McLENNAN COMMUNITY COLLEGE

WACO, TEXAS

COURSE SYLLABUS

AND

INSTRUCTOR PLAN

COURT SYSTEMS AND PRACTICES

CRIJ 1306 O080

PROFESSOR TAMARA CULVER

NOTE: This is a 16 week course.

COURT SYSTEMS AND PRACTICES
CRIJ 1306 O080

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.

Professor Information:
Name: Tamara Culver
MCC E-mail: tculver@mclennan.edu
Office/Teacher Conference Hours: Conference hours by appointment
Other Information: You may also contact me through the messaging system within the course.

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)
#978-1-337-739-252 (loose leaf) (Mindtap not required but available with package at the MCC Bookstore for supplemental learning/studying)

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

Course Attendance/Participation Guidelines:

If a student is not in attendance in accordance with the policies/guidelines of the class as outlined in the course syllabus as of the course census date, faculty are required to drop students from their class roster prior to certifying the respective class roster. A student's financial aid will be re-evaluated accordingly and the student will only receive funding for those courses attended as of the course census date.

I will periodically check attendance and each student's average in the course. If you have missed multiple weeks of work, consecutively or collectively, or even portions of the units' assignments **and** are failing the course (below 70% average), I reserve the right to drop you from the course at that time. Please communicate any special circumstances that might affect my decision to drop you.

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. PLEASE SEE THE UNIT COMPLETION DATES CHART IN THE COURSE INFORMATION LINK!

Week One – Introduction/Orientation to the course (learn how to navigate within the course and Brightspace, preview course material, get to know each other, etc.)
Week Two - Chapter 1 (overview of the court system within the overall criminal justice system, problems in the system)
Week Three – Chapter 3 (history of and understanding state courts, some Texas court principles)
Week Four - Chapter 4 (history of and current state of Juvenile courts, differences between juvenile and adult systems, case law, some Texas juvenile court principles)
Week Five – Chapter 10 (measuring crime, initial appearance, bail, preliminary hearing, arraignment, grand jury, charging instruments, case law, some Texas special rules)

Week Six - Chapter 11 (civil vs. criminal law, discovery, Miranda, search and seizure law, case law, some Texas special rules)
Week Seven– Prepare for and take Midterm Exam (taken at home, timed)
Week Eight – SPRING BREAK!
Week Nine – Chapter 12 (plea bargains, case law, some Texas differences)
Week Ten – Chapter 13 (going to trial, jury selection, expert witnesses, pre-trial publicity, hearsay, motions for new trial, case law, some Texas differences)
Week Eleven – Chapter 14 (sentencing structure –judge vs. jury, theories of sentencing, prisons, probation, case law some Texas differences)
Week Twelve/Thirteen – Chapter 15 (appeals, habeas corpus, case law, some Texas differences)
Weeks Fourteen/Fifteen– Prepare for and take 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. You can work multiple times on the quizzes throughout the week, as long as they are submitted by the unit completion deadline. Each quiz can only be submitted 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 20% 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.

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 and explain why they agree or disagree with another student's post. Any plagiarism (using someone else's words and or ideas without specifically giving them credit) is very serious and will result in a zero and strong warning. If it occurs a second time, you will be reported to MCC officials and possibly dropped from the course.

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
Maximum Points Earned	25 points	25 points	25 points	25 points

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.

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)
Click on the link above for the college policies on attendance and absences. Your instructor may have additional guidelines specific to this course.

06/24/2025

MCLENNAN COMMUNITY COLLEGE

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 Accommodations (Disability Services) as soon as possible to begin the steps for requesting accommodations. 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 Accommodations (Disability Services). 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

Title IX:

Title IX of the Education Amendments of 1972 is a Federal civil rights law that prohibits discrimination on the basis of sex in educational programs and activities that receive Federal funds. 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 a Title IX incident are encouraged to immediately contact the Title IX Coordinator at titleix@mclennan.edu or by calling, Dr. Claudette Jackson, (Accommodations/Title IX) at (254) 299-8465.

Additionally, Title IX provides rights and protections for pregnant and newly parenting students which can include educational accommodations such as excused absences

and the opportunity to make up assignments and tests. Lactation spaces are also available on campus. Please email titleix@mclennan.edu for more information.

MCC employees are mandatory reporters and must report incidents immediately to the Title IX Coordinator. Faculty and Staff may email titleix@mclennan.edu to submit a report.

Individuals may also contact the MCC Police Department at (254) 299-8911 or the MCC Student Counseling Center at (254) 299-8210. The MCC Student Counseling Center is a confidential resource for students. Any student may report sexual harassment anonymously by visiting https://www.lighthouse-services.com

Visit McLennan's Title IX webpage at https://www.mclennan.edu/titleix/ to learn more about Title IX protections, reporting, and resources.

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/

Paulanne's Pantry (MCC's food pantry) provides free food by appointment to students, faculty and staff. To schedule an appointment, go to https://calendly.com/paulannespantry-mcc/15min.

Academic Support and Tutoring is here to help students with all their course-related needs. Specializing in one-on-one tutoring, developing study skills, and effectively writing essays. Academic Support and Tutoring can be found in the Library and main floor of the Learning Commons. This service is available to students in person or through Zoom. You can contact the Academic Support and Tutoring team via Zoom or email (ast@mclennan.edu) by going to our website (https://www.mclennan.edu/academic-support-and-tutoring/)

Success Coaching Services is here for you.

We know life can be overwhelming sometimes—and that challenges outside the classroom can impact your success inside it. That's why our Success Coaches provide personalized support to help you navigate it all.

Success Coaching is available to every MCC student, no matter where you're starting from. Whether you're looking for direction, need quick advice, or just want someone to talk to, our coaches are here to listen, celebrate your strengths, and help you move forward with confidence. At Success Coaching Services, your voice is heard, your goals matter, and your future is our focus.

To learn more or schedule an appointment, visit www.mclennan.edu/successcoaching, call 254-299-8226, or email success@mclennan.edu.

College personnel also recognize that food, housing, and transportation are essential for student success. If you are having trouble securing these resources and other essential resources, we encourage you to contact the CREW - Campus Resources Education Web by calling 254-299-8561 or emailing crew@mclennan.edu.

Success Coaching Services, the CREW, and Paulanne's Pantry are located on the second floor of the Student Services building in Success Coaching Services, suite 249.

The Student Counseling Center offers confidential mental health counseling to currently enrolled students at no charge. Counselors are trained to help students with problems related to personal, social, and emotional concerns. Sessions focus on short-term goals in order to facilitate students college success and adjustment. This service is available to students in person or through Zoom.

Make an appointment to meet with a counselor by visiting the center in the Wellness & Fitness building, room 101, calling 254-299-8210, or emailing counseling@mclennan.edu.

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/scholarships-and-resources/emergencygrant.html

MCC Academic Integrity Statement:

Please view our Academic Integrity statement for more information about academic integrity, dishonesty, and cheating. The unauthorized use of artificial intelligence (AI) for classwork can be a violation of the College's General Conduct Policy. Whether AI is authorized in a course and the parameters in which AI can be used in a course will be outlined by each instructor.

Minimum System Requirements to Utilize MCC's D2L|Brightspace:
For online and blended/hybrid courses, students must have access to a reliable computer and internet. For more information on the minimum system requirements needed to reliably access your courses in MCC's D2L|Brightspace learning management system go to: https://www.mclennan.edu/center-for-teaching-and-learning/Faculty-and-StaffCommons/requirements.html

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/studentemail.

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
- Email Setup for Androids

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 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.