



WACO, TEXAS

**COURSE SYLLABUS
AND
INSTRUCTOR PLAN**

**COURT SYSTEMS AND PRACTICES
CRIJ 1306 87**

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_87

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

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.

Quizzes and discussion board postings are due by the end of each unit.

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 (taken at home, timed)

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 (taken at home, timed)

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:

All assignments and discussion board postings must be completed no later than the due date. All quizzes will be taken online by logging into the course. Each quiz can only be taken once (1). The deadline for submitting each quiz will be found in the course information link.

The Midterm and Final Exams will be taken at home and will be timed. More details in the Midterm and Final Exam Instruction Section of the course.

I. You will have several quizzes and the average of the quiz grades will comprise 30% of your final grade.

II. The Midterm and Final Exams will count as 40% (20% for each) of your final grade.

III. The discussion board average will comprise the remaining 30% of your grade. You must post a minimum of two per unit and the posts must be made by the due dates.

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IV. If you do not complete the quiz and discussion during the required time you will receive a zero (0).

V. There will be no make-up work allowed HOWEVER, near the end of the semester, I will drop your lowest quiz grade. That will make up for one missed or failed grade.

Discussion Board Grades:

All course requirements must be completed no later than the due date for each discussion board posting. All postings will be done online by logging into the course. Each unit's postings must be completed within the allotted time. Each unit discussion board question will be found on the discussions link. You will have one discussion board posting for each unit with the exception of the mid-term and final exam weeks. Students have to post to the discussion board a minimum of two times for each unit. Students are required to post to the original discussion question and post to at least one other student's reply. Remember to read the question closely and answer it completely. Simply agreeing with another student's posting is not sufficient. Each student must post well thought-out replies.

The follow rubric illustrates how each discussion session will be graded. The quality of your posts is a subjective assessment by your instructor of how much your post adds to the discussion.

Metrics	Post 1	Reply 1	Quality of Post	Quality of reply 1
<u>Maximum Points Earned</u>	<u>25 points</u>	<u>25 points</u>	<u>25 points</u>	<u>25 points</u>

Late Work, Attendance, and Make Up Work Policies:

I do not reset discussion boards or quizzes in this course, but as an alternative, I will drop each student's lowest quiz grade the week of the final. The midterm and final are due on the dates set out in the Unit Completion Dates chart (located in the course information link). Failure to take the 2 exams on time will result in a 25 point penalty per exam.

Student Behavioral Expectations or Conduct Policy:

Students are expected to maintain classroom decorum in the course just as they would in a face-to-face class. That includes respect for other students and the professor, prompt and regular attendance, and an attitude that seeks to take full advantage of the education opportunity.

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Since this is an on-line class most of the interaction between students will occur during the discussion board. Students are required to be respectful of one another during the discussion and inappropriate comments will result in disciplinary action including loss of points on the assignment.

[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.



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.

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.

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. 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.

MCC Academic Integrity Statement:

Go to 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.

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 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.

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.