

McLennan
C O M M U N I T Y
COLLEGE

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 including your safety. We will continue to monitor the evolving situation with COVID 19 and adjust our safety guidelines to make sure we offer a safe environment for you and our faculty. Please make sure to consult your faculty and the MCC website on any changes to these guidelines.

CRIMINAL LAW AND PROCEDURE

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Course Description:

Presents fundamental concepts and procedures of criminal law and procedure and emphasizes the role of the paralegal in criminal litigation.

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 before each class, (BT 218) 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

WEEK 6:

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- 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:

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,

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

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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:

Insert course objectives or competencies here

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.)

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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 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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ACADEMIC RESOURCES/POLICIES

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MCC Academic Integrity Statement:

Go to www.mclennan.edu/academic-integrity for information about academic integrity, dishonesty, and cheating.

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. For additional information, please visit www.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

Title IX:

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 (Chief of Staff for Diversity, Equity & Inclusion/Title IX) at (254) 299-8645. Individuals also may contact the MCC Police Department at 299-8911 or the MCC Student Counseling Center at MCC at (254) 299-8210. The MCC Student Counseling Center is a confidential resource for students. Any student or employee may report sexual harassment anonymously by visiting <http://www.lighthouse-services.com/mclennan/>.

Go to McLennan's Title IX webpage at www.mclennan.edu/titleix/. It 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.

Disclaimer:

The resources and policies listed above are merely for informational purposes and are subject to change without notice or obligation. The College reserves the right to change policies and other requirements in compliance with State and Federal laws. The provisions of this document do not constitute a contract.