

**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 2019

Instructor:Dr. Brenda Johnson

WBU Email Address: brenda.johnson@wayland.wbu.edu

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, 13th Edition. Cengage. **ISBN-13:** 9781337557894

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**:**

**Attendance/Participation:** I will utilize the weekly quiz and discussion board deadlines to measure your attendance. Accordingly, missing a deadline will result in an “absence”. If you are absent 9 times, you will be in violation of the 25% rule and may receive an F in the course. There are 100 points possible for attendance/Participation.

Blackboard Assignment: In an effort to ensure that you are capable of submitting documents (and that no issues arise when you are required to submit your research topic, outline, and research paper), you will be required to submit a copy of the syllabus in the designated location in the Week One Folder. This assignment is due on or before June 2, 2019 by 11:59 PM.

Email Assignment: In an effort to ensure that you are capable of communicating with me, you will be required to review the syllabus and email me from your Wayland email address on or before May 29, 2019 by 11:59 p.m. The email should simply state that you are fulfilling the email assignment and that you have read the syllabus. You should also address whether or not you have any questions regarding the syllabus.

**Reading Assignments:** Reading assignments are to be completed on time (i.e., before the corresponding assignments are due). It will be to your benefit to take notes as you read. You should be prepared to participate in online discussions about the assigned reading.

**Discussion Boards:** There will be a discussion topic each week of class, with the exception of Week 11. Each week a prompt will be posted by Monday at 9:00 a.m. You will need to formulate an initial response to that prompt by Wednesday @ 11:50 p.m. of each week, unless multiple chapters of the textbook are assigned, in which case the initial response will be due on Thursday @ 11:59 p.m. By Sunday at 11:59 p.m of each week you will need to have read your classmates initial responses and reply to at least two of your classmates’ initial responses. Of course, you are welcome to respond to more than two of your classmates’ posts, but you will need to clearly indicate which two responses you would like me to grade. Otherwise, I will grade the first two responses.

**Note:** Posting all your discussions answers on Bb is a major requirement of this course. Accordingly, late posts will receive an automatic 2-point deduction (meaning you are starting out w/ a 90 or a B!) If you consistently turn in late assignments, the deductions will increase. Additionally, please remember that 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. While there is no specific word limit, your initial post must be insightful, thorough, and show an appreciation and understanding of the issues. Your responses to your classmates’ intial posts should identify portions of the post you agree/disagree with and explain why. Additionally, your responses should supplement, contradict, question or further discussion on the pertinent subject area. All post should be substantiated by examples from the textbook and/or appropriate websites. Do not forget to cite your sources! It is also expected that all posts reflect critical thinking and good grammar.

**C. Course Exams and Quizzes:**

* Weekly Quizzes: You will have 10 weekly quizzes. You will not have a quiz during week 11. The quizzes will be based on the weekly readings. You are advised to take notes as you read the assigned chapter. The weekly quizzes are open book and open note. However, time constraints will be imposed. Therefore, you should ensure you have an adequate understanding of the material prior to beginning the quizzes as you will not have time to “hunt” for answers in the textbook. The quizzes consist of 20 questions and each question will be worth one point. Weekly quizzes are due on Sundays by 11:59 p.m. Late quizzes will receive an automatic 2-point deduction (meaning you are starting out w/ a 90 or a B!) If you consistently turn in assignments late, the deduction will increase.
* Midterm: N/A
* Final Exam: The final exam will be available during week 11 and must be submitted by noon on August 9, 2019. Late Exams will not be accepted! The final exam will be comprehensive and will cover Chapters 1-15. You are advised to review your past quizzes and class notes when preparing for the final exam. The final exam is open book and open note. However, time constraints will be imposed, so you should ensure that you have an adequate understanding of the material prior to beginning the final exam, as you will not have time to “hunt” for answers in the textbook. The final exam will be 150 questions and each question will be worth one point.

**Research Project:**  For this assignment, 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). Please note that the abstract and bibliography are not included in the page requirement!!! Papers must have an abstract and a bibliography. The bibliography must include a minimum of 6 sources. This document must be submitted in APA format. Your topic must be pre-approved by your instructor. You must submit your topic by June 9. 2019 at 11:59 PM. Additionally, you must submit an outline and a list of your sources no later than 11:59 PM on June 23, 2019. 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! No exceptions! The bibliography must include a minimum of 6 academic sources.

*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: (all due dates are in CST)**

**Week 1 (May 27-June 2)**

**Chapter 1**

**Blackboard Assignment: Due Wednesday @ 11:59 PM**

**Initial Discussion Board Response: Wednesday @ 11:59 PM**

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

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

**Email Assignment: Due Sunday @ 11:59 PM**

**Week 2 (June 3 – June 9) Chapters 2 and 3**

**Initial Discussion Board Response: Thursday @ 11:59 PM**

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

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

**Paper Topic Submission: Due Sunday @11:59 PM**

**Week 3 (June 10 – June 16) Chapter 4**

**Initial Discussion Board Response: Wednesday @ 11:59 PM**

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

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

**Week 4 (June 17 - June 23) Chapter 5**

**Initial Discussion Board Response: Wednesday @ 11:59 PM**

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

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

**Outline and list of sources due Sunday @ 11:59 PM**

**Week 5 (June 24 – June 30) Chapters 6, 7, and 8**

**Initial Discussion Board Response: Thursday @ 11:59 PM**

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

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

**Week 6 (July 1 – July 7) Chapter 9**

**Initial Discussion Board Response: Wednesday @ 11:59 PM**

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

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

**Week 7 (July 8 – July 14) Chapters 10 and 11**

**Initial Discussion Board Response: Thursday @ 11:59 PM**

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

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

**Week 8 (July 15 – July 21) Chapter 12**

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

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

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

**Research Paper Due Sunday @ 11:59 PM**

**Week 9 (July 22 – July 28) Chapter 13**

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

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

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

**Week 10 (July 29 – August 4) Chapter 14 and 15**

**Discussion Board Response: Thursday @ 11:59 PM**

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

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

**Week 11 (August 5 – August 11) *Final Exam*: DUE BY NOON ON AUGUST 9, 2019!**

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