I. Catalog Information

ADMJ 69 Administration of Justice Field Trips 3 Unit(s)

Advisory: English Writing 100B and Reading 100 (or Language Arts 100) or English as a Second Language 24 and 72 (or English as a Second Language 4).

Repeatability: (May be repeated three times, as long as different subject matter is addressed each time.)

Six hours lecture-laboratory.

A survey of current conditions in the paralegal field or visits to adult or juvenile detention and correctional facilities in Northern California.

II. Course Objectives

A. Identify the various agencies in which paralegal graduates can find employment and the interrelationships between them
B. Describe the activities of the various law offices and differentiate between them or
C. Identify the various types of adult correctional facilities, both public and private
D. Describe and evaluate the programs within each adult institution or
E. Identify the various types of juvenile correctional facilities, public and private

III. Essential Student Materials

Students must be able to provide their own transportation.

IV. Essential College Facilities

None, all activities are off campus.

V. Expanded Description: Content and Form

Field trips are scheduled concurrently with academic courses taught during the same quarter. Fall - Introduction to Paralegalism; Winter - Crime, Correction and Society; and Spring - Youth and the Law. Institutional observations will be arranged in conjunction with current course material.

A. Paralegal Agencies
   1. The office of the District Attorney
   2. The office of the Public Defender
   3. The office of the County Counsel
   4. The City Attorney’s office
   5. A private attorney’s office
   6. The Department of Veteran’s Affairs
   7. The Santa Clara County Law Library
   8. The office of the County Clerk or

B. Adult Detention and Correctional agencies
   1. The County Jail
   2. Elmwood Men’s Facility
   3. Elmwood Women’s Facility
   4. The Work Furlough Program
   5. San Quentin Prison
   6. California Medical Facility (Vacaville State Prison)
7. Soledad State Prison
8. Federal Correctional Institution
9. Hidden Valley Ranch
10. Alcatraz Federal Prison or
C. Juvenile Detention and Correctional Agencies
   1. Santa Clara Juvenile Hall
   2. Alameda County Juvenile Hall
   3. William F. James Boys Ranch
   4. Harold Holden Ranch for Boys
   5. Muriel M. Wright Residential Center
   6. Chabot Ranch
   7. Santa Clara County Children's Shelter
   8. Northern California Youth Center (California Youth Authority)
   9. Santa Clara County Juvenile Court

VI. Assignments
   A. Oral
      1. Small group discussion of course content
      2. Individual questioning of group guide during tour
   B. Written - Reports on visitations to various criminal justice agencies or operations with analysis of those observations.
   C. Reading - Assigned readings from text in course being taken concurrently

VII. Methods of Instruction
     None

VIII. Methods of Evaluating Objectives
      A. Students will write a report on each facility visited, describing the purpose of the institution, the programs offered and the student's assessment of the effectiveness of the institution.
      B. Regular attendance and participation in class discussions.

IX. Texts and Supporting References
   A. Examples of Primary Texts and References
      1. None
   B. Examples of Supporting Texts and References
      1. Texts will be those utilized in the corresponding Administration of Justice class being taken concurrently with the tours class.
      2. Handouts, which are available at some of the facilities, may be used in references.