

# CJC 101: Introduction to Criminal Justice

Section 800 (CRN: 29685)

Spring 2026

3 semester credit hours

## Instructor Information

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**Jennifer Christman, MPA (she/her)**

Senior Lecturer

Department of Criminal Justice & Criminology

Ball State University, Muncie, IN

**See Canvas page for instructor contact information.**

**Email communication with your instructor:** Your instructor will reply within 24 hours when the email is sent during the school week (8am on Monday and 3:59pm on Friday). Emails sent during the weekend (between 4pm on Friday and 7:59am on Monday) will be answered within 72 hours. Please include your course and section in the subject line.

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## Course Information

### Course Description

This course provides an overview of the history, nature and function of the criminal justice system in America. Special attention is given to the philosophical basis underlying this system and to the problems associated with crime control in a democratic society. At each stage of the process, major issues confronting the system are examined.

### Prerequisites

None.

### Course Objectives

You will be able to accomplish the following course objectives by the end of the semester:

1. Identify the three major components of the criminal justice system.
2. Understand the true nature of the criminal justice system, the process and operations
3. Comprehend the theoretical perspectives that seek to describe criminal justice phenomena.
4. Identify areas of discretion and how discretionary decision-making affects each component of the criminal justice system.
5. Understand the relationship between the criminal justice system and the United States Constitution.
6. Demonstrate an understanding of the law, law types, and the evolution of law.

7. Understand the varying law enforcement agencies and types and recognize the issue(s) surrounding jurisdiction.
8. Discuss criminal court processing as it relates to the criminal justice funnel.
9. Demonstrate a command of community-based corrections that include probation, parole and intermediate sanctions.
10. Understand the American penal system and how sentences are imposed.
11. Recognize reentry issues encountered by formerly incarcerated persons that include lack of transitional programming and civil disadvantages/disabilities.
12. Identify similarities and differences between the adult and juvenile justice systems.

### Course Modality/Structure

This section of CJC101 is an **online course**. You should regularly check Canvas and your BSU email for correspondence related to this course. In Canvas, the week opens on Monday and closes on the Sunday that follows.

### Course Time Commitment

According to the Indiana Commission for Higher Education (ICHE), it is expected that students will spend approximately 2 hours of study time outside of class for every one hour “in” class (per credit hour). For more specific course workload calculation, you can use [this resource from Rice University](#). Since this is a 3 credit hour class, you should expect to study an average of 6 hours outside of class each week

## Course Materials

For this course we will use the following text:

Koslicki, I. (2024). *Introduction to criminal justice: Operations, obstacles, and outcomes*.  
<https://openjusticeproject.weebly.com/introduction-to-criminal-justice.html>.

You may download the full text here, read online at the link above, or by chapter as posted in the Canvas modules.

## Course Assignments and Assessments

### Course Assignments

- a. Weekly activities (100 points): Each non-exam week, you will have an activity which serves to further explore the reading and material you recently reviewed. Activities often include posting a response/product to a discussion board and then responding to your classmates. Your first response is due at 11:59pm on Thursdays. Responses to classmates are due at 11:59pm on the Sundays which end each course week. On exam weeks, there may be extra

credit activities.

- b. Reading Quizzes (140 points): The readings are featured in the Canvas modules. Most weeks you will have at least one reading quiz. Quizzes are due at 11:59pm on the Sunday before we address the topic in class.
- c. Criminal Justice Career paper (40 points): You will choose one career in a criminal justice field that you would like to examine further. For the final product, you will write a 2-page minimum paper highlighting:
- What career did you choose to research and why did you choose it?
  - Describe the career. What are the typical job duties?
  - What are the educational requirements?
  - What knowledge, skills, and abilities are required?
  - What is the salary range and job outlook?
  - What are some advantages and disadvantages of working in this career?
  - What are your personality strengths that match this career?
  - How does this career match your interests?

The paper and citation must be in APA format. 5 points of the 30 listed are for completion of the APA refresher quiz. The paper is due in Canvas by 11:59pm on March 11th.

- d. Exams (220 points): There are four module exams and one final exam in this course. The material for the first three exams are confined to the original module of reference and are worth 50 points each. Exams are a combination of multiple choice, true/false, and short answer essay questions. The final exam is worth 70 points: 50 points will reflect content from the fourth module, and 20 points will be comprehensive to the course.

The exams require Respondus Lockdown Browser. Watch this [short video](#) to get a basic understanding of LockDown Browser. Instructions for obtaining the software can be found in our course.

If you are unable to take the exam during the time given, please contact your instructor as soon as possible. Tentative exam dates and times are listed on the course schedule. Make-up exams for the modules are at the discretion of the instructor and may be in a different format than the original. There is no make-up available for the final exam.

## Point Distribution and Grading Scale

Assignment/Exam	Points/Percent
Weekly Activities	100 points
Career Paper (+ APA citation exercise)	40 points
Reading Quizzes	140 points
Exams (3 at 50 points; 1 at 70 points)	220 points
<b>TOTAL</b>	<b>500 points</b>

Letter Grade	Percentage Lower Bound
A	94%
A-	90%
B+	87%
B	84%
B-	80%
C+	77%
C	74%
C-	70%
D+	67%
D	64%
D-	60%
F	< 60%

## Tentative Examination Schedule

Exam	Due Date
Module One Exam	1/30 by 11:59pm
Module Two Exam	2/20 by 11:59pm
Module Three Exam	3/27 by 11:59pm
Final Exam	4/29 by 11:59pm

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## Course Statements and Policies

### Participation Policy

- This course is designed with weekly activities, discussion, and other forms of regular collaboration and communication. It is recommended that you log into your course 3 to 4 times a week and check your official Ball State email account daily to view announcements and prepare for class.
- You are responsible for all material covered in class, in-class assignments/activities, the readings, guest speakers, videos, and any other supplemental material provided by the instructor.
- You are expected to complete all assignments, quizzes, tests, and any other activities by the stated due dates/times.
- We will discuss issues in this class upon which individuals may disagree. Everyone is entitled to his or her own opinion, and disagreements about all issues are to be addressed in a respectful manner. The use of derogatory and/or discriminatory comments is unacceptable and will not be tolerated. At your own comfort level, please contact me if behavior of this nature is occurring in the classroom without my knowledge or if you believe I have not appreciated the gravity of an interaction I have witnessed. You may also utilize “Say Something” reporting located at <https://www.bsu.edu/about/administrativeoffices/dean-of-students/say-something>.

### Attendance Policy

- You are expected to participate in class every week by checking into the Canvas page, engaging with course material, and completing assignments. If you are unable to engage in our online class in this manner for reasons specified in the [University’s course attendance policies](#), you may be excused for your absence and are eligible to make up work missed. Due to time constraints, there are no make-ups for the final exam.
- In general, you are expected to notify your instructor once you anticipate being absent for any reason (e.g., funeral) or as soon as possible after the absence begins (e.g., unexpected injury or illness). **You may need to provide documentation to your instructor if requested.** Only faculty your faculty member can excuse an absence.
- At Ball State, course attendance policies are up to the individual faculty but must be consistent with [University policies regarding student absences](#), including for funeral and bereavement leave, jury duty, late course addition, military absences, observance of religious holidays, pregnancy leave, and university advisories.

## Late Assignment Policy

- Assignments posted after the indicated due dates will be subject to a decreased letter grade for each day late. The first day begins at 8am the day following the due date. For most assignments, that means you have a significant grace period before deduction begins. For example, if an assignment is due at 11:59pm on Friday, it will not be counted as late until 8am the next day (Saturday).
- Internet connectivity and technical issues may occur and impede you from turning in work on time. Turn in work early and often, and set up a back-up plan, such as visiting a local library or borrowing a peer's computer.
- No late assignments will be accepted for grading after 11:59 pm on Friday, April 24th.

## Exam, Quiz, and Assignment Submission Policy

- All assignments should be submitted as Word documents with extensions of .doc or .docx unless otherwise indicated in the assignment description.
- Assignments, unless otherwise indicated, should be submitted using the assignment link in the module.
- On occasion, technology fails us and results in our Canvas exercises and exams submitting early or without answers. This instructor has discretion as to whether to reset the quiz/exam or allow the grade to stand as-is. This instructor may not reset quizzes or exams in which the malfunction occurs within the last 4 hours of the testing period. For best results, complete exams well before the close of the testing period to ensure time for correction if a malfunction occurs.

## Grading Policy

It is my policy that appropriate evaluation of your academic performance is an integral part of your learning experience. In the absence of mistake, fraud, bad faith or incompetence, I will be the key decision-maker on the assignment of grades. For information concerning grade appeals, [consult the Ball State website](#).

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## Student Support Services

Students can benefit from free tutoring and coaching at the [Learning Center](#), writing practice and feedback at the [Writing Center](#), mental health assistance at the [Counseling Center](#), assistance with basic needs at the [Basic Needs Hub](#), and public speaking assistance at the [Speaking Center](#).

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## University Policies and Statements

### University Statement

We are committed to ensuring that all members of the community are welcome, through valuing the various experiences and worldviews represented at Ball State and among those we serve. We promote a culture of respect and civil discourse. If you need course adaptations or accommodations because of a disability, please contact the instructor of record as soon as possible. Ball State's Disability Services Office coordinates services for students with disabilities; documentation of a disability needs to be on file in that office before any accommodations can be provided. Disability Services can be contacted at 765-285-5293 or [dsd@bsu.edu](mailto:dsd@bsu.edu). You are responsible for all material.

### Freedom of Expression

In this course, we are committed to fostering a learning environment that values intellectual diversity, encourages free expression, and promotes open inquiry. As members of the Ball State Community, we treat each person in the Ball State community with civility, courtesy, compassion, and dignity and respect and learn from differences in people, ideas, and opinions. Please review Ball State University's Statement on Freedom of Expression, the resources on Ball State's Freedom of Expression webpage, and Ball State's Beneficence Pledge.

### Title IX

Ball State University is committed to providing a safe and inclusive learning environment for all students. If you or someone you know has experienced sexual harassment—including sexual assault, dating violence, domestic violence, or stalking, please know that you are not alone. The University offers support services and resources. For more information or to report an incident, please visit [bsu.edu/titleix](https://www.bsu.edu/titleix) or contact the Title IX Coordinator at 765-285-1545 or at [titleix@bsu.edu](mailto:titleix@bsu.edu).

As your instructor, I am a mandatory reporter under the Title IX policy and required to report any information I receive about possible sexual harassment. This includes information shared in class discussions, assignments, or private conversations.

What happens after I report? The Title IX Coordinator will email the person who experienced sexual harassment (complainant) and invite them to schedule a meeting. If the complainant chooses to

meet with the Title IX Coordinator,

- Title IX Coordinator will offer supportive measures (e.g., counseling, extensions on deadlines, course-related adjustments, changes to work or class schedules, and/or referrals to campus offices), review the policy, and discuss options to move forward.
- If a complaint is filed by the complainant or the University, an investigation will begin following University policy.

## Student Academic Ethics Policy

Honesty, trust, and personal responsibility are fundamental attributes of the university community. Academic dishonesty and other forms of academic misconduct threaten the foundation of an institution dedicated to the pursuit of knowledge and will not be tolerated. To maintain its credibility and reputation, and to equitably assign evaluations of scholastic and creative performance, Ball State University is committed to maintaining a climate that upholds and values the highest standards of academic integrity. Visit the VPAA's academic integrity website (Students tab) for resources on understanding academic integrity, citing sources properly, and avoiding inadvertent academic dishonesty. To learn about BSU's academic integrity expectations and students' rights, please read the University Student Academic Ethics Policy.

Academic integrity violations include giving or receiving an unfair academic advantage (cheating), presenting someone else's ideas or work as your own (plagiarism), and falsifying academic records. Unless otherwise indicated, you must work independently by yourself. Check with me if you are unsure whether something constitutes academic dishonesty. Examples of academic integrity violations include but are not limited to:

- Using resources not authorized by the faculty member (including devices, AI tools, hidden notes, and open books)
- Using commercial study websites to find answers to graded assignments (Chegg, Course Hero, StudyPool, OneClass, etc.).
- Without the instructor's written permission, giving away, buying, or selling graded assignments class notes, exams, study guides, or other course materials to other students or to third-party vendors (Course Hero, Chegg, 24HourAnswers, etc.).
- Working with another person on any assignment other than authorized group projects.
- Sharing or allowing others to access your files, whether done with permission or not.
- Reusing your own work from another semester, course, or section.
- Sharing answers with others during exams (passing notes, texting, whispering, gesturing)
- Discussing exam questions and answers with students who have not taken the exam.
  - Soliciting others to complete work for you

***Please be advised that the course syllabus is a guideline. Your instructor reserves the right to revoke, alter, or amend any portion of the syllabus in order to maintain flexibility and to present relevant instruction.***

**When you have completed reading this syllabus, send me an email at [jchristman@bsu.edu](mailto:jchristman@bsu.edu) stating so and include any questions you may have.**

## CJC 101-800 Spring 2026 Course Schedule

Dates on the schedule are tentative and may be subject to change to provide flexibility in the learning environment. Any changes to the exam schedule will be reported in class and posted in a Canvas announcement.

Week	Topics and Activities
<b>Week 1: 1/5 - 1/11/26</b>	<ul style="list-style-type: none"> <li>• Topic: Syllabus, History and Fundamentals of the American Legal System</li> <li>• Complete reading for Chapters 1 &amp; 2</li> <li>• Complete Criminal Justice Perspectives activity (multiple dates – see Canvas)</li> <li>• Complete reading quiz for Chapters 1 &amp; 2 by 1/11 at 11:59pm</li> </ul>
<b>Week 2: 1/12 - 1/18/25</b>	<ul style="list-style-type: none"> <li>• Class discussion: Elements of Law, Crime, and the Criminal Justice System</li> <li>• Complete Elements of a Crime activity (multiple dates – see Canvas)</li> <li>• Complete reading for Chapter 3</li> <li>• Complete reading quiz for Chapter 3 by 1/18 at 11:59pm</li> </ul>
<b>Week 3: 1/19 - 1/25/25</b>	<ul style="list-style-type: none"> <li>• Class discussion: Explaining Crime and Criminality</li> <li>• Complete Criminological Theories activity (multiple dates – see Canvas)</li> <li>• Complete reading for Chapter 4</li> <li>• Complete reading quiz for Chapter 4 by 1/25 at 11:59pm</li> </ul>
<b>Week 4: 1/26 - 2/1/25</b>	<ul style="list-style-type: none"> <li>• Topic: Measuring Crime and Victimization</li> <li>• Exam One in Canvas by 11:59 pm on FRIDAY 1/30</li> <li>• Complete reading for Chapter 5</li> <li>• Complete reading quiz for Chapter 5 by 2/1 at 11:59pm</li> </ul>
<b>Week 5: 2/2 - 2/8/25</b>	<ul style="list-style-type: none"> <li>• Topic: Structure and History of American Law Enforcement</li> <li>• Complete Eras of Policing activity (multiple dates – see Canvas)</li> <li>• Complete reading for Chapter 6</li> <li>• Complete reading quiz for Chapter 6 by 2/8 at 11:59pm</li> </ul>
<b>Week 6: 2/9 - 2/15/25</b>	<ul style="list-style-type: none"> <li>• Topic: Police Training, Search, and Seizure</li> <li>• Complete Law Enforcement Training Comparison activity (multiple dates – see Canvas)</li> <li>• Complete reading for Chapter 7</li> <li>• APA citation quiz results due by 11:59pm on Sunday, 2/15</li> <li>• Complete reading quiz for Chapter 7 by 2/15 at 11:59pm</li> </ul>
<b>Week 7: 2/16 - 2/22/25</b>	<ul style="list-style-type: none"> <li>• Topic: Police Culture and Ethical Issues in Law Enforcement</li> <li>• Exam Two in Canvas by 11:59 pm FRIDAY 2/20</li> <li>• Complete reading for Chapter 8</li> <li>• Complete reading quiz for Chapter 8 by 2/22 at 11:59pm</li> </ul>
<b>Week 8: 2/23 - 3/1/25</b>	<ul style="list-style-type: none"> <li>• Topic: Structure and History of U.S. Courts</li> <li>• Complete Adjudication activity (multiple dates – see Canvas)</li> <li>• Complete reading for Chapter 9</li> <li>• Complete reading quiz for Chapter 9 by 3/1 at 11:59pm</li> </ul>

Week	Topics and Activities
<b>Week 9: 3/2 - 3/8/26</b>	SPRING BREAK – NO COURSEWORK
<b>Week 10: 3/9 - 3/15/25</b>	<ul style="list-style-type: none"> <li>• Topic: The Courtroom Workgroup and Ethical Issues in Court</li> <li>• CJC Career Paper due by 11:59pm on Wednesday, 3/11</li> <li>• Complete reading of Chapter 10</li> <li>• Complete reading quiz for Chapter 10 by 3/15 at 11:59pm</li> </ul>
<b>Week 11: 3/16 - 3/22/25</b>	<ul style="list-style-type: none"> <li>• Topic: Sentencing and the Death Penalty</li> <li>• Complete Exonerations in the United States activity (multiple dates – see Canvas)</li> <li>• Complete reading of Chapter 15</li> <li>• NO CHAPTER QUIZ</li> </ul>
<b>Week 12: 3/23 - 3/29/25</b>	<ul style="list-style-type: none"> <li>• Topic: Juvenile Justice</li> <li>• Exam Three in Canvas by 11:59 pm FRIDAY 3/27</li> <li>• Complete reading of Chapter 11</li> <li>• Complete reading quiz for Chapter 11 by 3/29 at 11:59pm</li> </ul>
<b>Week 13: 3/30 - 4/5/25</b>	<ul style="list-style-type: none"> <li>• Topic: Structure and History of U.S. Corrections</li> <li>• Complete Prison Programming activity (multiple dates – see Canvas)</li> <li>• Complete reading of Chapter 12</li> <li>• Complete reading quiz for Chapter 12 by 4/5 at 11:59pm</li> </ul>
<b>Week 14: 4/6 - 4/12/25</b>	<ul style="list-style-type: none"> <li>• Topic: Mass Incarceration and Ethical Issues</li> <li>• Complete Women in Prison activity (multiple dates – see Canvas)</li> <li>• Complete reading of Chapter 13</li> <li>• Complete reading quiz for Chapter 13 by 4/12 at 11:59pm</li> </ul>
<b>Week 15: 4/13 - 4/19/25</b>	<ul style="list-style-type: none"> <li>• Topic: Community Supervision</li> <li>• Complete Probation and Pretrial Services activity (multiple dates – see Canvas)</li> <li>• Complete reading of Chapters 14 and 16</li> <li>• Complete reading quiz for Chapter 14 by 4/19 at 11:59pm; no reading quiz for Chapter 16</li> </ul>
<b>Week 16: 4/20 - 4/26/25</b>	<ul style="list-style-type: none"> <li>• Topic: Reentry, Recidivism, and the Revolving Door -AND- New Avenues in Preventing Crime &amp; CJS Involvement</li> <li>• Study for Final Exam</li> </ul>
<b>Finals Week</b>	<ul style="list-style-type: none"> <li>• Complete Final Exam in Canvas by 11:59pm on Wednesday, 4/29</li> </ul>