

## **POLS 3600: CRIMINAL JUSTICE ADMINISTRATION**

**Fall 2025**

**Tuesdays and Thursdays, 11:10 AM to 12:25 PM**

**301 Baldwin Hall**

**Three Credits**

**Face-to-Face Instruction**

### **INSTRUCTOR INFORMATION AND ACCESSIBILITY**

Instructor: Dr. Jessica A. Schoenherr, Assistant Professor, Department of Political Science

- Email: [jaschoenherr@uga.edu](mailto:jaschoenherr@uga.edu)
- Office: 303C Baldwin Hall
- Office Hours: Tuesday, 2:30 PM to 4:30 PM, or by appointment

Email is the best way to contact me. You must include "POLS 3600" in the subject line or you will not get a response. Please allow 24 hours for a response during the week and 48 hours for a response over the weekend.

### **UNIVERSITY COURSE DESCRIPTION**

The actors and agencies in the administration of criminal law in the United States. Surveys processes critical to criminal punishment: arrest, bail, prosecution, conviction, sentencing, and corrections.

### **ADDITIONAL COURSE DESCRIPTION**

While people often simply refer to the "American criminal justice system," that criminal justice system is actually a complicated system of interrelated parts, each of which is populated by people who have their own incentives for behaving the way that they do. Understanding the many parts, the functions they serve, the people who work in those parts, and their motivations for reacting the way they do is crucial to understanding the American legal system and its relationship with the broader population.

In this class, you will learn about the American criminal justice system. At different points, we will talk about the theoretical reasons that a criminal justice system exists, while also talking about how it developed, why it looks the way that it does, and how people interact with it. Our conversations will revolve around several big questions, including:

- What is criminal justice?
- What role do police officers and prosecutors play in the criminal justice system? What about defense attorneys?
- What role does the court system play in ensuring the fair administration of justice?

### **PRE-REQUISITES**

POLS 1101 or POLS 1101E or POLS 1101H or POLS 1101S

## STUDENT LEARNING OUTCOMES

By the end of this course,

- Students will understand the legal, political, and social dynamics of the criminal justice system.
- Students will be familiar with the relevant institutions and actors involved in the various stages of the criminal justice system, including consideration of law enforcement, courts, and corrections.
- Students will have critically analyzed criminal justice system practices and procedures.
- Students will have developed an ability to discuss criminal justice policy issues from multiple perspectives in a disciplined and cogent manner.

## COURSE MATERIALS

Please obtain a copy of the following book:

- Cole, George F., Christopher E. Smith, and Christine DeJong. 2022. *Criminal Justice in America*. 10<sup>th</sup> edition. Boston: Cengage.
  - Physical version: 9780357456330
  - eBook: 9780357456453

Please note that either a physical or digital copy of the book is fine. I am teaching out of the 10<sup>th</sup> edition. If you choose to use an older edition of the book, be aware that it may be different and you are still responsible for any material that is not covered in the older edition.

Any course materials not provided in the book will be placed on eLC.

## TECHNICAL REQUIREMENTS FOR COURSE

Lecture slides, links to readings not in the textbook, exams, and assignment instructions are located on the eLC site for this course. Please ensure you have access to eLC at the beginning of the semester. You can look for help with eLC [here](#), or reach out to eLC for help [here](#).

To participate in learning activities and complete assignments, you will need:

- Access to a working computer that has a current operating system with updates installed
- Reliable internet access and a UGA email account
- A current internet browser that is compatible with eLC
- Microsoft Word as your word processing program
- Reliable data storage for your work, such as a USB drive or Office365 OneDrive cloud storage

Lectures and course materials (which are inclusive of my presentations, tests, exams, outlines, and lecture notes) are my production. You are encouraged to take notes and utilize course materials for your own educational purpose. However, you are not to reproduce or distribute this content without my expressed written permission.

## COURSE ASSIGNMENTS AND ASSESSMENTS

Your grade will be determined using the following weights:

Area	Weight
Course Pre- and Post-Tests	10%
Participation	15%
Quizzes	35%
Poster Project	30%
Final Exam	10%
<b>Total</b>	<b>100%</b>

### **COURSE PRE- AND POST-TESTS (10%):**

At the beginning of the semester, you will be asked to complete a multiple-choice test that will ask you about your knowledge of the American criminal justice system, as well as your comfort levels with different topics and types of coursework. You will take the same test again at the end of the semester. These tests will establish your baseline knowledge of the course material and show how much you learned/retained by the end of the semester.

These tests will be graded for completion and good-faith effort only, so you will get full credit as long as you complete the tests and it looks like you thought about the questions and your answers.

The Course Pre-Test will be available on eLC starting ***at 11 AM on Thursday, August 14<sup>th</sup> and must be completed by 11 AM on Tuesday, August 19<sup>th</sup>.***

The Course Post-Test will be available on eLC starting ***at 11 AM on Thursday, November 20<sup>th</sup> and must be completed by 11 AM on Tuesday, November 25<sup>th</sup>.***

### **PARTICIPATION (15%):**

Coming to class is important. This material is difficult to learn on your own and class time provides an opportunity to ask questions and engage with the material. It also gives me an opportunity to see how well you are picking up on the material and processing it.

To encourage engagement in the active learning process, I require that you come to class. I will pass around a sign-in sheet during each class, and you will sign next to your name to confirm you are in class. Students who come in late and miss the sign-in sheet can sign it at the end of class. It is your responsibility to sign in, and if you fail to do so, you will receive a "0" for participation for that day. If you leave early and I notice, you will also receive a "0" for participation that day. If you walk in the door at the end of class, sign the sheet, and did not actually attend class, you will also receive a "0" for participation that day. TL;DR: You have to actually be in class for the majority of it to receive your participation points.

***I will drop your five lowest participation scores. That means you can miss five classes before you get penalized for lack of participation.***

These absences include absences for feeling unwell but not sick enough to go to the doctor, missing class for pre-scheduled doctor's appointments, classes missed because of work/volunteering/interviews/activities/graduate school visits, leaving campus early for break or vacation, missing class because you could not find parking or your ride was late or your roommate took your shower slot (though I sympathize), as well as the days where you simply do not want to go to class. You do not need to email me when you use one of these absences. Absolutely do not email me asking to be "excused" for any of these reasons. Life happens, and this is why you have so many absences. It is your responsibility to use these absences in an appropriate matter.

Exceptions to these parameters will be made only in extreme circumstances, including (1) performance of military duty; (2) legal obligations to appear or participant in a judicial or administrative proceeding, including jury duty; (3) any medical condition related to pregnancy or childbirth; (4) a disability, as defined by the Americans with Disabilities Act and as documented by the student with the Accessibility and Testing Office, which prevents the student from attending class; (5) observance of a religious practice, holiday, or holy day; (6) participation in an authorized University activity; (7) illness or injury that is too severe or contagious for the student to attend class; (8) death or severe illness of an immediate/dependent family member; (9) university closure for weather-related or other emergencies. In the event you miss class for one of these reasons, you must contact me in writing as soon as possible and provide documentation of your absence, at which time I will excuse you from participation for that day.

### **QUIZZES (35%):**

Over the course of the class, you will be taking four quizzes that will be available on eLC. Each quiz will have between 10 and 15 multiple choice questions and 2-3 short answer questions (approximately 5 to 8 sentence answers). These quizzes will not be cumulative. The first quiz will cover the material from the first three substantive weeks of class. Each subsequent quiz will cover the material examined since the last quiz, meaning each quiz will cover approximately two weeks' worth of material.

Because life happens, I will drop your lowest quiz score. This means your final quiz grade will be your best three of four quizzes. This also means you can miss one quiz without incurring a penalty.

**Quizzes will always open Thursdays at 3 PM Athens, Georgia time and will be due on Tuesdays at 11 AM Athens, Georgia time.** You can take your quiz anywhere within that several-day time period, but once you start, you cannot stop (i.e., you have to finish the quiz in one sitting). You will have 35 minutes to complete each quiz. All quizzes will be open book and open note, but you do have to take the quizzes on your own.

Because we will be taking these quizzes frequently, absolutely no late quiz submissions will be accepted and no extensions will be given. Exceptions will be made only in extreme circumstances, including (1) performance of military duty; (2) legal obligations to appear or participant in a judicial or administrative proceeding, including jury duty; (3) any medical condition related to pregnancy or childbirth; (4) a disability, as defined by the Americans with Disabilities Act and as documented by the student with the Accessibility and Testing Office,

which prevents the student from attending class; (5) observance of a religious practice, holiday, or holy day; (6) participation in an authorized University activity; (7) illness or injury that is too severe or contagious for the student to attend class; (8) death or severe illness of an immediate/dependent family member; (9) university closure for weather-related or other emergencies.

If you miss a quiz for one of these reasons, you must contact me in writing before the quiz is due and provide documentation of your absence to make alternative arrangements. Failure to follow these guidelines will result in a grade of "0" being awarded for that quiz. I reserve the right to give an alternative essay quiz in place of the standard quiz if the situation necessitates an alternative quiz. Please note that answer keys for quizzes get released two hours after the quiz deadline, and once that answer key goes out, you cannot take the quiz in its existing form.

### **POSTER PROJECT (30%):**

Throughout the semester, you will be working on a research project, with the goal of producing a digital research poster, similar to the kind you would present at a university research forum. The goal of this assignment is to help you hone your research skills by examining popular media's portrayal of different criminal justice topics.

You will be working on the poster project in parts and turning in those pieces for feedback as you go. The schedule for completing the project is as follows:

<b>Due Date</b>	<b>Poster Assignment</b>
11 AM on 9/7	Proposal due
11 AM on 10/28	Poster outline due
11 AM on 11/25	Final poster project due

I will provide more details about each of these assignments, including grading rubrics, in separate documents that will be posted on eLC throughout the semester.

Each poster piece will be submitted on eLC in the appropriate folder and follow all required formatting elements as specified in the assignment details I provide.

### **FINAL EXAM (10%):**

To evaluate all that you learned throughout the semester, there will be a final exam for this class. This final will be cumulative and will consist of a combination of multiple choice, true or false, and essay questions. The format will look similar to your quizzes, but with more questions.

**The final for this class is on Thursday, December 4<sup>th</sup> at 12 PM.** Like the quizzes, it will be conducted on eLC. I will provide more details as we get closer to the end of the semester.

All exams must be taken during the period in which they are scheduled. Exceptions will be made only in extreme circumstances, including (1) performance of military duty; (2) legal obligations to appear or participant in a judicial or administrative proceeding, including jury duty; (3) any medical condition related to pregnancy or childbirth; (4) a disability, as defined by the Americans

with Disabilities Act and as documented by the student with the Accessibility and Testing Office, which prevents the student from attending class; (5) observance of a religious practice, holiday, or holy day; (6) participation in an authorized University activity; (7) illness or injury that is too severe or contagious for the student to attend class; (8) death or severe illness of an immediate/dependent family member; (9) university closure for weather-related or other emergencies.

You must provide documentation that allows me to verify your absence is valid. All claims must, when possible, be made at least two weeks prior to when the exam is scheduled. Failure to follow these guidelines will result in a "0" being awarded for the final. I reserve the right to have the makeup exam be a different format than the exam that is given during the exam period.

## GRADING SCALE

I will use the following scale to assign course grades:

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

Percentages greater than or equal to 0.5 will be rounded up to the next highest whole percentage (example: 86.5% will round up to an 87%).

## GRADE APPEALS

If you receive a grade and see that it contains an arithmetic error (i.e., I mis-calculated your grade), please inform me of the problem as soon as you see it. If you have a question or concern about your performance on any course work, please email me and I will be happy to discuss why you got the grade that you did and how you can do better moving forward.

If you believe you were graded improperly or unfairly and want to appeal your grade, you may do so, but only if you abide by the following process:

- You must wait until at least 24 hours after you receive your grade to file an appeal.
- You must file your appeal within one week of the grade being released.
- Your appeal MUST be done in writing and emailed to me.
  - DO NOT try to talk to me about it after class or during office hours, or you will forfeit your ability to appeal.

- Your written appeal should explain, with evidence, why you believe your grade should be altered. It should do so concisely and without emotion.

If you follow these guidelines, I will evaluate your appeal and administer a decision within twenty-four hours. Please note that I reserve the right to move your grade up or down based on your appeal. Failure to follow these guidelines will result in an inability to appeal.

All concerns, arithmetic or otherwise, must be raised within one week of the release of that assignment/quiz's grade. It is your responsibility to pay attention to grade releases; the one-week clock starts when I release the grade in the eLC gradebook. Failure to act in that time period results in you forfeiting your ability to appeal your grade.

## STATEMENTS ON ACADEMIC INTEGRITY

"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 procedures for handling cases of suspected dishonesty, can be found at [honesty.uga.edu](https://honesty.uga.edu).

According to UGA, "academic dishonesty" means cheating, attempting to cheat, or assisting someone else in cheating, even if unintentional. Examples of academic dishonesty include, but are not limited to:

1. Plagiarism – using another's work as your own without correct citations
2. Unauthorized assistance – giving or receiving help for assignments without prior approval from your instructor
3. Lying/tampering – giving false information related to academic work or in connection with a facilitated discussion, continued discussion, meeting with multiple violations review board, or appeal
4. Theft – stealing any information related to academic work

Absolutely no form of academic dishonesty will be tolerated. Anyone found guilty of cheating, plagiarism, or any other violation of academic integrity will receive an automatic grade of 0.0 for the assignment. Additionally, all other penalties within the University will be pursued to the fullest extent.

For more information about academic dishonesty and UGA's policy regarding them, see UGA's [Academic Honesty Policy](#). It is your responsibility to familiarize yourself with these policies.

## USE OF ARTIFICIAL INTELLIGENCE IN THE CLASSROOM

Students may not use artificial intelligence programs (e.g., ChatGPT, Claude) to complete assignments in this class. Using these programs is a form of unauthorized assistance under the UGA Honor Code. Anyone found guilty of using it will receive an automatic grade of 0.0 for the assignment. Additionally, all other penalties within the University will be pursued to the fullest extent.

## ACCOMMODATIONS FOR DISABILITIES

If you plan to request accommodations for a disability, please register with the Accessibility and Testing Center. They can be reached by visiting Clark Howell Hall, calling 706-542-8719 (voice) or 706-542-8778 (TTY), or by visiting [accessibility.uga.edu](https://accessibility.uga.edu).

## UGA WELL-BEING RESOURCES

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 and Outreach (SCO) in the Division of Student Affairs at 706-542-8479 or visit [sco.uga.edu](https://sco.uga.edu). Student Care and Outreach helps students navigate difficult circumstances by connecting them with the most appropriate resources or services. They also administer the [Embark@UGA](mailto: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: [accessibility.uga.edu](https://accessibility.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>.

## A NOTE REGARDING COURSE DESIGN

The course syllabus is a general plan for the course; deviations announced to the class by the instructor may be necessary. All changes will be noted on eLC and sent to students via email in advance of class.

## COURSE SCHEDULE

Please complete the assigned readings by Tuesday every week.

Class dates marked "OC" will be online that day. I will prerecord the lecture and make it available to students, but we will not meet in person that day. "NC" means no class that day.

Week	Class Dates	Subject	Assignment
1	8/14	Syllabus Week	--
2	8/19 8/21	The Criminal Justice System	CSD Chapter 1
3	8/26 8/28	Crime and its Causes	CSD Chapter 2
4	9/2 9/4	Criminal Justice and the Rule of Law	CSD Chapter 3
<b>QUIZ 1 DUE 11 AM ON TUESDAY, 9/9</b>			
5	9/9 9/11	Police	CSD Chapter 4
6	9/16 9/18	Contemporary Issues and Challenges in Policing	CSD Chapter 5
7	9/23 – OC 9/25	Police and Law	CSD Chapter 6
<b>QUIZ 2 DUE 11 AM ON TUESDAY, 9/30</b>			
8	9/30 10/2	Courts and Adjudication	CSD Chapter 7
<b>POSTER PROJECT PROPOSAL DUE 11 AM ON TUESDAY, 10/7</b>			
9	10/7 10/9	Pretrial Procedures, Plea Bargaining, and the Criminal Trial	CSD Chapter 8
10	10/14 10/16	Punishment and Sentencing	CSD Chapter 9
<b>QUIZ 3 DUE 11 AM ON TUESDAY, 10/21</b>			
11	10/21 10/23	Corrections	CSD Chapter 10
<b>POSTER PROJECT OUTLINE AND RESEARCH SOURCES DUE ON TUESDAY, 10/28</b>			
12	10/28 10/30	Incarceration and Prison Society	CSD Chapter 11
13	11/4 11/6 - OC	Probation and Intermediate Sanctions	CSD Chapter 12
<b>QUIZ 4 DUE 11 AM ON TUESDAY, 11/11</b>			
14	11/11 11/13	Reentry into the Community	CSD Chapter 13

<b>POSTER PROJECT DUE AT 11 AM ON TUESDAY, 11/18</b>			
15	11/18 11/20	Juvenile Justice	CSD Chapter 14
16	11/25 11/27 – NC	Review	--
<b>FINAL EXAM ON THURSDAY, 12/4 FROM 12 PM TO 3 PM</b>			