

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

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. 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.

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.)

Prerequisites and/or Corequisites:

None

Course Notes and Instructor Recommendations:

See online course information

Instructor Information:

Professor's 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: 978-1-337-55789-4

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

Methods of Teaching and Learning:

Lectures, videos, articles, powerpoints, learning activities, quizzes, discussion boards and two major exams are involved in this online course.

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

COURT SYSTEMS AND PRACTICES
CRIJ 1306 87

understand the legal system, one needs to know more than the legal rules. One must also 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 – Spring Break

Week Ten – Chapter 12

Week Eleven – Chapter 13

Week Twelve Chapter 14

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 the home, but timed.

I. You will have several quizzes and the average of the quiz grades will comprise 25% of your final grade.

II. The midterm and final exams will each count 25% of your final grade for a total of 50%.

COURT SYSTEMS AND PRACTICES
CRIJ 1306 87

III. The discussion board will comprise the remaining 25% of your grade. You must post a minimum of two per unit and the posts must be made by the due dates (first by Friday of each week, second by unit deadline).

IV. If a student does not complete the quiz and discussion during the required time he or she will receive a zero (0).

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 in the discussions link. You will have one discussion board posting for each unit with the exception of the midterm 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. Any form of plagiarism (posting someone else's thoughts or words, including excerpts from our text book, without giving credit to that source) will result in a 0 for that assignment. The student will also be warned and reported to officials at MCC. A second attempt at plagiarism will result in the student receiving an F in the course. Plagiarism is taken very seriously and is a form of cheating.

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:

Students will not be allowed any makeups during the class BUT I will drop the lowest quiz grade as an alternative. Any make-up of the midterm or final examination will result in a 25 point penalty for the exam unless the student has a documented emergency.

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.

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 Academic Integrity Statement](http://www.mclennan.edu/academic-integrity)**

(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)**

(<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.

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

McLennan

C O M M U N I T Y

COLLEGE

ACADEMIC RESOURCES/POLICIES

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. Students can 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.

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)
(<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.

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.

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](http://www.mclennan.edu/titleix)
(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 (Chief of Staff for Equity & Inclusion/Title IX) 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 Mozilla Firefox, Chrome, Microsoft Edge, or Safari) to print each link's information.*