

Northeastern University  
College of Criminal Justice

**CJ101: Administration of Criminal Justice  
Spring 2008**

**Professor:** Sean P. Varano, Ph.D.  
**Office:** 405 Churchill Hall  
**Phone:** 617-373-7065  
**Email:** [s.varano@neu.edu](mailto:s.varano@neu.edu)  
**Office Hours:** Mon : 9:30 – 10:30am  
and by appointment  
**Class Location:** 420 Shillman Hall

**Teaching Assistant:** Anna Gartsman  
**Office:** 335 Columbus Place  
**Phone:**  
**Email:** [gartsman.a@neu.edu](mailto:gartsman.a@neu.edu)  
**Office Hours:** Th: 9:30-11:30am  
and by appointment  
**Class Time:** MWTh 8:00am-9:05am

**Northeastern University Blackboard Web Address:** <http://blackboard.neu.edu>.

### **Course Description & Goals**

This course is designed to provide students with an overview of the many facets of the criminal justice system. In this course, special emphasis will be given to areas of policing, courts, and corrections. Students can be expected to:

- 1.) Understand the structure of the American Criminal Justice System including the relationships between federal, state and local units of government;
- 2.) Understand the relationships between criminal justice policy and due process;
- 3.) Understand the functions and interrelationships of the major components of the criminal justice system.

The intent of this course is to provide a framework for understanding how the criminal justice system does and should work. The criminal justice system affects everyone in some form or another, and as such, students are expected to think critically about the issues presented in the text and during class discussion.

### **Required Text**

Cole, George F. and Christopher E. Smith (2008). *The American System of Criminal Justice*. Belmont, CA: Wadsworth. This book is a custom print edition for Northeastern University. The core book is the same as the 10<sup>th</sup> edition (2004).

Required reading may also be provided as a supplement.

*Supplemental Online Book Material available online:*  
<http://www.cj.wadsworth.com/colesmith10e/>

### **Blackboard**

Blackboard technology will be integrated into this class. You can access main blackboard site at <http://blackboard.neu.edu>. Follow the directions for logging into the information for this classroom. You are responsible for checking this site regularly as course information will be

added to the site. Blackboard training courses are offered for free through the University. See a representation from the “Help Desk” at the Info Commons in Snell Library

### **Professionalism**

Students are expected to handle themselves professionally during class. Professionalism includes attending and being prepared for class (e.g., reading the required material), arriving to class on time, and being engaged, active participants in the classroom experience. It is my intent to treat each student as an adult, and as such, require standards of professionalism that are highly consistent with the “real world.”

I intend to discuss controversial criminal justice/social issues in a frank and forthright manner because I believe it is important to do so. As professionals, each student must direct comments or responses to the class and me in a professional manner. We must all respect the opinions of one another. I would also request that if you are offended by the comments of a fellow class member or myself that you come to me during office hours to discuss the problem with me personally. In many cases these instances can be used as valuable learning experiences and I will do my best to rectify any problems.

### **Communication**

It is expected that all students check their email on a regular basis. Important information such as assignments, class cancellations, and changes in course material may be relayed via email.

### **Proper Use of Email**

Email is to be used to communicate with other students and instructors in a professional manner. The ready access to instant communication, however, can sometimes result in inappropriate content. This primarily refers to students sending emails to the Professor or Teaching Assistant while they are upset about course-related issues. While I encourage all students to stay in close contact, I would *strongly encourage* everyone to use the “one day rule” when sending emails that might be considered inappropriate. Either wait “one day” until “cooler heads prevail” or see one of us in person.

Also, I will not provide feedback about exams or other assignments via email. Any such questions or consultations must take place in person.

### **Class Format**

The class will be a lecture format. The material for most classes will be delivered via PowerPoint slides. I will provide an appropriate amount of time for notes to be taken for each slide. Although the class is a lecture format, students are expected to be active participants during the class period. Traditional lecture style is extremely boring for both the instructor and students. I will regularly call on students for their input on issues discussed during class.

### **Attendance and Participation**

I will regularly integrate material from outside the required reading such as dynamic on-line content or other reading that will be on the exams. Thus, regular class attendance is recommended and required. I reserve the right to regularly record attendance via “roll calls,” sign-in sheets, or short quizzes that will be administered at the beginning of the class periods. Students who are tardy or miss class will not be permitted to turn in or make up quizzes. In

addition, it is your responsibility to ensure your signature is recorded on any sign-in sheets. If your signature does not appear on the attendance sheet for any day you will be marked as absent. Students are not allowed to sign-in for other students, and any that do so will be considered in violation of the University Policy for Academic Integrity (see below).

For various legitimate reasons (e.g., serious illness, death in the family) students may not be able to attend class. With the exception of class periods when exams are administered, DO NOT send emails requesting permission to miss classes (see information below for policy on missed exams). I will leave this decision as to when you must miss class to your best judgment. Class notes (e.g., PowerPoint slides, etc) used for lectures will not be provided. It is your responsibility to obtain class notes from a fellow student if class is missed.

It is also expected that students will arrive a few minutes before the start of class so that the lecture may commence on time. Repeat instances of tardiness will not be permitted. I strongly suggest that students drop this class if you have family, work, or school obligations that make it difficult to be to class on time.

Students are also expected to be active participants during each class period. As with attendance, the instructor reserves the right to “score” students based on their level of participation in class and knowledge of the course material. Thus, students are expected to read all material covered during a class period thoroughly before the start of class. This will ensure all students in the class are familiar with the basic issues to be covered during a particular class session.

### **Use of Electronic Devices During Class (including laptop computers)**

I reserve the right to categorically disallow any electronic devices to be used during this course. This includes but is not limited to iPod's, phones and other communication devices, and laptop computers if I find they are not being used “properly.” Laptop computers, for example, will not be permitted if individuals are using them to check email, surf the internet, watch tv/videos, or other uses not related to the class. This determination is at the sole discretion of the instructor.

Needless to say, use of cell phones, text messaging, or email during the classroom period is strictly prohibited. Students using any such devices will be asked to leave the class. Repeated instances will result in termination from the class.

### **Academic Integrity (i.e., Cheating)**

Violations of Northeastern University's academic integrity policy will NOT be tolerated in any way (see <http://www.northeastern.edu/osccr/academichonesty.html>). Although it should not need to be said, students may not in any way “borrow” work from others. This policy applies to exams, short papers, and term papers. Multiple procedures have been implemented to ensure this policy is strictly followed. For example, multiple copies of each exam will be created that shuffle both the questions to the exams and the responses within each question. In addition, I subscribe to an on-line service ([www.turnitin.com](http://www.turnitin.com)) that enables me to scan in term papers and check their content for potential signs of plagiarism. I take this policy very seriously and will make every effort to ensure it is strictly followed. If you are caught cheating you will receive a failing grade for the course!

### **Evaluation Methods**

**Exams:** Exams will consist of true/false, multiple choice, and short answer questions. The exams will cover course material (i.e., readings, lectures, etc.) for the period preceding the exam date. All exams will be weighted equally. No review sheets will be provided. “Late and Early” exams are strongly discouraged. Notification must be provided in advance if you will be missing a class session when an exam is administered. Acceptable “excuses” relate to serious emergencies such as a death in the family and serious illness. Phone or email notifications are acceptable forms of communication. Documentation may be requested. Unexcused late exams will be penalized **25%** each day (including Saturday and Sunday). Late and early exams will be given in a different format, usually essay exam. After four days, the grade of zero will be given for any test not taken.

**Writing Assignments:** There will be four short writing assignments throughout the semester. These assignments should be approximately 5 pages in length and will focus on key issues discussed during the semester. Students are expected to think critically about the material and present a well-thought out discussion of the issues. Papers will be graded based on the quality of the arguments, grammar, and overall writing style. Students are strongly encouraged to consult the writing guide included in the end of the textbook for writing tips. *The lowest writing assignment grade will be dropped.*

**Late Policy:** All assignments are due at the beginning of class without exception. **NO ASSIGNMENTS WILL BE ACCEPTED AFTER THE BEGINNING OF CLASS.**

***Feedback on any assignments will be given in person and not over the phone or email.***

**Class Attendance and Participation:** See above requirements.

**Extra-Credit:** No extra credit will be given or accepted.

	<b>Total Points</b>	<b>Percent of Grade</b>
<b>Exams (100 points each)</b>	400	67%
<b>Writing Assignments</b>	150 (50 points each)*	25%
<b>Attendance and Participation</b>	<u>50</u>	<u>8%</u>
	600	100%

\* Lowest of 4 assignments will be dropped.

### **Grading Scale**

Grades will be assigned according to the following percentages:

A	100%-93%	C+	79%-77%	D-	62%-60%
A-	92%-90%	C	76%-73%	F	59%-0%
B+	89%-87%	C-	72%-70%		
B	86%-83%	D+	69%-67%		
B-	82%-80%	D	66%-63%		

<i>Week</i>	<i>Date</i>	<i>Topics and Assignments</i>	<i>Readings</i>
1	1/7/2008	Introduction	
	1/9/2008	Understanding Criminal Justice Data; Crime and Justice in America	Appendix B; Chapter 1
	1/10/2008	Crime and Justice in America	Chapter 1
2	1/14/2008	Crime and Justice in America	Chapter 1
	1/16/2008	Victimization and Criminal Behavior	Chapter 2
	1/17/2008	Victimization and Criminal Behavior - Writing Assignment 1 Handed Out	Chapter 2
3	1/21/2008	<b>MLK Birthday Observed - Class Cancelled</b>	
	1/23/2008	The Criminal Justice System	Chapter 3
	1/24/2008	The Criminal Justice System – Writing Assignment 1 Due	Chapter 3
4	1/28/2008	Criminal Justice and the Rule of Law	Chapter 4
	1/30/2008	Criminal Justice and the Rule of Law	Chapter 4
	1/31/2008	<b>Exam 1</b>	Chpts 1-4, Appendix B
5	2/4/2008	Police	Chapter 5
	2/6/2008	Police	Chapter 5
	2/7/2008	Police Officers and L.E. Operations - Writing Assignment 2 Handed Out	Chapter 6
6	2/11/2008	Police Officers and L.E. Operations	Chapter 6
	2/13/2008	Police and Constitutional Law – Writing Assignment 2 Due	Chapter 8
	2/14/2008	Police and Constitutional Law	Chapter 8
7	2/18/2008	<b>President's Day - Class Cancelled</b>	
	2/20/2008	<b>Exam 2</b>	Chpts 5, 6, and 8
	2/21/2008	Court and Pretrial Processes	Chapter 9
8	2/25/2008	Court and Pretrial Processes	Chapter 9
	2/27/2008	Prosecution and Defense - Writing Assignment 3 Handed Out	Chapter 10
	2/28/2007	Prosecution and Defense	Chapter 10
9	3/3/2008	<b>Spring Break</b>	
	3/5/2008	<b>Spring Break</b>	
	3/6/2008	<b>Spring Break</b>	

<i>Week</i>	<i>Date</i>	<i>Topics and Assignments</i>	<i>Readings</i>
10	3/10/2008	Determination of Guilt	Chapter 11
	3/12/2008	Determination of Guilt – Writing Assignment 3 Due	Chapter 11
	3/13/2008	Punishment and Sentencing	Chapter 12
11	3/17/2008	Punishment and Sentencing	Chapter 12
	3/19/2008	Corrections	Chapter 13
	3/20/2008	Corrections	Chapter 13
12	3/24/2008	Movie – Super Max Prisons	
	3/26/2008	<b>Exam 3</b>	Chpt 9, 10, 11, 12, 13, Movie
	3/27/2008	Community Corrections: Probation and Intermediate Sanctions – Writing Assignment 4 Handed Out	Chapter 14
13	3/31/2008	Community Corrections: Probation and Intermediate Sanctions	Chapter 14
	4/2/2008	Incarceration and Prison Society	Chapter 15
	4/3/2008	Incarceration and Prison Society - Writing Assignment 4 Due	Chapter 15
14	4/7/2008	Reentry into the Community	Chapter 16
	4/9/2008	Reentry into the Community	Chapter 16
	4/10/2008	Juvenile Justice	Chapter 17
15	4/14/2008	Juvenile Justice	Chapter 17
	4/16/2008	Last Day of Class - Course Wrapup	
	4/17/2008	Final Exams Week Begins	
		Final Exam - To Be Determined	Chapts 14-17