



WACO, TEXAS

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**COURSE SYLLABUS  
AND  
INSTRUCTOR PLAN**

**COURT SYSTEMS AND PRACTICES  
CRIJ 1306 75**

**PROFESSOR TAMARA CULVER**

**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 at <https://www.mclennan.edu/crisis-management/coronavirus-updates/index.html> on any changes to these guidelines.

**COURT SYSTEMS AND PRACTICES**  
**CRIJ\_1306\_75**

**Course Description:**

Presents the judiciary in the criminal justice structure of the American court system, prosecution, right to counsel, pretrial release, grand juries, adjudication process, types and rules of evidence, and sentencing. Semester Hours: 3 (3 lec.)

**Course Notes and Instructor Recommendations:**

See online course information.

**Professor Information:**

Name: Tamara Culver

MCC E-mail: [tculver@mclennan.edu](mailto:tculver@mclennan.edu)

Office Phone Number: 254.299.6521

Office Location: ESEC 218

Office/Teacher Conference Hours: Conference hours by appointment

Other Information: Advising by appointment only.

**Required Text & Materials:**

Title: America's Courts and the Criminal Justice System

Author: Neubauer and Fradella

Edition: 13th

Publisher: Cengage

ISBN: #978-1-337-55798-4 (hard back)

#978-337-56043-6 (loose leaf)

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

**Methods of Teaching and Learning:**

This class will be a combination of group discussions, application exercises, learning activities, video clips, exams, quizzes and instructor power points/notes.

**Course Objectives and/or Competencies:**

The student will develop competency with knowledge of the major structures and basic legal concepts that underlie the criminal courts. In deciding guilt or innocence and determining the appropriate punishment, the courts apply the criminal law through a complicated process termed criminal procedure. The structure of the courts, the nature of the criminal, how they apply and the procedures followed all have important consequences for how the courts dispense justice. To understand the legal system, one needs to know more than the legal rules. One must also

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understand the assumptions underlying these rules, the history of how they evolved and the goals they seek to achieve.

#### **Course Outline or Schedule:**

**Additions and deletions may be made to the following schedule as necessary. Students will be advised in class by the instructor of any changes to the schedule.**

Week One – Introduction, syllabus review, coffee house

Week Two – Chapter 1

Week Three – Chapter 3

Week Four – Chapter 4

Week Five – Chapter 10

Week Six – Chapter 11

Week Seven and Eight – Midterm Exam

Week Nine – Chapter 12

Week Ten – Chapter 13

Week Eleven – Chapter 14

Week Twelve – Thanksgiving

Week Thirteen – Chapter 15

Week Fourteen and Fifteen - Final Exam

These chapters will address the following student learning objectives: 1) Distinguish the more specific role of law enforcement within the Criminal Justice System, 2) Identify constitutional protections of the accused and 3) Develop proper writing and public speaking skills.

#### **Course Grading Information:**

1. Two objective style tests, counting 30% each (60% total) of the student's final grade, will be given during the semester. They will include multiple choice, true/false and short answer questions.
2. A Court Observation Paper, APA style, will count as 30% on the student's overall grade. Specifics of the assignment are posted in your Brightspace Shell and will be discussed in class. An alternate assignment may be proposed depending on Covid circumstances this semester.
3. Overall attitude, behavior, professionalism and class participation will make up the remaining 10% of the student's overall grade.
4. Grading scale:
  - 100 - 90 = A
  - 89 - 80 = B
  - 79 - 70 = C
  - 69 - 60 = D

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59 - 0 = F

A minimum grade of C or better will be required in each major course completed. A major course is a course that had the prefix of the program (i.e. CRIJ, CJSA or CJCR for courses in Criminal Justice program degrees or certificate). A minimum grade of C will be required for related courses when specified in the catalogue course description as a prerequisite.

5. Cheating during tests, or where related to an assignment, will result in the student receiving a 0 for that assignment. *This includes any form of plagiarism.* Any subsequent offense will result in the student receiving an F in the course.

**Late Work, Attendance, and Make Up Work Policies:**

**Students are required to take an exam on the day it is scheduled.** Any approved make-up exams will be given the week before finals. The only exception to this rule is if the student makes arrangements **before** the exam is given **and/or** the student has documentation of an unpreventable emergency. There will be no make-up quizzes that will be part of your class participation grade.

**Student Behavioral Expectations or Conduct Policy:**

**A. Disturbances in the classroom will not be tolerated or ignored. This includes, but is not limited to, the following: talking off-topic during class, disrespectful comments or body language, coming in late, leaving early, sleeping, etc.**

1. Students disturbing the class may be requested to leave the classroom. It is the prerogative of the instructor to take points off the student's final grade, per offense, for the above listed behaviors.
2. Continued disregard for classroom decorum will result in the student being dropped from the class roll. Excessive instances of coming in late or leaving early from class will count against the student's attendance and class participation grade. **(3 instances of coming in late or leaving early from class = 1 absence**, in addition to other consequences above)
3. Cell phones should be turned **OFF** during class. A student may only leave his cell phone on in a silent or vibrate mode **WITH PRIOR APPROVAL OF THE INSTRUCTOR.** Any cell phone ringing, vibrating, beeping, lighting up, being used for texting, etc., in class without such prior approval, will automatically result in 2 points being taken off the student's final grade, per offense, during the semester. **There are no exceptions to this rule, without prior approval from the instructor.**
4. Professionalism should be shown at all times. No hats, hoodies covering the head, inappropriate clothing or sunglasses should be worn in the classroom. (see the Highlander Student's Guide dress code)

**B. Significance of establishing and enforcing these rules:**

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1. The purpose of these rules is to provide a positive, open learning environment that focuses on critical thinking and the orderly exchange of different ideas and viewpoints. It is the responsibility of the Instructor to provide this environment so that everyone can learn.
2. Practicing professionalism in the classroom will assist students as they enter the Criminal Justice profession.

**[Click Here for the MCC Attendance/Absences Policy](https://www.mclennan.edu/highlander-guide/policies.html)**

**(<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 additional guidelines specific to this course.



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## ACADEMIC RESOURCES/POLICIES

### **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](http://www.mclennan.edu/disability).

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

[disabilities@mclennan.edu](mailto: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](mailto: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/](http://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.

**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, 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 or want to explore strategies for balancing life and school, we encourage you to contact a Success Coach by calling (254) 299-8226 or emailing [SuccessCoach@mclennan.edu](mailto:SuccessCoach@mclennan.edu). Students may visit the Completion Center Monday-Friday from 8 a.m.-5 p.m. to schedule a meeting with a Success Coach and receive additional resources and support to help reach academic and personal goals. Paulanne's Pantry (MCC's food pantry) provides free food by appointment to students, faculty and staff based on household size. Text (254) 870-7573 to schedule a pantry 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 at [https://www.mclennan.edu/foundation/docs/Emergency\\_Grant\\_Application.pdf](https://www.mclennan.edu/foundation/docs/Emergency_Grant_Application.pdf).

**MCC Academic Integrity Statement:**

Go to [www.mclennan.edu/academic-integrity](http://www.mclennan.edu/academic-integrity) for information about academic integrity, dishonesty, and cheating.

**Minimum System Requirements to Utilize MCC's D2L|Brightspace:**

Go to <https://www.mclennan.edu/center-for-teaching-and-learning/Faculty-and-Staff-Commons/requirements.html> for information on the minimum system requirements needed to reliably access your courses in MCC's D2L|Brightspace learning management system.

**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 notified via 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.

**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.

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. For more information about your student email account, go to [www.mclennan.edu/student-email](http://www.mclennan.edu/student-email).

**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 their 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. If you need assistance with set-up, you may email [Helpdesk@mclennan.edu](mailto:Helpdesk@mclennan.edu) for help.

You can find help on the McLennan website about connecting your McLennan email account to your mobile device:

- [Email Setup for iPhones and iPads](https://support.microsoft.com/en-us/office/set-up-an-outlook-account-in-the-ios-mail-app-b2de2161-cc1d-49ef-9ef9-81acd1c8e234?ui=en-us&rs=en-us&ad=us) (<https://support.microsoft.com/en-us/office/set-up-an-outlook-account-in-the-ios-mail-app-b2de2161-cc1d-49ef-9ef9-81acd1c8e234?ui=en-us&rs=en-us&ad=us>)
- [Email Setup for Androids](https://support.microsoft.com/en-us/office/set-up-email-in-android-email-app-71147974-7aca-491b-978a-ab15e360434c?ui=en-us&rs=en-us&ad=us) (<https://support.microsoft.com/en-us/office/set-up-email-in-android-email-app-71147974-7aca-491b-978a-ab15e360434c?ui=en-us&rs=en-us&ad=us>)

**Forwarding Emails:**

You may forward 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 be lost or placed in junk or spam filters.

For more helpful information about technology at MCC, go to [MCC's Tech Support Cheat Sheet](#) or email [helpdesk@mclennan.edu](mailto:helpdesk@mclennan.edu).



**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.