



504-900 Introduction to Criminal Justice

Introduction to Criminal Justice - 2026-2027 Syllabus
Zandy Slowiak

COURSE INFORMATION

In this semester-long course students will examine the criminal justice system from both a historical and current perspective. Students will determine modern police functions from an historical perspective; identify the role of law enforcement officers in American society; differentiate between the roles and functions of federal, state, and local law enforcement agencies; explore the variety of career opportunities in the criminal justice system; apply professional principles as a criminal justice professional; examine internal and external controls by describing how professionalism, ethics, and moral standards relate to a criminal justice career, examine how laws and the court's findings provide guidance and how each community lends to the atmosphere of an organization.

Learners will also be provided an opportunity to examine, through research of scholarly sources, a topic of interest relating to the course materials and produce a written document.

Credits: CVTC: 3, HS: 0.75

Term Length: Semester

INSTRUCTOR

Zandy Slowiak

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TEXTBOOKS

Hess, K. M., Orthmann, C. H., & Cho, H. L. (2015). *Introduction to Law Enforcement and Criminal Justice* (12th ed.). Stamford, CT: Cengage Learning.

COURSE COMPETENCIES

1. Determine modern police functions and policies from an historical perspective.
2. Compare the three U.S. eras of policing
3. Differentiate between the roles and responsibilities of federal, state, and local law enforcement agencies.
4. Compare and contrast national crime measurement and reporting tools
5. Identify the role of law enforcement officers in American society.
6. Examine specialized roles in modern policing.
7. Identify alternative roles in the criminal justice system.
8. Identify the roles of departmental policies in criminal justice organizations.
9. Apply professional principles as a law enforcement officer.
10. Examine law enforcement response to local and national threats to our communities
11. Identify community resources in your area.
12. Examine significant criminal justice related literature

13. Examine current events and trends in criminal justice.

CORE ABILITIES

Communicates Effectively

Models Integrity

Thinks Critically

Values Diversity

PROGRAM OUTCOMES

Examine the components of and interrelationships in the criminal justice system

Adhere to the professional code of ethics for a criminal justice practitioner

CRIMINAL JUSTICE PROGRAM EXPECTATIONS AND GUIDELINES

Grading Scale and Assessment Values

Grade % of Total Points

A 93-100

A- 90-92

B+ 87-89

B 83-86

B- 80-82

C+ 77-79

C 73-76

C- 70-72

D+ 67-69

D 63-66

D- 60-62

F Below 59%

Grading Feedback from Instructor

Course feedback is an important part of the learning process. You can expect individual and group feedback throughout the course. Grades are just one form of feedback that we can both use to monitor your progress. You will also get the opportunity to self-assess your own progress, as a part of the course. Being able to self-assess is an important life-skill to have on the job; and we will practice that as a part of this course. If you feel like you are struggling or need additional instructor feedback, please don't hesitate to ask me.

Attendance for the Program

It is highly recommended students attend 100% of all classes including workouts and online formats of your courses. If absent, time may be earned back with makeup work completed by a designated date if the student requests to make up time missed. Part of course participation evaluation includes attendance among other categories of participation. Students must report to all classes on time. Tardiness is not acceptable. It will be the responsibility of the individual instructor to enforce and report attendance issues to the Program Director. Violations of attendance rules will be noted. In some cases, the instructor may refer the student for an early alert to assist/provide resources if absent for outside reasons.

All absences will be recorded and are only excused absences listed from the categories below.

What is considered an excused absence?

Court dates-notify the instructor at least 48 hours in advance.

Personal Illness or Injury: notify as soon as possible and you may need to provide written proof for medical illness or injury if the instructor asks for this documentation.

Death in the Immediate Family: notify the instructor within 24 hours.

Other Circumstances: at the discretion of the instructor and notify as soon as possible after becoming aware of the anticipated absence.

In the event of an emergency situation, which may conflict with a major exam or scenarios/testing, the exam **MUST** be made up no later than **THREE** school days after the absence or at another specified time determined by your instructor. This must be discussed with the instructor as soon as possible. If you do not notify the instructor of your absence in advance of a quiz/exam/assignment you miss, you will not be able to make up for the missed work after the fact.

Absences and Make-Up Work

It is your responsibility to make up assigned material and notify the instructor in advance by email or phone of the expected absence related to school business or personal emergencies.

It is highly recommended you maintain 100% attendance to be eligible for the LE academy if that is your goal. Keep track of your attendance, testing, grades, and make-up work so if there is a discrepancy with an instructor, you have documentation to support yourself later on. This is also good for a portfolio for future employment. If a student is absent from class, the student may make-up missed sections of the class. It is the responsibility of the student to identify through the instructor the section of the class that was missed and arrange for make-up session/work. This make-up session/work will be documented and entered into the student's file. If late or absent, the student must notify the instructor by email or phone of the absence as soon as possible. In order to maintain a 100% attendance record, the student must report all excused absences to the instructor and complete make-up work outside of class for certification course material missed to equal the time missed from the class. It is the responsibility of the student to contact the instructor in order to make arrangements for make-up work and turn in by the designated deadline.

Personal Conduct

Based on the career expectations and high standards law enforcement officers and others in the criminal justice system must meet in the field, personal behavior and conduct are very important in the program on and off-campus. The following explains the expectations of students in and out of the classroom as a Criminal Justice Student.

1. All unethical, criminal, and other disruptive or disrespectful behavior to instructors and fellow students will not be allowed. Students will not engage in these activities while in the classroom. Students who engage in these behaviors may be subject to sanctions, including dismissal from the class and or/program.

- Reading books, magazines, newspapers that are not assigned

- Talking on or receiving audible calls on a cellphone (besides emergency calls where you have notified the instructor)

- Sending or receiving text messages on your cell phone (besides emergency situations where you have notified your instructor).

- Chatting and sending/receiving instant messages.

- Viewing content on the computer or I-pad that is not part of the class—this includes Facebook, Twitter, etc...

-Working on or studying for homework besides the class you are supposed to be engaged in. -Playing computer or video games.

-Listening to music.

-Talking outside of the class discussion and/or having side conversations during the lecture or while others are talking

2. Students shall not engage in conduct that is discriminatory, harassing, or disrespectful in nature.
3. Students shall not engage in behavior that is unsafe, disruptive, or unprofessional.
4. Students shall not use language that is profane, obscene, vulgar, or suggestive.
5. Students will properly use, maintain, protect, and secure all equipment used or issued to them. Lost or damaged equipment will be repaired and paid for by the student.
6. Students will address instructors, staff, and guests by appropriate title: Ms., Mrs., Mr., Sir, Ma'am, Sheriff, Officer, Captain. Sergeant, Deputy, etc.).
7. Alcohol will not be consumed or possessed during school hours on school property. Students reporting to class under the influence of alcohol or other drugs will be immediately dismissed. No level of alcohol or drugs should be measurable while on campus for this program.
8. Students shall not copy, cheat, plagiarize any material for any reason or manner whatsoever. If a student witnesses or has knowledge of dishonesty, the student shall report it to the instructor. Failure to report dishonest behavior is as serious an offense as the dishonest act itself.
9. All contacts with law enforcement will be reported to the instructor and department chair/academy director.
10. All students are expected to cooperatively work together and actively participate in the class activities. Failure to display teamwork, initiative and cooperation will be addressed by the instructor and formally disciplined as needed.

Outcomes for Program Rule Non-Compliance

In the event a student violates the program and/or school rules, the student might be subject to a teaching moment, sanctions or disciplinary actions on a program or college level. The sanction will be appropriate to the individual policy violation or infraction as determined by the individual instructor, program director, and/or college administrator.

1. Violations of rules will be documented in the student's individual file.
2. Continued or serious violations, as well as unprofessional or unethical conduct, will be documented in your individual file. Any serious conduct issues may limit successful entrance to the law enforcement academy.
3. Possible sanctions at the school level maybe, but not limited to:
 - asked to leave the class or escorted out by the instructor/security
 - written report of rules violated
 - entry into student's file
 - research paper or assignment
 - extra duty assignment
 - dismissal from the program
4. Student grievances will begin with the Department Chair or Academy Director.
5. Refer to the CVTC Student Handbook for more school policies and rules for student conduct.

Student Assessment- Participation

In-class participation will be considered in your final grade. Students are expected to come to each class prepared to discuss assigned material and actively participate in group and individual projects in and out of class. Your mere presence in class is not enough. You will receive a course participation rubric to guide you in this area.

- Be on time for all classes. Being late is not acceptable.
- 100% attendance is highly recommended for all students to be successful in the program and may be considered upon

application to the law enforcement academy.

- Standing at the beginning of class for attendance and announcements.
- In the classroom in a timely manner and prepared to contribute to class activities.
- Sitting in the assigned seat, if applicable.
- Raise your hand when you wish to answer questions/contribute to class or have questions. Do not talk over others or blurt out information.
- Offer applicable input in class discussions.
- Work as a cooperative team member on all group tasks
- Display courteous, respectful, positive, and professional attitude toward the instructor and fellow classmates. - Inappropriate or profane language, side-conversations, and general negativity are unacceptable. Conversational swearing is included in this category.
- Arriving in class prepared with the proper materials (textbooks, notebooks, paper, writing instruments, and assignments).

CVTC GUIDELINES

You are highly encouraged to be familiar with CVTC's Student Handbook and its policies. Below is a condensed version of some of the policies that will be important to you.

Academic Honesty: Students are always expected to do their own work unless advised that collaboration is acceptable. Buying, borrowing, or copying others' work is not permitted. Students may use facts from other sources if re-written in their own words. Failure to use proper citation procedures is considered plagiarism. Plagiarism will result in a grade of "0" and a referral to Student Services for discipline based on college policy.

Academic Support Services: The Academic Services team provides academic instruction, course preparation, tutoring, and learning support. For more information, click [here](#) for services website or use the following URL <https://mycvtc.cvtc.edu/site/student/Pages/Academic-Services.aspx>.

Basic Needs: Any student who has difficulty affording groceries or accessing sufficient food to eat every day, or who lacks a safe and stable place to live, and believes this may affect their performance in the course, is urged to contact the Community Resource Page on MyCVTC for support or contact Diversity Resources directly at 715-833-6234. If you need assistance with groceries CVTC has a food pantry that is exclusive for CVTC students.

Credit for Prior Learning: Credit for Prior Learning grants college credit for previous knowledge and skills you have mastered through work or volunteer experiences. Previous knowledge may also include certifications, apprenticeships, military training, and professional development. For more information, please email cpl@cvtc.edu or visit the Credit for Prior Learning website by clicking [here](#) or using the url <https://mycvtc.cvtc.edu/site/student/Pages/CPL.aspx>.

CVTC Closure Concerns: In the event that a wide-spread health or safety concern occurs (storms, gas leak, etc.), the college administration will make an announcement regarding the event. It will be at the discretion of each instructor to make any allowances for assignments and course requirements. Please check your CVTC email and/or learning management system for college and/or instructor specific notifications.

English Language Learner: English may not be your native language. If it is not, we have an awesome resource you may not know about located in BEC 010 - Adult Education Services. The English Language Learner (ELL) instructors offer a help lab for completing your assignments and will assist with various ELL needs or concerns. If you have questions, stop

in for more information or contact Juli Baker (jbaker@cvtc.edu) or Lynette Neibauer (lneibauer@cvtc.edu).

Equity, Diversity, Equal Opportunity, and Disabilities Accommodations Statement: CVTC will provide equal access to and opportunity in its programs and facilities, without regard to race, ethnicity, color, creed, religion, national origin, ancestry, sex, disability, age, arrest or conviction record, marital status, parental status, mental health, veteran's status, pregnancy, or sexual orientation. Please see our website by clicking [here](#) or by using the url <https://mycvtc.cvtc.edu/site/student/Pages/Diversity-Resources.aspx>

No Show Policy (General): Course attendance is a key factor in your academic success. Verification of such attendance ensures that the College is distributing financial aid to those who have begun to attend classes according to federal financial aid Title IV legislation. Be sure you are actively participating in your course the first week of class, so you are not dropped as a "no show". As a "no show", you will receive an 80% refund. For more information and policy details, please see your Student Handbook or the Academic Policies by clicking [here](#) or by using the url <https://mycvtc.cvtc.edu/site/student/Pages/Academic-Policies.aspx>

Right to Know: CVTC is committed to quality education and values YOUR success. Please consult the student website and/or Student Handbook for our Right to Know policies. To view the policies, please click [here](#) or use the url <https://mycvtc.cvtc.edu/site/student/Pages/Rights-Responsibilities.aspx>.

Student Rights: Student concerns are best resolved through a discussion with your instructor. However, there may be times when you need to talk to someone else. Call 1-800-547-2882 and ask to be transferred to Nancy Heller for complaints on the quality of instruction, the Public Safety office for safety and security concerns; the Diversity Resources office for accommodations for disabilities or complaints dealing with discrimination, harassment, or retaliation; or the Advising office for other student concerns. For more information, please click [here](#) or use the url <https://mycvtc.cvtc.edu/site/student/Pages/Academic-Policies.aspx>

Services for Students with Disabilities: Accommodations are available for students with a variety of permanent and/or temporary disabilities, which may include, but are not limited to, physical disabilities, cognitive disabilities, behavioral disabilities, learning disabilities, chronic illness, and medical conditions related to pregnancy/birth. Determining appropriate academic accommodations for students with disabilities is a collaborative process. You must register with Diversity Resources and provide documentation before your instructor may provide accommodations. Appropriate accommodations are determined by a trained disability services staff member in the Diversity Resources office. For more information, please contact the Diversity Resources office at diversity@cvtc.edu. You can view this information by clicking [here](#) or using the url <https://mycvtc.cvtc.edu/site/student/Pages/Diversity-Resources.aspx>.

Title IX Pregnancy: CVTC does not discriminate against any student on the basis of pregnancy or related conditions and will fully comply with Title IX regulations. Absences due to medical conditions relating to pregnancy and maternity leave will be excused for as long as deemed medically necessary by your medical provider. Students will be given the opportunity to make up for missed work. You are encouraged to contact Diversity Resources at 715-833-6234 or diversity@cvtc.edu to set up an appointment as soon as the pregnancy is known.

Academic Integrity: Students are always expected to do their own work unless advised that collaboration is acceptable. Buying, borrowing, or copying others' work is not permitted. Students may use facts from other sources if re-written in their own words. Failure to use proper citation procedures is considered plagiarism. Plagiarism may result in a grade of "0" and a referral to Student Services for discipline based on college policy.

Artificial Intelligence (AI): Individuals may use AI (Artificial Intelligence) tools (such as ChatGPT, generative AI) to aid in learning and academic endeavors. It is essential to acknowledge the role of AI as a support tool and maintain academic integrity by ensuring that all submitted work is original and properly cited. Any act of academic dishonesty, including but not limited to plagiarism or cheating, will follow the College policy on academic dishonesty found in the student handbook.