

**WAYLAND BAPTIST UNIVERSITY**

**SCHOOL OF BEHAVIORAL & SOCIAL SCIENCES**

**VIRTUAL CAMPUS**

Wayland Mission Statement**:** Wayland Baptist University exists to educate students in an academically challenging, learning-focused, and distinctively Christian environment for professional success, and service to God and humankind.

Course Title, Number, and Section**:** JUAD 2300 VC01 - Administration of Justice

Term:Summer 2018

Instructor:Dr. Justin Lawrence

Office Phone Number and WBU Email Address: Phone: 806-535-5907 E-mail: [lawrencej@wbu.edu](mailto:lawrencej@wbu.edu)

Office Hours, Building, and Location:Call or e-mail me at any time. Gates Hall 303

Class Meeting Time and Location: Virtual Campus

Catalog Description**:** Operation of the agencies of justice administration: police, prosecution, courts, correctional institutions, probation and parole.

**There is no prerequisite for this course.**

Required Textbook(s) and/or Required Material(s) **:** Neubauer, David W. and Fradella. Henry, F. 2017. America’s Courts and the Criminal Justice System, 12th Edition. Cengage. **ISBN-13:** 9781305261051

Optional Materials**:** None

Course Outcome Competencies**:** Upon completion of this course, students will be able to demonstrate an understanding of the key components of Administration of Justice:

* inter-workings of the criminal justice system;
* operations of law enforcement agencies;
* workings of the court system within the United States;
* goals and management process of correctional institutions of the U.S.;
* the juvenile system in America.

Attendance Requirements**:**

WBUonline (Virtual Campus)

Students are expected to participate in all required instructional activities in their courses. Online courses are no different in this regard; however, participation must be defined in a different manner. Student “attendance” in an online course is defined as active participation in the course as described in the course syllabus. Instructors in online courses are responsible for providing students with clear instructions for how they are required to participate in the course. Additionally, instructors are responsible for incorporating specific instructional activities within their course and will, at a minimum, have weekly mechanisms for documenting student participation. These mechanisms may include, but are not limited to, participating in a weekly discussion board, submitting/completing assignments in Blackboard, or communicating with the instructor. Students aware of necessary absences must inform the professor with as much advance notice as possible in order to make appropriate arrangements. Any student absent 25 percent or more of the online course, i.e., non-participatory during 3 or more weeks of an 11 week term, may receive an F for that course. Instructors may also file a Report of Unsatisfactory Progress for students with excessive non-participation. Any student who has not actively participated in an online class prior to the census date for any given term is considered a “no-show” and will be administratively withdrawn from the class without record. To be counted as actively participating, it is not sufficient to log in and view the course. The student must be submitting work as described in the course syllabus. Additional attendance and participation policies for each course, as defined by the instructor in the course syllabus, are considered a part of the university’s attendance policy.

Statement on Plagiarism and Academic Dishonesty**:** Wayland Baptist University observes a zero tolerance policy regarding academic dishonesty. Per university policy as described in the academic catalog, all cases of academic dishonesty will be reported and second offenses will result in suspension from the university.

Disability Statement**:** In compliance with the Americans with Disabilities Act of 1990 (ADA), it is the policy of Wayland Baptist University that no otherwise qualified person with a disability be excluded from participation in, be denied the benefits of, or be subject to discrimination under any educational program or activity in the university.  The Coordinator of Counseling Services serves as the coordinator of students with a disability and should be contacted concerning accommodation requests at (806) 291- 3765.  Documentation of a disability must accompany any request for accommodations.

Course Requirements and Grading Criteria**:**

**A. Reading Assignments:** Reading assignments are to be completed on time (i.e., by the

Wednesday of the week they are scheduled for discussion). You should be prepared to participate in online discussions about the assigned reading.

**B. Discussion Boards:** There will be a discussion topic each week of class, with the exception of Week 11. All first posts must be done by Wednesday @ 11:59 p.m. CST of each week, and the remaining 2 posts must be in by Sunday at 11:59 p.m. CST each week. No Discussion will take place when the week is over.

**Note:** Posting all your discussions answers on Bb is a major requirement of this course. In this context, Plagiarism will not be tolerated in any way (Wayland Baptist University Policy on Dishonesty). You may view your peers work and postings to learn from one another, but you can’t copy their work. Students who have circumstances which prevent them from participating or completing an assignment on time must communicated with me in order to find reasonable accommodations to complete the required course work.

There are specific assignments that must be completed each week.   Your individual responses must be insightful, thorough, and interesting.   These responses should demonstrate an understanding of the assigned readings and should be substantiated by two or more examples from the textbook and/or appropriate websites.

Each response to your classmates should be substantive.  Participation is measured on the student’s interaction and contribution with the course and other students as demonstrated through active involvement on the virtual classroom discussion board. A student’s contribution must add value to the course.  A discussion board posting is determined to be of substance by containing information that supplements, contradicts, questions, or furthers discussion on a subject area contained in the course.  Additionally, it is expected that student participation reflect critical thinking and good grammar.

**C. Course Exams and Quizzes:** You will not have a midterm. You will have 10 Weekly Quizzes and a Final Exam. The Quizzes will be timed and they will cover the Weekly Readings and the Final Exam will be Comprehensive and it covers Chapters 1 -10. All Quizzes and Exams are Open Book and Open Note.

**D. Research Project:**  Students will research and write a paper on a topic that is covered in our text that is also of personal interest or importance to you. The text of the paper must be a minimum of (6) pages (Maximum of 10). Papers must have an abstract and a bibliography. The bibliography must include a minimum of 6 academic sources. ***Due at the End of Week 9***

This must be submitted in APA format. Your topic must be pre-approved by the instructor. Plagiarism shall result in disciplinary action. Late papers will receive lower grades unless the instructor determines that there is a satisfactory reason for the late receipt. **Papers must be submitted in Times New Roman 12 Point Font.**

*Please note that this assignment is through Safe Assignment and I will not accept any submissions with a 50% or more Matching Percentage.*

*If your Matching Percentage is 50% or more you will receive an automatic “F” for the assignment. This information will then be reported to the Dr. Bobby Hall and he will handle any further sanctions from the University.*

*Furthermore, there will be a great reduction in your grade for Matching Percentages between 21% and 49%.*

**The only allowable Matching Percentage is 0 % t o20%.**

**Course Management:**

Students are expected to read all assigned materials before coming to class and prepare to participate in discussions and perform hands on assignments. The syllabus will be followed and late assignments **will not be accepted (also see attendance portion of this syllabus)**. **If this is not accomplished, the assignment(s) will not be accepted**. **If for some reason prior arrangements have been made in reference to you not attending class, or if you will be late, your assignment must be emailed and date/time stamped by the start of the class session. If this is not completed, then you will not receive any credit for the assignment.** If you will not be attending a class session, and prior arrangements have been made, email me any time before the day that you will miss the class session to receive your assignment so that it will be turned in on the day that it is due. For individuals with extreme circumstances, make-up assignments will be awarded as long as it is arranged with the instructor.

The University has a standard grade scale:

A = 90-100, B = 80-89, C = 70-79, D = 60-69, F= below 60, W = Withdrawal, WP = withdrew passing, WF = withdrew failing, I = incomplete. An incomplete may be given within the last two weeks of a long term or within the last two days of a microterm to a student who is passing, but has not completed a term paper, examination, or other required work for reasons beyond the student’s control. A grade of “incomplete” is changed if the work required is completed prior to the last day of the next long (10 to 15 weeks) term, unless the instructor designates an earlier date for completion.  If the work is not completed by the appropriate date, the I is converted to an F.

Student Grade Appeals:

Students shall have protection through orderly procedures against prejudices or capricious academic evaluation. A student who believes that he or she has not been held to realistic academic standards, just evaluation procedures, or appropriate grading, may appeal the final grade given in the course by using the student grade appeal process described in the Academic Catalog. Appeals may not be made for advanced placement examinations or course bypass examinations. Appeals limited to the final course grade, which may be upheld, raised, or lowered at any stage of the appeal process. Any recommendation to lower a course grade must be submitted through the Vice President of Academic Affairs to the Faculty Assembly Grade Appeals Committee for review and approval. The Faculty Assembly Grade Appeals Committee may instruct that the course grade be upheld, raised, or lowered to a more proper evaluation.

**Tentative Schedule:**

**Week 1 Meet and Greet Discussion Board: Due Tuesday @11:59 CST**

**Chapter 1**

**Discussion Board Response: Wednesday @ 11:59 CST**

**Classmate DB Response: Due: Sunday @ 11:59 CST**

**Week 1 Quiz- Due Sunday @ 11:59 CST**

**Week 2 Chapters 2 and 3**

**Discussion Board Response: Wednesday @ 11:59 CST**

**Classmate DB Response: Due: Sunday @ 11:59 CST**

**Week 2 Quiz- Due Sunday @ 11:59 CST**

**Week 3 Chapters 4 and 5**

**Discussion Board Response: Wednesday @ 11:59 CST**

**Classmate DB Response: Due: Sunday @ 11:59 CST**

**Week 3 Quiz- Due Sunday @ 11:59 CST**

**Week 4 Chapters 6 and 7**

**Discussion Board Response: Wednesday @ 11:59 CST**

**Classmate DB Response: Due: Sunday @ 11:59 CST**

**Week 4 Quiz- Due Sunday @ 11:59 CST**

**Week 5 Chapter 8**

**Discussion Board Response: Wednesday @ 11:59 CST**

**Classmate DB Response: Due: Sunday @ 11:59 CST**

**Week 5 Quiz- Due Sunday @ 11:59 CST**

**Week 6 Chapters 9 and 10**

**Discussion Board Response: Wednesday @ 11:59 CST**

**Classmate DB Response: Due: Sunday @ 11:59 CST**

**Week 6 Quiz- Due Sunday @ 11:59 CST**

**Week 7 Chapters 11 and 12**

**Discussion Board Response: Wednesday @ 11:59 CST**

**Classmate DB Response: Due: Sunday @ 11:59 CST**

**Week 7 Quiz- Due Sunday @ 11:59 CST**

**Week 8 Chapters 13 and 14**

**Discussion Board Response: Wednesday @ 11:59 CST**

**Classmate DB Response: Due: Sunday @ 11:59 CST**

**Week 8 Quiz- Due Sunday @ 11:59 CST**

**Week 9 Chapters 15 and 16**

**Discussion Board Response: Wednesday @ 11:59 CST**

**Classmate DB Response: Due: Sunday @ 11:59 CST**

**Week 9 Quiz- Due Sunday @ 11:59 CST**

**Research Paper Due Sunday @ 11:59p.m.**

**Week 10 Chapter 17**

**Discussion Board Response: Wednesday @ 11:59 CST**

**Classmate DB Response: Due: Sunday @ 11:59 CST**

**Week 10 Quiz- Due Sunday @ 11:59 CST**

**Week 11 *Final Exam***

**Additional Information:** [**http://catalog.wbu.edu**](http://catalog.wbu.edu)