treat this as a face to face meeting – please be appropriate. The "Instant Professor" link is also available on Blackboard as a link.

**SEPARATE COVER: Class Schedule**