

**Three Rivers Community College  
Norwich CT 06360**

**Syllabus**

**#10909 - CJS- K124- TO1**

**Spanish for Criminal Justice Professional**

**Spring 2009**

**Credit hours: 3 semester hours**

**Course Schedule: Tuesday & Thursday: 3PM - 4:15PM**

**Instructor: Dr. Julie Wakely**

**Office hours: By appointment**

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**Course Description: Spanish for Criminal Justice Professional**  
**CJS\* K124 3 Credit Hours**

This course is designed to provide the student with an overview of Hispanic cultures and the roles they play in the criminal justice and corrections systems. Students will gain a basic understanding of the colloquial and idiomatic Spanish frequently encountered by criminal justice and corrections professionals.

**Course objectives:** To provide the setting where students practice the Spanish needed to perform work-related procedures in law enforcement in order to:

- Increase Officer Safety
- Enhance Job Performance
- Provide Protection from Legal Liability
- Increase Community Safety
- Project a Positive Image in the Hispanic Community

**Learning outcomes:** With practice and motivation at the end of this semester, students will be able to pronounce Spanish clearly and with authority, utilizing job related phrases and vocabulary to accomplish the following tasks:

- Stop a suspect
- Make a vehicle stop
- Issue a traffic ticket
- Search a person or suspect
- Make an arrest
- Obtain basic information
- Identify himself or herself
- Greet and say goodbye
- Attend to medical emergencies
- Read the Miranda warning and waiver
- Identify insults, profanity, and hostile language
- Book suspects
- Conduct procedures in correctional facilities

**Criteria of evaluation:** Evaluation will be determined as follows:

1. Completion of written and/or oral assignments and exams. **Important Note: Make up tests and exams are not allowed unless extenuating circumstances prevent a student from taking the test or exam on test days.**
2. Listening to textbook CD's is mandatory.
3. Instructional scenarios and class presentations are a major component of the class.
4. Class attendance.

**Attendance policies:** Because of the cumulative nature of language learning, frequent exposure to the material and keeping up with the assignments is very important. Students must attend all classes and must come to class prepared. If absences are not justified, student's participation grade will be affected.

If you miss a class, it is your responsibility to keep up with the assignments. Check with a classmate for any changes or additions to the assignments in the syllabus. Failure to fulfill any of the categories mentioned above can have a negative impact on your grade.

**Grading Policy:**

Quizzes & Tests (written & oral)

35% of final grade

Mid- Term & Final Exam (written and oral)

25% of final grade

Class Participation

25% of final grade

Presentations/ Preparation of class assignments in the Textbook, Workbook & Laboratory Manual

15% of final grade

**Numerical Grading Equivalent:**

A = 100 - 93

B+ = 89 - 87

C+ = 79 - 77

D+ = 69 - 67

A- = 92 - 90

B = 86 - 83

C = 76 - 73

D = 66 - 63

B- = 82 - 80

C- = 72 - 70

D- = 62 - 60

F = below 60

**Disabilities Statement:** If you have a hidden or visible disability that may require certain modifications, please be sure to register (if you have not already done so) with the coordinator of services for students, or with Chris Scarborough, student Counselor. I also would like you to see me as soon as possible.

**Academic Dishonesty:** False representation of a student's academic performance constitutes academic dishonesty. Knowingly or intentionally assisting another student to do so in any way (during a quiz, exam or written assignment) will have serious consequences. I reserve the right to award an "F" for the course to the individuals involved.

**Disruptive Behavior:** Will not be tolerated. Students will be removed from the course if the problem is not corrected.

**Cell phones:** Please disconnect during class

**Course Revisions:** This syllabus has been prepared as accurately as possible, but it could be modified and revised at the discretion of the instructor.

**Suggestions on how to study and learn a foreign language**

- **Practice** the language as much as you can.
- **Imitate** as exactly as you can. If you read silently you are only using your visual memory if you study **out loud**, you triple your efficiency by adding auditory memory and motor memory.
- Learn **one concept** at a time. Break up a lesson into small units.
- **Study for short periods of time.** Start off with twenty minutes to a half an hour at the most; then turn to some other work; then come back for another twenty minutes; and so on. Four half hour periods of study will produce far better results than two uninterrupted hours.
- **Make full use of class time.** Don't close off your mind when somebody else is responding in class. Recite mentally with him or her and get half the learning job done that way.
- **Keep up with the assignments** and don't fall behind. Language learning is cumulative. You build on what you learned previously. You must know the concepts of chapter 10 before you can learn the concepts of chapter 11.
- **Come to class prepared.** Don't stay away from class if you are unprepared. You'll fall still farther behind. Tell your instructor and learn from the classroom work.
- **Literal translation** from one language to another is not possible in many cases. Learn to read for meaning rather than just translating
- **Don't try** to cover the whole assignment in one sitting. Break it up in segments, re-read each part and then re-read the whole
- **Make a list** or flash cards of your own particular nuisance words; words you have to look up again and again spend special time on them. Except for such nuisance words, don't write out list of words you had to look up- unless you think you have time to waste.

**Components of the course:** Textbook with CD's

**Textbooks:** Dr. Sam Slick: **Command Spanish:** Petal. Mississippi

The **Textbooks** introduce and provide activities to practice basic job-related vocabulary and phrases in order to conduct procedures in a criminal justice environment. The DVDs offer practice in listening, comprehension, and pronunciation of the same material.

### **Course outline=Plan de Trabajo**

Out of class preparation is essential for language learning. Do the assigned material prior to coming to class, not during class. Class time reinforces the material you have already studied at home.

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### **Note for assignments:**

#### **January -- Enero**

TR: 22      Overview  
Introduction to course  
What is a Hispanic?  
Where do they come from? Why do they come to the US?  
How? Legal and Illegal immigration  
Status of Puerto Ricans as citizens  
Cubans as resident aliens due to political status  
Racial typing  
Demographics  
Level of language abilities  
Machismo  
Domestic violence calls  
Role of the woman  
Spanish surname system  
Stereotyping  
The Hispanic and the police  
Policing in Mexico  
The Hispanic & vehicular law  
Spanish pronunciation/ spelling/alphabet  
**Assignment for next class:** Memorize material presented in class and corresponding units in **Command Spanish**

T: 27      Overview of class  
Review Culture capsules  
Practice pronunciation and the alphabet  
**Assignment for next class:** Memorize material presented in class & corresponding units in **Command Spanish**

TR: 29      Review previous class assignment: Culture Capsules  
Review Alphabet and Pronunciation.  
Introduce body parts  
**Assignment for next class:** Memorize material presented in class & corresponding units in **Command Spanish**

## February -- Febrero

T: 3      Review previous class assignment: culture capsules, pronunciation, alphabet, body parts.  
Introduce fundamentals of Police Spanish: greetings, personal exchanges; diffusers; self-identifications.  
Introduce numbers 1-39  
Scenarios & Simulations  
**Assignment for next class:** Memorize material presented in class & corresponding units in **Command Spanish**

TR: 5      Review previous class assignment: culture capsules, spelling, alphabet, greetings, personal exchanges, diffusers, body parts, number, time  
Practice: Scenarios/Simulations  
Assignment: **Test**

**T: 10**      **Test**  
Introduce Stopping a Suspect  
Movie if time permits

TR: 12      Review previous class assignment: culture capsules, spelling, alphabet, greetings, personal exchanges, diffusers, body parts, number, time, etc  
Introduce prepositions/ adverbs denoting position, time, location, etc.  
Continue practicing Stopping a Suspect  
Scenarios/ Simulations  
**Assignment for next class:** Memorize material presented in class & corresponding units in **Command Spanish**

T: 17      Review previous class assignment  
Introduce Car Stops  
Introduce Appropriate Vocabulary/Tapes  
Scenarios/ Simulations  
**Assignment for next class:** Memorize material presented in class & corresponding units in **Command Spanish**

- TR: 19      Review previous class assignment  
 Simulations/Scenarios  
 Movie if time permits  
**Assignment: Test**  
 Declare topic for class presentation and written report: 10 minute presentation and written report on various aspects of social and educational background of legal or illegal Hispani populations, religion, folk medicine, divorce, domestic violence, gangs, drinking, incarceration, etc.
- T: 24**      **Test**  
 Declaration of presentation  
 Movie  
**Assignment:** Memorize all material presented in class; Bring occupational forms to practice for next class period.
- TR: 26      Review previous class assignments  
 Introduce Body Commands  
 Introduce Information Questions  
 Practice interviewing Hispanics with written forms  
 Scenarios with material/ without material  
**Assignment for next class:** Memorize material presented in class & corresponding units in **Command Spanish**

**March -- Marzo**

- T: 3      Review previous class material  
 Introduce Strategies for Communication  
 Practice scenarios & simulations  
 Practice Occupational Forms  
**Assignment for next class:** Memorize material presented in class & corresponding units in **Command Spanish**
- TR: 5      Review for exam  
 Movie  
 Assignment: Mid-term Exam
- T: 10**      **Mid-term Exam**
- TR: 12      Movie

**SPRING BREAK\*\*\*\*\***

T: 24            Review previous class assignment  
Review Strategies for Communication  
Introduce Questions for Booking a Suspect  
Introduce Handling of Domestic Violence  
Practice Scenarios  
**Assignment for next class:** Memorize material presented in class &  
corresponding units in **Command Spanish**

TR: 26           Review previous class assignments  
Practice Booking a Suspect & Domestic Violence  
Practice Scenarios  
**Assignment:** Prepare for **Test**

**T: 31            Test**

**April -- Abril**

TR: 2            Review previous class assignment  
Introduce DUI  
Introduce Medical Emergencies  
Simulations/Scenarios  
Practice Miranda Warning  
**Assignment for next class:** Memorize material presented in class &  
corresponding units in **Command Spanish**

T: 7              Review Vocabulary  
Practice DUI & Medical Emergencies  
Introduce Profanity, Alert Words & Danger Words  
Students pair up and present own scenarios  
**Assignment for next class:** Memorize material presented in class &  
corresponding units in **Command Spanish**

TR:9             Introduce Correctional Facility Vocabulary  
Scenarios

T: 14             Scenarios & Simulations

TR: 16           Scenarios & Simulations  
**Assignment: Test**

**T: 21            Test**

TR: 23           Review Basic Expressions, Descriptors, Numbers, Time, Timing, etc  
Practice action simulations, car stops, searches, and arrests  
**Assignment:** Study material presented in class.



T: 28 Presentations & reports

TR: 30 Presentations & Reports

**May: Mayo**

T: 5 Presentations & reports

TR: 7 General review  
**Assignment: Prepare for Final Exam**

**T: 12 Final Exam**

**SCHOOL CANCELLATIONS**

In case of class cancellation, please call the person next on the list. If you are unable to reach this person leave a message that class has been cancelled and then call the next person on the list until you reach human contact