

Course Information

Number:	CJ121
Name:	Intro. to Criminal Justice
Description:	This introductory course is designed to provide the student an introduction to the structure and operation of law enforcement, prosecution, the courts, and corrections. Subject areas to be covered will include knowledge of terminology, classification systems, trends and theories of criminal justice.
Credit(s):	3
Offered (DAY schedule):	Every fall semester
Instructor Permission Required:	N
Pre-Requisite(s):	

Course Objectives

"Identify the major goals of the criminal justice system to include: guaranteeing due process, crime prevention, protection of life and property, apprehension of the offender, enforcement of the law, and equal justice."

List and explain the major components of the criminal justice system.

Discuss the major agencies within each of the criminal justice system components.

"Identify the primary function, jurisdiction and area of potential mutual assistance between federal, state and local law enforcement agencies."

Define the typical series of events involved in the detection and prosecution of a crime.

Define key terms related to the processing of criminal defendants.

"Identify the divisions of the Maine Court System, their functions and methods for appeal."

Identify the major elements of court procedure for trying and sentencing criminal offenders.

THOMAS COLLEGE

INTRODUCTION TO CRIMINAL JUSTICE

CJ 121
FALL 2018

INSTRUCTOR JARED MILLS

TUESDAY / THURSDAY
8:00 AM – 9:15 AM
ROOM AL 136

OFFICE HOURS
BY APPOINTMENT
ROOM # AD227

OFFICE: 207 620-8384
CELL: 207 441-2081
EMAIL: millsj@thomas.edu

COURSE DESCRIPTION

This introductory course will provide the student with an introduction to the structure and operation of law enforcement, prosecution, the courts, and corrections. Subject areas to be covered will include knowledge of terminology, classification systems, trends and theories of criminal justice.

COURSE OBJECTIVES

1. Identify the major goals of the criminal justice system to include: guaranteeing due process, crime prevention, protection of life and property, apprehension of the offender, enforcement of the law, and equal justice.
2. List and explain the major components of the criminal justice system.
3. Discuss the major agencies within each of the criminal justice system components.
4. Identify the primary function, jurisdiction and area of potential mutual assistance between federal, state and local law enforcement agencies.
5. Define the typical series of events involved in the detection and prosecution of a crime.
6. Define key terms related to the processing of criminal defendants.
7. Identify the divisions of the Maine Court System, their functions and methods for appeal.
8. Identify the major elements of court procedure for trying and sentencing criminal offenders.

COURSE FORMAT

The course will be presented in a lecture – discussion – student class presentation format which will be adjusted to meet subject and student needs. There are no “make-up” dates without prior written approval. It is your individual responsibility to plan your semester accordingly. Attendance, preparation, and active participation is expected and will be

reflected in the final grade. The lectures are designed to reinforce the concepts in your textbook that the instructor feels to be of primary importance; hence the material tested will come mostly from the lectures. The college policy on academic dishonesty will be strictly enforced.

COURSE CREDITS

3

ACADEMIC HONESTY

Please familiarize yourself with Thomas College's Academic Honesty policy, located in the Thomas College 2017-2018 Student Handbook. Instances of dishonesty will be dealt with according to that policy.

COURSE TEXTS

CRIMINAL JUSTICE IN ACTION, GAINES, LARRYK, MILLER, ROGER L, 2011 SIXTH EDITION

GRADING

In order to measure understanding of the material covered in the text and class discussions, three examinations will be conducted. The student will also prepare a ten minute presentation and paper on a specific area of the criminal justice system. The student can gather research material and perform a visitation to an agency and observe the law enforcement, court or corrections function. Each presentation will require researching material in the library and also the internet. The student will also utilize news media, magazine or journal article as research material for their presentation and paper. The criminal justice paper should be placed in your portfolio.

EXAMINATIONS

	WEIGHT
Examination 1	20%
Examination 2	20%
Criminal Justice Paper/ Presentation (10minutes)	20%
Final Examination	20%
Class Preparation and Participation	20%
	TOTAL 100%

CLASS ATTENDANCE

Missing classes will impact your abilities to participate and to understand the concepts presented in the course. This will also negatively affect your class participation grade. Please plan on meeting privately with me if your absences become excessive. Any student missing six (6) classes or more may be withdrawn from the course.

RESOURCES

[Academic Support for Success](#)

[Support for Students with Disabilities](#)

--

GRADING RANGE				
A 94-100	B+ 87-89	C+ 77-79	D+ 67-69	F below 60
A- 90-93	B 83-86	C 73-76	D 63-66	
	B- 80-82	C- 70-72	D- 60-62	

WEEK	DATES	READINGS AND TOPICS	ASSIGNMENTS
1	AUG 28 AUG 30	Course Introduction/Syllabus Chapter 1 - Criminal Justice Today	Read Chapter 1 Read chapter 2 for next week
2	SEPT 4 SEPT 6	Chapter 2 – Causes of Crime Chapter 2 – Causes of Crime	Read Chapter 2 Read Chapter 3 for next week
3	SEPT 11 SEPT 13	Chapter 3 – Defining & Measuring Crime Chapter 3 – Defining & Measuring Crime	Read Chapter 3 Read Chapter 5 for next week
4	SEPT 18 SEPT 20	Chapter 5 - Law Enforcement Today Chapter 5 – Law Enforcement Today	Read Chapter 5 Read Chapter 5
5	SEPT 25 SEPT 27	Chapter 5 – Law Enforcement Today Chapter 5 – Law Enforcement Today	Read Chapter 5 Read Chapter 5
6	OCT 2 OCT 4	Chapter 5 – Law Enforcement Today Chapter 5 – Law Enforcement Today	Read Chapter 5 Exam 1 Read Chapter 6 for next week
7	OCT 9 OCT 11	No Class – Columbus Day Break Chapter 6 – Challenges to Effective Policing	Read Chapter 6 Read Chapter 6
8	OCT 16 OCT 18	Chapter 6 - Challenges to Effective Policing Chapter 6 – Challenges to Effective Policing	Read Chapter 6 Read Chapter 7 for next week (P)
9	OCT 23 OCT 25	Chapter 7 – Police & the Constitution Chapter 7 – Police & the Constitution	Read Chapter 7 (P) Read Chapter 7 (P)
10	OCT 30 NOV 1	Chapter 7 – Police & the Constitution Chapter 7 – Police & the Constitution	Read Chapter 7 (P) Read Chapter 7
11	NOV 6 NOV 8	Chapter 7 – Police & the Constitution Chapter 7 – Police & the Constitution	Read Chapter 7 (P) Exam 2 Read Chapter 8 for the next week (P)
12	NOV 13 NOV 15	Chapter 8 – Courts & Quest for Justice Chapter 8 – Courts & Quest for Justice	Read Chapter 8 (P) Read Chapter 11 for next week (P)
13	NOV 20 NOV 22	Chapter 11 – Punishment & Sentencing No Class Thanksgiving Break	Read Chapter 11 (P) Read Chapter 15 for next week
14	NOV 27 NOV 29	Chapter 15 – The Juvenile Justice System Chapter 15 – The Juvenile Justice System	Read Chapter 15 (P) Read Chapter 16 for next week
15	DEC 4 DEC 6	Chapter 16 – Homeland Security Chapter 16 – Homeland Security	Read Chapter 16 Prepare for Final Test
16	DEC 11	Final Test	



**INTRODUCTION TO CRIMINAL JUSTICE
CJ121 – A
FALL 2018**

**ARTS AND SCIENCES
CRIMINAL JUSTICE PROGRAM
THOMAS COLLEGE**

**MONDAY - WEDNESDAY – FRIDAY
8:00 – 8:50 a.m.
ROOM: 209
ALFOND ACADEMIC CENTER**

**PROFESSOR: MARK MARSOLAIS, Ph. D.
OFFICE: AL - 214
TELEPHONE: 207.859.1357 x357
E-MAIL: marsolaism@thomas.edu**

**OFFICE HOURS:
Monday – Wednesday – Friday: 1:00 – 2:00 p.m.
Tuesday – Thursday: 10:45 a.m. – 2:00 p.m.
&
By Appointment**

COURSE DESCRIPTION

This introductory course is designed to provide the student an introduction to the structure and operation of law enforcement, prosecution, the courts, and corrections. Subject areas to be covered will include knowledge of terminology, classification systems, trends and theories of criminal justice.

COURSE OBJECTIVES

1. Identify the major goals of the criminal justice system to include: guaranteeing due process, crime prevention, protection of life and property, apprehension of the offender, enforcement of the law, and equal justice;
2. List and explain the major components of the criminal justice system;
3. Discuss the major agencies within each of the criminal justice system components;
4. Identify the primary function, jurisdiction and area of potential mutual assistance between federal, state and local law enforcement agencies;
5. Define the typical series of events involved in the detection and prosecution of a crime;
6. Define key terms related to the processing of criminal defendants;
7. Identify the divisions of the Maine Court System, their functions and methods for appeal; and
8. Identify the major elements of court procedure for trying and sentencing criminal offenders.

COURSE CREDITS

3

COURSE PREREQUISITES

None



COURSE TEXT

Payne, Brian K., Oliver, Willard M. and Marion, Nancy E. (2017). **Introduction to Criminal Justice: A Balanced Approach**, Thousand Oaks, CA: Sage Publications.

The **Introduction to Criminal Justice** student companion website is a good resource for review of course materials: <http://edge.sagepub.com/payne>

STUDENT ASSESSMENT

I. EXAMINATIONS – I will administer 3 in-class examinations during the semester. Each examination will be worth 20 points. Exam #1 will cover weeks 1 – 5; Exam #2 will cover weeks 6 – 11; and Exam #3 (Final Exam) will cover weeks 12 – 16; . Each exam will consist of 20 questions (multiple choice; true/false; short answers) and two (2) essays. All questions will come from the material included in the *readings, lectures, research, and multimedia presentations*. The maximum examination points you can receive are 60. *Any student missing an examination will have the opportunity to take an alternative examination during the week of final examinations. This alternative examination will be substantially different from the format of the missed examination (e.g., all essays).*

Thomas Core Competencies: Communication, Analytical Reasoning

II. QUIZZES/ASSIGNMENTS – I will administer 10 quizzes/assignments during the semester. Each quiz/assignment will be worth 5 points and will target the material that we are discussing in class during the week. I will count your top six (6) quiz/assignment scores. The maximum quiz/assignment score you can receive is 30 points (5 points x 6 quizzes/assignments). There are no make-up quizzes/assignments; you will complete them during the week I present them.

Thomas Core Competencies: Communication, Analytical Reasoning

III. PARTICIPATION – Class participation includes being in class, prepared for class, and involved in class. I will call upon students to answer questions about required readings, discuss national and local criminal justice issues, interact with guest lecturers, and participate in class assignments. Additionally, students are required to interact with one another in a respectful manner. Participation is worth a maximum of 10 points.

Thomas Core Competencies: Communication, Community and Interpersonal Relations, Leadership and Service

IV. EXTRA-CREDIT – During the semester, another instructor may sponsor a student-led research project or a college club may invite a guest to lecture on a criminal justice-related issue. Should you participate in the research or attend the lecture, I may award five (5) points to your total score at the end of the semester. Please check with me before you participate in the research or lecture so that I can determine if the function is eligible for the extra credit. There is no other opportunity for extra-credit.



ASSESSMENT	VALUES
ASSESSMENT	POSSIBLE POINTS
I. EXAMINATIONS	
EXAMINATION #1	20
EXAMINATION #2	20
EXAMINATION #3 (Final)	20
EXAMINATION SUBTOTAL	60
II. QUIZZES/ASSIGNMENTS	
1	5
2	5
3	5
4	5
5	5
6	5
7	5
8	5
9	5
10	5
QUIZ/ASSIGNMENT SUBTOTAL (Top Six)	30
III. PARTICIPATION	
PARTICIPATION SUBTOTAL	10
TOTAL POSSIBLE POINTS	100
EXTRA-CREDIT (max. 5 points) (Instructor-approved)	
FINAL POINT TOTAL	
LETTER GRADE	

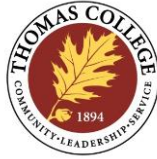


FINAL COURSE GRADING

GRADE	POINTS	PERCENTAGE
A	≥94	≥94%
A-	≥90	≥90%
B+	≥87	≥87%
B	≥83	≥83%
B-	≥80	≥80%
C+	≥77	≥77%
C	≥73	≥73%
C-	≥70	≥70%
D+	≥67	≥67%
D	≥63	≥63%
D-	≥60	≥60%
F	≤59	≤59%
ESSAY POINTS	ESSAY ADJECTIVE	ESSAY DESCRIPTION
4.5 – 5.0	EXCELLENT	Answer is precise and contains <u>all</u> major and minor points. Answer shows <u>high</u> critical analysis. Answer flows and is very readable. There are <u>no</u> grammar, spelling, or punctuation errors. Information is <u>well cited</u> and referenced (APA style).
4.0 – 4.4	VERY GOOD	Answer is correct and contains <u>all</u> major points and <u>some</u> minor points. Answer shows critical analysis. Answer flows and is readable. There is a grammar, spelling, or punctuation error. Information is correctly cited and referenced (APA style).
3.5 – 3.9	GOOD	Answer is correct and contains <u>most</u> major points and minor points. Answer shows <u>some</u> critical analysis. Answer is readable. There is a grammar, spelling, or punctuation <u>error</u> or two. Most information is correctly cited and referenced (APA style).
3.0 – 3.4	FAIR	Answer contains <u>some</u> major and minor points. Answer shows <u>some</u> analysis. Answer is <u>choppy</u> and lacks fluidity. There are grammar, spelling, or punctuation <u>errors</u> . Some information is correctly cited and referenced (APA style).
≤2.9	POOR	Answer contains <u>some</u> major or minor points. Answer shows <u>little</u> analysis. Answer is <u>difficult</u> to follow/read. There are <u>significant</u> grammar, spelling, or punctuation <u>errors</u> . Information is poorly cited and referenced (APA style).
0	UNACCEPTABLE	Answer is wrong. Answer does not follow presentation instructions. Answer was turned in late



PARTICIPATION GRADING	
POINTS	DESCRIPTION
10	Student attends class and is prepared, active, and articulate. Clearly communicates with class participants (e.g., other students, professor, guests); knows topics under discussion.
8 – 9	Student misses some classes, is somewhat prepared and occasionally asks and answers questions; has knowledge of most of topics under discussion.
6 – 7	Student is rarely prepared, does not take notes, and participates little in class discussions and presentations; has limited knowledge of topics under discussion.
4 – 5	Student is a warm body (e.g., drools, occasionally opens eyes, grunts when answering name during roll call) and misses many classes and presentations; knows topic names but not the substance of them.
1 – 3	Student does not participate in class and presentations as he or she rarely attends class; does not know topics.
0	Student never makes it to class and is not able to identify classmates or professor.



COURSE POLICIES

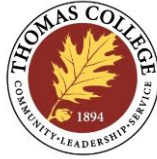
1. **RESPECTFUL, TOLERANT, & CIVIL CONDUCT** – Treat your classmates as you wish to be treated – with respect, tolerance, and civility.
2. **ATTENDANCE** – I will take class roll at the beginning of the class. Tardiness of more than 5 minutes at the beginning of class constitutes an absence. Leaving the class while in session without my prior permission constitutes an absence. If I cancel or the university cancels a class then you will receive credit for that day's session. I consider three (3) unexcused absences to be reasonable for a semester (e.g., one-week of the flu or a family emergency); most students will receive full attendance/participation credit if they do not exceed this amount. Finally, if I am not in class 10 minutes after the official start time, then you should consider the class to be cancelled and you are free to leave.
3. **READING** – This is a reading intensive course. What does that mean? It means you have to read, study, and assimilate the assigned material before you come to class.
4. **WRITING** – This is a writing intensive course. What does that mean? It means that over 40% of your work requires that you submit written responses to a host of assignments (e.g., hypothetical scenarios, position statements, essay questions, reviews, analyses). Your answers must be complete, legible and free from spelling and grammar errors. Additionally, your assignments must be turned in on time to receive full credit.
5. **ACADEMIC HONESTY (AKA "THE NO LYING, CHEATING, STEALING & COPYING CLAUSE")** – You will abide by the Thomas College Academic Honesty policy as delineated in the catalogue and the Student Handbook. Penalties for violations of the policy, such as plagiarism, may range from failure on the work in question to failure for the course. Additionally, I will report a violation to the Provost's office as required. Should you have any questions regarding academic honesty you are encouraged to consult with me prior to submitting your work.
6. **DISABILITIES OR SPECIAL NEEDS** – Thomas College is in compliance with all applicable federal, state, and local laws concerning reasonable accommodations for students with disabilities. If you require accommodations (academic adjustments, auxiliary aids, or services) for this course you must "... meet with the Vice President for Student Affairs and review [your] needs and associated accommodations. During this meeting, [you] will identify the disability, describe the challenges that exist because of the condition, and discuss appropriate and reasonable modifications." Additionally, students with a disability will confer with me to ensure that your participation and achievement opportunities are not adversely affected.
7. **"LUI"** – Do not show up to class under the influence of alcohol, illegal narcotics, or prescription drugs. It is unhealthy, unsafe, and unfunny. If you are "LUI" I will dismiss you from class and have you placed in a safe place until you become sober. Also, I will refer you for counseling.
8. **CELL PHONES** – I have three policies. Policies A, B, & C: Turned off and put away.
9. **TECHNOLOGY AND SOCIAL MEDIA** – You may use a laptop or tablet in class for course relevant use (e.g., taking notes, reading in-class assignments). Your use of a laptop or tablet for Gaming, IM'ing, Social Networking, and/or Recording is prohibited. First offense for inappropriate use of technology: Dismissal from class. Second offense: Dismissal from course and a failing grade.
10. **PERSONAL INFORMATION** – Please be advised that I do not encourage a student to release personal information about him/herself to include whether he/she has been handled by the criminal justice system, work for the criminal justice system or have friends who work for or have been handled by the criminal justice system. However, if you do bring up a personal issue then it may become a class discussion issue.
11. **"LEAVE THE CHILD BEHIND ACT"** – I sincerely enjoy children. However, you do not need to bring your son, daughter, niece, nephew, grandson, or granddaughter to class for show-and-tell. Please respect your classmates, the educational community and your little one by leaving him or her at a safe and healthy environment (e.g., daycare, grand-mama).
12. **DIVERSITY** – Diversity is a prominent and positive feature of America and our Criminal Justice System. In recognition of this state of affairs, Thomas College promotes a diverse community in an atmosphere of mutual respect. As part of the Thomas community, you should recognize and appreciate diversity in relation to race, color, national origin, religion, gender, sexual orientation,



veteran status, age, socioeconomic status, and disability in all your dealings.

13. THE SHOCKING NATURE OF CRIMINAL JUSTICE WILL BE DISCUSSED – One of the most prominent characteristics of crime and criminal justice is that it deals with the aberrant behavior of people to include criminals, enforcers of the law, triers of violators, punishers of the convicted, citizens, and law makers. These behaviors are not typical topics for most people’s dinner conversations. However, we are not meeting for dinner; instead, we are meeting to discuss what many consider to be the ugly side of life found in the American Criminal Justice System. Some of the topics we will discuss include: sexual assault, homicide, gay bashing, racial and ethnic profiling, infanticide, suicide, execution, abuse of elderly, child abuse and sexual assault, bullying, robbery, drug use, dismemberment, poverty and crime, child abduction, incest, DWI, vehicular manslaughter, street justice, self-defense, excessive force, self-defense, religious intolerance, sexually transmitted and other diseases, male and female prostitution, prosecutorial bias, welfare and unemployment, politics, riots, law and order, abortion, protests, solitary confinement, incompetent attorneys, use and abuse of deadly force, withholding evidence, perjury, etc..... These topics, and others not listed, are serious subjects that we will discuss in an earnest, respectful, and knowledgeable manner throughout the semester.

14. HUMOR IS EXPECTED AND ACCEPTED



INTRODUCTION TO CRIMINAL JUSTICE
CJ 121 – A
FALL 2018
MONDAY – WEDNESDAY – FRIDAY
Course Outline and Calendar

WEEK	DATES	DISCUSSION TOPICS	ASSIGNMENT	IN-CLASS EXERCISE/VIDEO (Marshall Project/Current Videos)
1	AUG 27 AUG 29 AUG 31	Syllabus, Text Criminal Justice Criminal Justice	Syllabus; Buy Textbook Dr. Marsolais' Discussion Read Chapter 1	
2	SEP 3 SEP 5 SEP 7	LABOR DAY HOLIDAY Criminal Justice Perspectives on Crime	Honor and Thank an American Worker Read Chapter 1 Read Chapter 2; Quiz	
3	SEP 10 SEP 12 SEP 14	Criminal Justice Research Measuring Crime Crime Patterns	Read Chapter 2 Read Chapter 3 Read Chapter 3; Quiz	
4	SEP 17 SEP 19 SEP 21	Crime Typologies Crime Typologies Criminological Theory	Read Chapter 4 Read Chapter 4; Quiz Read Chapter 5	
5	SEP 24 SEP 26 SEP 28	Criminological Theory Criminological Theory Exam #1	Read Chapter 5 Read Chapter 5 Chapters 1 – 5; Lecture Weeks 1 – 5	
6	OCT 1 OCT 3 OCT 5	Policing History Policing Structure Policing Structure	Read Chapter 6 Read Chapter 6 Read Chapter 6; Quiz	
7	OCT 8 OCT 10 OCT 12	FALL BREAK Strategies and Issues in Policing Strategies and Issues in Policing	Enjoy time off, Stay Safe, Protect Self, No Texting-Driving Read Chapters 7 & 8 Read Chapters 7 & 8	
8	OCT 15 OCT 17 OCT 19	Strategies and Issues in Policing Courts – History, Structure, Actors Courts – History, Structure, Actors	Read Chapters 7 & 8 Read Chapter 9 Read Chapter 9; Quiz	
9	OCT 22 OCT 24 OCT 26	Judicial Process Judicial Process Judicial Process	Read Chapter 10 Read Chapter 10 Read Chapter 10; Quiz	
10	OCT 29 OCT 31 NOV 2	Court Issues Court Issues Court Issues	Read Chapter 11 Read Chapter 11 Read Chapter 11; Quiz	
11	NOV 5 NOV 7 NOV 9	Exam #2 Corrections – Structure, Actors Corrections – Structure, Actors	Chapters 6 – 11; Lecture Weeks 6 - 10 Read Chapter 12 Read Chapter 12	
12	NOV 12 NOV 14 NOV 16	VETERANS DAY HOLIDAY Corrections – Structure, Actors Punishing Offenders	Honor and Thank an American Veteran Read Chapter 12; Quiz Read Chapter 13	
13	NOV 19 NOV 21 NOV 23	Punishing Offenders THANKSGIVING HOLIDAY THANKSGIVING HOLIDAY	Read Chapter 13; Quiz Be Thankful Enjoy time off, Stay Safe Protect Self, No Texting-Driving	
14	NOV 26 NOV 28 NOV 30	Correction Issues Correction Issues Correction Issues	Read Chapter 14 Read Chapter 14 Read Chapter 15; Quiz	
15	DEC 3 DEC 5 DEC 7	Future Criminal Justice Issues Future Criminal Justice Issues Course Evaluation	Read Chapter 15 Read Chapter 15	
16	DEC 10 -14	FINAL EXAM WEEK	Chapters 12 – 15; Lecture Weeks 11 - 15	



Academic Calendar – Fall, 2018

August

- 24- Friday** New Student Move-in/Orientation
 - 25 – Saturday** Orientation Continues
 - 26 – Sunday** Orientation Continues/Returning Students Move-in
 - 27 – Monday** Fall Classes Start
-

September

- 3 – Monday** Labor Day – No classes
 - 4 – Tuesday** Last day to add courses; last day to drop courses with no transcript record – All Divisions
 - 21 – Friday** Early Warnings Due – Day Divisions
-

October

- 8-9 Mon-Tue** Columbus Day Break – Day Divisions
 - 12 – Friday** Mid-Semester Warnings Due – Day Divisions
 - 15 – Monday** Last day to drop a course – Evening Division
 - 29 – Monday** Last day to drop a course – Day Divisions
-

November

- 9-16 – Fri-Fri** Pre-Registration – Day Divisions
 - 12 – Monday** Veteran’s Day (No Day Classes)
 - 21-23 – Wed-Fri** Thanksgiving Vacation – Day Divisions
-

December

- 7 – Friday** Last day of classes – Day Divisions
- 10-14 – Mon-Fri** Finals Week – Day Divisions
- 24 – Monday** Fall Grades Due – Day Divisions



INTRODUCTION TO CRIMINAL JUSTICE
CJ121 – A
FALL 2018
MONDAY – WEDNESDAY – FRIDAY
Student Grade Sheet

Student's Name: _____

ASSESSMENT	VALUES
ASSESSMENT	POSSIBLE POINTS
I. EXAMINATIONS	
EXAMINATION #1	/20
EXAMINATION #2	/20
EXAMINATION #3 (Final)	/20
EXAMINATION SUBTOTAL	/60
II. QUIZZES	
1	/5
2	/5
3	/5
4	/5
5	/5
6	/5
7	/5
8	/5
9	/5
10	/5
QUIZ SUBTOTAL (Top Six)	/30
III. PARTICIPATION	/10
PARTICIPATION SUBTOTAL	/10
TOTAL POSSIBLE POINTS	/100
EXTRA-CREDIT (max. 5 points) (INSTRUCTOR-APPROVED)	
FINAL POINT TOTAL	
LETTER GRADE	