

McLennan
C O M M U N I T Y
C O L L E G E

WACO, TEXAS

COURSE SYLLABUS

AND

INSTRUCTOR PLAN

CRIMINAL LAW AND PROCEDURE

LGLA 2313

NICOLAS BARZOUKAS

NOTE: This is a 16-week course.

COVID 19 Notice:

McLennan Community College is committed to providing you with every resource you need to reach your academic goals. We are also concerned for your safety. We are working through COVID-19 guidelines to make sure we offer a safe environment for you and our faculty. This will include smaller class sizes to manage social distancing and proper cleaning techniques. You will have the advantage of a physical classroom experience but may also need to work part of the time online as we adjust to limited classroom capacity. This will also allow us the flexibility to move online if so directed by federal, state and/or local COVID 19 guidelines. Faculty and staff are preparing now to ensure that you have the best experience in the midst of these uncertain times.

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Course Description:

Fundamental concepts of criminal law and procedure from arrest to final disposition including principles of federal and state law emphasizing the role of the paralegal in the criminal justice system.

Prerequisites and/or Corequisites:

Prerequisite and/or Corequisite information here from MCC Course Catalog

Course Notes and Instructor Recommendations:

Please follow on Brightspace for information on the class, and assignments.

Instructor Information:

Instructor Name: Nicolas Barzoukas

Email: nicobarzoukas@gmail.com

Office Phone Number: 254-299-8238

Office/Teacher Conference Hours: 30 minutes after each class, or by appointment

Required Text & Materials:

Title: Criminal Law and Procedure for the Paralegal

Author: Edward C. Carter III

Edition: Third

Publisher: Wolters Kluwer

ISBN: 978-1-5438-0168-2

MCC Bookstore Website: <http://www.mclennan.edu/bookstore/>

Course Schedule:

WEEK 1:

Chapters 1-4

WEEK 2:

Chapter 5-7

WEEK 3:

Chapters 8-10

WEEK 4:

Test 1 – over weeks 1-4

WEEK 5:

Chapters 10, 11

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WEEK 6:

Chapters 12, 13

WEEK 7:

Chapters 14, 15

WEEK 8:

Test 2 – over weeks 5-8

WEEK 9:

Chapter 16

WEEK 10:

Chapter 17

WEEK 11:

Chapter 18

WEEK 12:

Test 3 – over weeks 9-12

WEEK 13:

Chapter 19

WEEK 14:

Chapter 20

WEEK 15:

Chapter 21

WEEK 16:

Final exam (comprehensive)

Course Grading:

Grading will follow the common standard: A (90-100), B (80-89), C (70-79), D (60-69), F (below 60)

Tests 1-3	15% each
Final Exam	25%
Quizzes, Project, Attendance & Participation	30%

If you miss a quiz due to an unexcused absence the grade for that quiz will be 0. Each unexcused absence (or two tardies) will reduce the Attendance & participation portion of the grade by 10%.

Student Support/Resources:

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MCC provides a variety of services to support student success in the classroom and in your academic pursuits to include counseling, tutors, technology help desk, advising, financial aid, etc. A listing of these and the many other services available to our students is available at <http://www.mclennan.edu/campus-resource-guide/>

College personnel recognize that food, housing, and transportation are essential for student success. If you are having trouble securing these resources, we encourage you to contact a success coach by calling (254) 299-8226. Students can visit the Completion Center Monday-Friday from 8:00 a.m.-5:00 p.m. to meet with a success coach and receive additional resources and support to help reach academic and personal goals. Paulanne's Pantry (MCC's food pantry) is open 12:00 p.m.-1:00 p.m., Monday-Friday, without an appointment. The Completion Center and pantry are located on the Second Floor of the Student Services Center (SSC).

MCC Foundation Emergency Grant Fund:

Unanticipated expenses, such as car repairs, medical bills, housing, or job loss can affect us all. Should an unexpected expense arise, the MCC Foundation has an emergency grant fund that may be able to assist you. Please go to <https://www.mclennan.edu/foundation/scholarships-and-resources/emergencygrant.html> to find out more about the emergency grant. The application can be found here (https://www.mclennan.edu/foundation/docs/Emergency_Grant_Application.pdf).

Minimum Technical Skills:

Students should have basic computer skills, knowledge of word processing software, and a basic understanding of how to use search engines and common web browsers.

Backup Plan for Technology:

In the event MCC's technology systems are down, you will be contacted/notified through your MCC student email address. Please note that all assignments and activities will be due on the date specified in the Instructor Plan, unless otherwise noted by the instructor.

*** Click Here for the Minimum System Requirements to Utilize MCC's D2L|Brightspace (<https://www.mclennan.edu/center-for-teaching-and-learning/Faculty%20and%20Staff%20Commons/requirements.html>)**

Click on the link above for information on the minimum system requirements needed to reliably access your courses in MCC's D2L|Brightspace learning management system.

Email Policy:

McLennan Community College would like to remind you of the policy (<http://www.mclennan.edu/employees/policy-manual/docs/E-XXXI-B.pdf>) regarding college

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email. All students, faculty, and staff are encouraged to use their McLennan email addresses when conducting college business.

A student's McLennan email address is the preferred email address that college employees should use for official college information or business. Students are expected to read and, if needed, respond in a timely manner to college emails.

Instructional Uses of Email:

Faculty members can determine classroom use of email or electronic communications. Faculty should expect and encourage students to check the college email on a regular basis. Faculty should inform students in the course syllabus if another communication method is to be used and of any special or unusual expectations for electronic communications.

If a faculty member prefers not to communicate by email with her/his students, it should be reflected in the course syllabus and information should be provided for the preferred form of communication.

Email on Mobile Devices:

The College recommends that you set up your mobile device to receive McLennan emails.

Forwarding Emails:

You may forward the emails that come to your McLennan address to alternate email addresses; however, the College will not be held responsible for emails forwarded to an alternate address that may become lost or placed in junk or spam filters.

Methods of Teaching and Learning:

Examples: Lecture, discussion groups, group projects, field trips, lab exercises, projects, service learning assignments, student performances/presentations, portfolio, written reports/papers, exams, quizzes, simulators, and/or tutorial software.

Course Objectives and/or Competencies:

Use terminology relating to criminal law and procedure
Analyze cases relating to criminal law and procedure
Draft documents used in criminal law and procedure
Analyze the ethical considerations of the paralegal relating to criminal law and procedure.

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Course Outline or Schedule:

Provide at least a week by week description of lecture or course topics, major tests, major assignment due dates, and other due dates. Include the departmental learning objectives that are included in each test or graded assignment. Warn students if the schedule is subject to change and tell them how they will be notified about changes (posting information in D2L/Brightspace, announcement in class, etc.)

Course Grading Information:

Give details about how students' grades will be calculated in your courses. Include all areas from which the course grade is derived and how much impact each area has on the students' final grades. Describe grading methods such as the use of a point system or weighted/percentage grades.

In courses with performance or skill assessments, explain the primary components that contribute to the student's earning a particular grade or attach actual grading sheet or scoring rubric. Include penalties for violations of academic integrity and define those (i.e., give your definition of "cheating," "plagiarism," etc.)

Late Work, Attendance, and Make Up Work Policies:

Include late work policies, make-up policies, and other policies specific to the instructor. Be specific about consequences for late work or missing class.

Student Behavioral Expectations or Conduct Policy:

Describe the behaviors students are expected to demonstrate in class, lab, clinical, including dress policy and reference to the General Conduct Policy in the Highlander Guide. For example, "Students are expected to maintain classroom decorum that includes respect for other students and the instructor, prompt and regular attendance, and an attitude that seeks to take full advantage of the education opportunity."

*** Click Here for the MCC Academic Integrity Statement**

(www.mclennan.edu/academic-integrity)

The link above will provide you with information about academic integrity, dishonesty, and cheating.

*** Click Here for the MCC Attendance/Absences Policy**

(<https://www.mclennan.edu/highlander-guide/policies.html>)

Click on the link above for the college policies on attendance and absences. Your instructor may have guidelines specific to this course.

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Accommodations/ADA Statement

Any student who is a qualified individual with a disability may request reasonable accommodations to assist with providing equal access to educational opportunities. Students should contact the Accommodations Coordinator as soon as possible to provide documentation and make necessary arrangements. Once that process is completed, appropriate verification will be provided to the student and instructor. Please note that instructors are not required to provide classroom accommodations to students until appropriate verification has been provided by the Accommodations Coordinator. Instructors should not provide accommodations unless approved by the Accommodations Coordinator. For additional information, please visit mclennan.edu/disability.

Students with questions or who require assistance with disabilities involving physical, classroom, or testing accommodations should contact:

disabilities@mclennan.edu

254-299-8122

Room 319, Student Services Center

*** Click Here for more information about Title IX**

(www.mclennan.edu/titleix)

We care about your safety, and value an environment where students and instructors can successfully teach and learn together. If you or someone you know experiences unwelcomed behavior, we are here to help. Individuals who would like to report an incident of sexual misconduct are encouraged to immediately contact the Title IX Coordinator at titleix@mclennan.edu or by calling Dr. Drew Canham (Vice President for Student Success) at 299-8645. Individuals also may contact the MCC Police Department at 299-8911 or the MCC Student Counseling Center at MCC by calling 299-8210. The MCC Student Counseling Center is a confidential resource for students. Any student or employee may report sexual harassment anonymously by visiting the following website: <http://www.lighthouse-services.com/mclennan/>.

McLennan's Title IX webpage (<http://www.mclennan.edu/titleix/>) contains more information about definitions, reporting, confidentiality, resources, and what to do if you or someone you know is a victim of sexual misconduct, gender-based violence or the crimes of rape, acquaintance rape, sexual assault, sexual harassment, stalking, dating violence or domestic violence.

** You will need to access each link separately through your Web browser (for example: Internet Explorer, Mozilla, Chrome, or Safari) to print each link's information.*

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