

**SANTA ANA COLLEGE
BUSINESS DIVISION/HUMAN SERVICES & TECHNOLOGY DIVISIONS
COURSE OVERVIEW**

Professor: F. RICHARD MANZANO, J.D.

Office: Santa Ana College: 564-6858
manzano_rick@sac.edu

Course: Criminal Justice 107/Paralegal 107
Principals and Procedures of the Justice System

Text: Procedures in the Justice System Custom Edition for Santa Ana College Robertson, Wallace and Stuckey (Only available in the Santa Ana College Bookstore.) Or Procedures in the Justice System, 8th or 9th edition by Robertson, Wallace and Stuckey.

Course Description: An in-depth study of the role and responsibilities of each segment within the administration of the criminal justice: law enforcement, the courts and corrections. A past, present and future exposure of each system's procedures, beginning with the initial entry and continuing on to probation or parole. The study of the relationship between the various agencies involved in the criminal justice process.

Learning Outcome:

- Students will demonstrate a general understanding of Criminal Procedural rules from the investigation stage through sentencing and parole.
- Students will define what a crime is and indicate why criminal laws are necessary in an organized society
- Students will describe the different classifications of crimes and punishment and distinguish crimes from civil wrongs.

Student Evaluation: There will be numerous assignments given throughout the semester. Each assignment is assigned a numerical value (i.e. 10 points, 20 points and so on). Assignments are weighted as follows: Assignments 35%, study guides 25%, Tests 40. Grades are calculated on a percentage of the weighted total as follows:

90-100%	= A
80-89	= B
70-79	= C
60-70	= D
>60	= F

Evaluations will consist of quizzes, ranging from 10-100 points each, a mid-term of 500 points, a final exam of 1000 points, and various other assignments ranging from 5-100 points each.

Attendance: Various in-class assignments for credit will be given. No make-ups for classroom attendance or assignments. Participation in the class assignments on Blackboard are considered part of the attendance. Failure to turn in assignments will be considered part of "attendance" Failure to turn in assignments or to participate in the discussion board will be considered an "absence" and student may be dropped for excessive absences.

Honesty Policy: A student found cheating on any exam or assignment, will receive no credit for that exam or assignment, and may result in a failing grade in the class. The student will not be allowed to drop and receive a W for the course. Cheating is defined to include but not limited to presenting any work that is not entirely the student's own work as well as copying other students work or using any unauthorized material during a test or assignment. Students are required to cite the source of the information used to answer questions and or to post responses or conclusions. The source may be a web page (full address and date of viewing the site), the text, student posts or Professor Manzano's comments. In a law office, you must always state where you got the information.

Schedule The class will follow the order of the text. If in doubt, read the next chapter. Each week the professor will update the class web page located at <http://rscdd.blackboard.com>. Very limited knowledge of a computer is necessary. You may do the online activities, view the schedule and communicate with the instructor and other students from home. Use any internet connected computer or at SAC in the library or the computer labs located on the first floor of the A bldg. The professor will assign a study guide on each topic. The study guide is on the class web page. The study guide may be completed with your book and class notes. Answer all of the questions, submit your answers online. Retake the study guide until you receive 100%. Check the web page on a regular basis as new assignments become available after most class sessions.

Blackboard: Assignments for the class can be accessed at <http://rscdd.blackboard.com>. You may access this web site from home, the library or the student labs at SAC. When you are officially enrolled in the class you will have access to the class. The student is expected to monitor the web site and complete all assignments in a timely manner when posted on the web site. The schedule of reading and assignments will be posted on the web site. Lecture material will be made available on the web site. The student will be able to access their current grade and credit for assignments on the web site. Assignments done in class will be submitted via Blackboard.

Computers in the Classroom: The computers in the classroom are only to be used for class activities. Any violation of the above policy may result in the student being asked to leave for the remainder of the class. No credit for any assignment or test on that day. A second offense may result in the student being dropped from the class and referred to the Dean of Students for further action.

Cell phones and Pagers: Use of cell phones and pagers are not permitted in the class. It is inconsiderate of the entire class to allow your phone or pager to make any noise. You are not permitted to leave the class to respond to a pager or call. If you have an emergency situation, such as a child home alone sick, where you must be available, speak to Professor Manzano before class starts. If you receive permission, you may place your phone pager on silent mode and keep on your desk. If called leave as quietly as possible so as not to disturb the class. Any violation of the above policy may result in the student being asked to leave for the remainder of the class. No credit for any assignment or test on that day. A second offense may result in the student being dropped from the class and referred to the Dean of Students for further action.

Accommodations for Disabilities: Students with verifiable disabilities who want to request academic accommodations are responsible for notifying their instructor and Disabled Students Programs and Service (DSPS) as early as possible in the semester. To arrange for accommodations, contact DSPS by phone (714) 564-6260 or (714) 564-6384 (TDD for students that are deaf) or stop by the DSPS Center in U-103.

Legal Questions: Professor Manzano will only answer questions pertaining to the material covered in class. Do not ask personal legal questions. Professor Manzano will not give legal advice. If you have a legal question, you are advised to consult your attorney. Professor Manzano will not represent students.

The mission of Santa Ana College is to be a leader and partner in meeting the intellectual, cultural, technological and workforce development needs of our diverse community. Santa Ana College provides access and equity in a dynamic learning environment that prepares students for transfer, careers and lifelong intellectual pursuits in a global community.