

# POLS 3600: Criminal Justice Administration

Karson Pennington Ray

University of Georgia, Spring 2025

E-mail: karson.pennington98@uga.edu

Office Hours: Tuesdays, 12:30 pm – 2:00 pm

Class Hours: T/Th 11:10 am – 12:25 pm

Office: Baldwin Hall 101W

Classroom: Baldwin Hall 301

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## Course Description

Criminal Justice Administration provides an overview of the institution, actors, and agencies involved in the administration of criminal justice in the United States. Topics surveyed include the criminal justice system, police, arrest, bail, prosecution, plea bargaining, trials, conviction, sentencing, corrections, probation, and reentry.

## Required Materials

- *A Time for Mercy* by John Grisham (available on Amazon or at most local bookstores).
- *A Time to Kill* by John Grisham. This work can be either read (available on Amazon or at most local bookstores) OR watched as a film. I recommend reading the book for the best experience, but the film is excellent as well.
- All other readings will be available on ELC weekly.

## Course Objectives

1. Students will examine the relevant institutions and actors involved with the various stages of the criminal justice system, including consideration of law enforcement, courts, and corrections.
2. Students will review the legal, political, and social dynamics of the criminal justice system.
3. Students will attain an ability to critically analyze criminal justice system practices and procedures.
4. Students will attain an ability to discuss criminal justice policy issues in a disciplined and cogent manner.

## Course Structure

### Class Structure

This course is designed to prepare you for a future in law school, graduate school, or the workforce in the field of criminal justice. The abundance and intensity of readings is meant to challenge you; I do not expect you to have a full and complete understanding of the readings before class. What I do expect is for you to come to class with questions, and to leave with a more complete knowledge of these different aspects of the U.S. criminal justice system.

### Grades

- **Exams** will be administered three times during the semester. These exams will be comprised of multiple choice, fill in the blank, short answer (2-3 sentences), and essay questions. You will have the entirety of the class to take the first two exams (1 hour and 15 minutes). Exams 1 and 2 will each count for 20% of your final grade. Exam 3 (final exam) will be administered during the final exam period; for our purposes, this means it will take place on May 1st from 12:00-3:00 p.m. Exam 3 will count for 10% of your grade. The dates of each exam are listed in the schedule, but are subject to change dependent upon our pace throughout the semester. **Makeup exams are only permitted in extraordinary circumstances such as documented medical emergencies.**
- A **Simulation** will allow you an opportunity to observe the difficulties associated with sentencing. This event will take place at the beginning of April. 15% of your grade will be your participation in the event and 5% will be the completion of research due the week before the event. More details will be shared during class.
- Two **Quizzes** will be administered through ELC during class. Each quiz is worth 5% of your final grade.
- **Attendance** will be taken every day (excluding exam days and simulation week) throughout the semester, and participation in class discussion will count as bonus points toward this grade. Some days, attendance will be taken by brief in-class assignments. Attendance will count for 10% of your grade. I will accept **two unexcused absences**. For each unexcused absence following, one point will be deducted from your attendance grade (a 10% reduction). I will accept documented excuses up to 7 days following the missed class period.
- **Analysis** for your assigned reading of *A Time For Mercy* will count for 5% of your final grade. More details on the nature of this assignment will be available towards the end of the semester. You will be expected to view or read *A Time to Kill* on your own prior to the week in which we analyze *A Time for Mercy*, for comparative purposes.

## Grading Summary

I reserve the right to curve the scale dependent on overall class scores at the end of the semester. Your final grade will count these assessments using the following proportions:

- **60%** of your grade will be determined by 3 in-class exams. Exams 1 and 2 will each count for 25% and Exam 3 (final exam) will count for 10%.
- **15%** of your grade will be the "Simulation." This will be graded on your individual effort for 10% and your research leading up to the event for 5%.
- **10%** of your grade will be Quizzes. Each quiz is worth 5%.
- **10%** of your grade will be determined by attendance.
- **5%** of your grade will be based on your *A Time For Mercy* analysis.

A	94-100
A-	90-93
B+	88-89
B	84-87
B-	80-83
C+	78-79
C	74-77
C-	70-73
D+	68-69
D	64-67
D-	60-63
F	< 60

## Class Policies

### During Class

I absolutely understand that using laptops to record notes is important, so computers will be allowed in my classroom as long as the use of these devices does not disturb the learning capability of other students. If laptops are discovered to be used for any other purpose than academics pertaining to this course, then the privilege of electronic devices will be taken away. I aim to respectfully allow each student the same learning capability, which could be hindered by the use of electronic devices. Phones will not be allowed during class time, except in case of emergency. Eating and drinking are permitted, so long as we can respect our classroom and allow for regular class to be conducted.

### Attendance Policy

Attendance will be taken every day and this will account for 10% of your grade. You will be allowed two unexcused absences. Following two unexcused absences, further unexcused absences will result in a one point attendance deduction per absence. Excused absences will include those with legitimate documentation, which can be sent to my email up to 7 days after the absence.

### Policies on Incomplete Grades and Late Assignments

I will accept incomplete or late assignments when a legitimate excuse is provided. This requires documentation, and notice as soon as possible. I am flexible, and understanding, but I must be aware of your circumstances to be able to accept incomplete or late work. Incomplete work without an excuse will be graded as such, and late work without an excuse is subject to a 10% reduction in overall grade for every business day after the deadline.

### Academic Integrity and Honesty

Please see UGA's extensive policies on academic honesty (<http://honesty.uga.edu>). Be aware that under no circumstances will cheating, plagiarism, or other forms of academic dishonesty be tolerated in this class. UGA Student Honor Code: "I will be academically honest in all of my academic work and will not tolerate academic dishonesty of others." A Culture of Honesty, the University's policy and procedures for handling cases of suspected dishonesty, can be found at [honesty.uga.edu](http://honesty.uga.edu).

## Policy on the Use of Artificial Intelligence

Please familiarize yourself with the university's position on artificial intelligence: "Unless explicitly stated, artificial intelligence-based technologies, such as ChatGPT, must not be used to generate responses for student assignments. Use of artificial intelligence or word mixing software to complete assignments is considered unauthorized assistance in this course. We encourage you to use AI tools to explore the field and help you study. However, you must take full responsibility for any AI-generated materials you incorporate in your course products. Information must be verified, ideas must still be attributed, and facts must be true."

## Mental Health and Wellness at UGA

UGA Well-being Resources promote student success by cultivating a culture that supports a more active, healthy, and engaged student community. Anyone needing assistance is encouraged to contact Student Care & Outreach (SCO) in the Division of Student Affairs at 706-542-8479 or visit [sco.uga.edu](https://sco.uga.edu). Student Care & Outreach helps students navigate difficult circumstances by connecting them with the most appropriate resources or services. They also administer the Embark@UGA program which supports students experiencing, or who have experienced, homelessness, foster care, or housing insecurity. UGA provides both clinical and non-clinical options to support student well-being and mental health, any time, any place. Whether on campus, or studying from home or abroad, UGA Well-being Resources are here to help.

- Well-being Resources: [well-being.uga.edu](https://well-being.uga.edu)
- Student Care and Outreach: [sco.uga.edu](https://sco.uga.edu)
- University Health Center: [healthcenter.uga.edu](https://healthcenter.uga.edu)
- Counseling and Psychiatric Services: [caps.uga.edu](https://caps.uga.edu) or CAPS 24/7 crisis support at 706-542-2273
- Health Promotion/ Fontaine Center: [healthpromotion.uga.edu](https://healthpromotion.uga.edu)
- Disability Resource Center and Testing Services: [drc.uga.edu](https://drc.uga.edu)

Additional information, including free digital well-being resources, can be accessed through the UGA app or by visiting <https://well-being.uga.edu>.

## Disability Accommodations

If you anticipate needing classroom or exam accommodations due to the impact of a disability or medical condition, you must register for services with the Disability Resource Center (DRC). I will accommodate requests from the DRC in this course. Additional information can be found here: <http://drc.uga.edu/>

## Prohibition on Class Recordings and Distribution of Course Materials

Please do not take audio or video recordings of course lectures or discussions (live or Zoom) or repost any course materials (recorded, links, written) without my express permission. Doing so violates my and the University of Georgia's intellectual property and the privacy of your fellow classmates as protected under federal and state law.

## Schedule

The schedule is tentative and subject to change, though I commit to giving you plenty of advance notice if anything changes. The learning goals expressed in the syllabus above should be viewed as the key concepts you should grasp after each week.

### **(Week 1) 1/7 and 1/9: Introduction to Criminal Justice**

- "Intro to CJ readings.pdf"

### **(Week 2) 1/14 and 1/16: Types of Crime**

- "Crime, Crime Types, Data Reading.pdf"

### **(Week 3) 1/21 and 1/23: Criminal Law and Procedure**

- "Criminal Law and Procedure Readings.pdf"

### **(Week 4) 1/28 and 1/30: Introduction to Police, Policing Issues**

- "Intro to Policing Readings.pdf"
- "Policing Issues Readings.pdf"
- Optional: "NYT-Thin Blue Line Getting Thinner-6-12-22.pdf"
- Optional: "NYT-Uvalde Families Police Accountability 6-5-22.pdf"
- QUIZ 1 ON 1/30. Quiz 1 will be open on ELC from 8:00 am to 2:00 pm.

### **(Week 5) 2/4 and 2/6: Police Diversity, Police and Law**

- "Policing Diversity and Representation Readings.pdf"
- "Body camera policy-July 2022 article.pdf"
- "Race, Place, and Effective Policing"
- "police and law readings.pdf"

### **(Week 6) 2/11 and 2/13: Exam 1**

- Exam 1 on 2/13, in-person, during class.

### **(Week 7) 2/18 and 2/20: Judges, Courts and Adjudication**

- "Judges, Courts, and Adjudication Readings.pdf"

### **(Week 8) 2/25 and 2/27: Pre-Trial, Bail**

- "Pre-trial and Bail Readings.pdf"

### **(Week 9) SPRING BREAK during March 3-7: NO CLASS**

### **(Week 10) 3/11 and 3/13: Plea Bargaining, Trial**

- "plea bargaining and trials readings.pdf"

### **(Week 11) 3/18 and 3/20: Punishment, Sentencing**

- "Sentencing and Punishment Readings.pdf"
- QUIZ 2 ON 3/20. Quiz 2 will be open on ELC from 8:00 am to 2:00 pm.

**(Week 12) 3/25 and 3/27: Wrongful Convictions, Corrections**

- "Wrongful convictions readings.pdf"
- "Corrections and Prisons Readings.pdf"

**(Week 13) 4/1 and 4/3: Exam 2 and Simulation Preparation**

- Exam 2 on 4/3, in-person, during class.

**(Week 14) 4/8 and 4/10: Simulation**

- Pre-simulation research due on 4/8 at start of class.

**(Week 15) 4/15 and 4/17: Incarceration/Prison Society, Probation/Reentry**

- "Probation, Intermediate, and Reentry Readings.pdf"
- *A Time For Mercy* should be read by April 17th, and you should have read or viewed *A Time to Kill* by this date as well.

**(Week 16) 4/22 and 4/24: *A Time For Mercy* Analysis and Final Exam Preparation**

**Withdrawal deadline is April 3rd.**

**Reading Day is April 29.**

**Final exam period is April 30-May 6.**

**FINAL EXAM is May 1st from 12:00 pm to 3:00 pm.**