

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 2313.01

KRISTY TURNER

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.

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:

Recommended: Passing score on the TSI Assessment or concurrent enrollment in INRW 0402.

Course Notes and Instructor Recommendations:

Please follow on Brightspace for information on this class and assignments.

Instructor Information:

Instructor Name: Kristy Turner

MCC Email: kturner@mclennan.edu

Office Phone Number: 254-299-8261

Office Location: BT 220

Office/Teacher Conference Hours: Monday & Wednesday 10:00 a.m. – 11:00 a.m. or by appointment

Other Instruction Information: Please leave a message with Dorothy Johnson at 299-8238.

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/>

Methods of Teaching and Learning:

Lecture, discussion groups, group projects, lab exercises, projects, written reports/papers, exams, quizzes, and/or tutorial software.

Course Objectives and/or Competencies:

1. Exhibit working knowledge of the core legal area of criminal law
2. Exhibit the ability to assist with all stages of trial preparation
3. Complete individual assignments designed to test basic legal knowledge of criminal law.
4. Define and properly use terminology relating to criminal law.
5. Locate and analyze cases and statutes relating to criminal law.
6. Evaluate the role and ethical obligations of the paralegal relating to criminal law

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7. Draft documents commonly used in criminal law

Course Outline or Schedule:

WEEK 1: Chapters 1-4
WEEK 2: Chapter 5-7
WEEK 3: Test 1 – over weeks 1-2
WEEK 4: Chapters 8-10
WEEK 5: Chapters 10, 11
WEEK 6: Chapters 12, 13
WEEK 7: Test 2 – over weeks 4-6
WEEK 8: Chapters 14, 15
WEEK 9: Chapter 16
WEEK 10: Chapter 17
WEEK 11: Chapter 18
WEEK 12: Test 3 – over weeks 9-11
WEEK 13: Chapter 19
WEEK 14: Chapter 20
WEEK 15: Chapter 21
WEEK 16: Final exam (comprehensive)

Course Grading Information:

Grading will be based on the following standard:

A = 90 – 100
B = 80 - 89
C = 70 - 79
D = 60 - 69
F = Below 60

Tests 1 - 3	30%
Final Exam	30%
Quizzes, Project, Attendance & Participation	40%

1. Tests

There will be four major tests including the final exam.

No makeup tests are allowed.

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2. Quizzes

Reading quizzes may be given covering your reading assignments.

3. Assignments

You will have chapter assignments during the semester. Assignment details will be distributed separately.

Notwithstanding anything to the contrary, because all assignments are considered necessary to your success in preparation for your career, it is within the instructor's discretion to require that all assignments be completed for you to receive a final grade in the course; if an assignment remains undone, the instructor may assign a final grade of "incomplete", which over time automatically changes to an "F" if the assignment remains uncompleted.

A grade of C or better in all required LGLA courses is a prerequisite to graduation with a Legal Assistant degree.

Late Work, Attendance, and Make Up Work Policies:

All assignments must be completed on time. **No assignments will be accepted after the due date.** Any variance from this policy is within the instructor's discretion.

Student Behavioral Expectations or Conduct Policy:

In general, 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.

Students should demonstrate courtesy and respect to all instructors, guests, and fellow learners. While honest discussion and debate of topics is expected and encouraged, such interactions should not involve aggressive, derogatory, or hostile behaviors (verbal or otherwise). The instructor reserves the right to act to protect the decorum of the learning environment and the image of MCC.

PERSONAL TECHNOLOGY POLICIES:

1. Please turn your cell phones to silent (no sound to emit at all). No use of AirPods is allowed during class. Do not make calls, text message, or use electronic devices during class. If you have an emergency and need to take a call, let your instructor know and gain approval.
2. If you violate any of the above-listed policies, your final grade will be reduced by three (3) points per occurrence at the end of the semester. The instructor may collect the device used in the violation and take it to her desk during that class period. This policy is subject to change.

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The determination of student conduct as unacceptable is in the sole discretion of the instructor and the consequences of unacceptable conduct is in the instructor's sole discretion and can include removal from the classroom on a temporary or permanent basis and withdrawal of the student from the course by the instructor, possibly with a grade of "F".

[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.