

CLARENDON COLLEGE
LIBERAL ARTS DIVISION/CRIMINAL JUSTICE
COURT SYSTEMS AND PRACTICES 1306
COURSE SYLLABUS
SPRING 2012
TR 1:00 2:20 A.M.
3 CREDIT HOURS
ROOM 202

INSTRUCTOR: Kim Jeffrey

Office: 110

PHONE: 806-874-4812,ext.131 HOME 806-856-5932

E-MAIL: Kim.Jeffrey@clarendoncollege.edu

OFFICE HOURS: Monday 9:00 – 10:00 1:00 – 3:00
 Tuesday 11:00 – 12:00 2:30-3:00
 Wednesday 9:00 - 10:00 1:00 – 3:00
 Thursday 11:00 – 12:00 2:30 – 3:00
 Friday 9:00 – 10:00 12:00 – 1:00

Or I will be happy to meet with you anytime by appointment.

TEXT: Neubauer, David, W. (2006). **America's Courts and the Criminal Justice System.** (8th Ed.).
United States: Thomson-Wadsworth

COURSE DESCRIPTION: The judiciary in the criminal justice system, right to counsel, pre-trial release, grand juries, adjudication process, types and rules of evidence, and sentencing.

STATEMENT OF PURPOSE: The course is designed to satisfy state and college requirements for degree-seeking students as well as to provide a direction for future study and is designed to transfer to a senior college or university.

METHOD OF INSTRUCTION: Each class will consist of in-class lectures and/or power point presentations by the instructor on relevant material from the textbook as well as other sources. Class time will also consist of classroom discussions concerning topics related to the criminal justice system and related issues.

EXEMPLARY OBJECTIVES FOR SOCIAL AND BEHAVIORAL SCIENCES:

1. To employ the appropriate methods, technologies, and data that social and behavioral scientists use to investigate the human condition.
2. To examine the social institutions and processes across a range of historical periods, social structures and cultures.
3. To use and critique alternative explanatory systems or theories
4. To develop and communicate alternative explanations or solutions for contemporary social issues
5. To analyze, critically assess, and develop creative solutions to public policy problems.

LEARNING OUTCOMES: Students will be able to analyze, evaluate, and demonstrate causal and/or ethical reasoning in the following areas of the criminal justice system:

1. The organization and structure of the United States and Texas Court systems.
2. The roles of each of the actors in the court system.
3. The adjudication process, rights of the accused, trial by jury, rules of evidence and plea bargains.
4. Differing issues, trends, perspectives and dilemmas in sentencing and their impact on society.
5. The appellate process and juvenile justice.

EXAMS: There will be four exams during the course of this semester. Each exam will be worth 20% of your total grade. Your class participation and homework and/or in-class assignments will be worth 10% each. Please check the syllabus for test dates. The **final exam** will be given only on the date posted on the syllabus' Course Schedule. No exceptions. Exams will be based on the textbook reading assignments and in-class lectures. Total grades will be based on the following formula: A = 90 – 100 B = 80 – 89 C = 70 – 79 D = 60 - 69 F = 59 and below

Exam I 20%

Exam II 20%

Exam III 20%

Exam IV 20%

Class Participation and Attendance 10%

Assignments 10%

Total 100%

CLASS ATTENDANCE POLICY: The class participation score will be based on the student's attendance as well as in-class and homework assignments. You cannot participate in class if you are not in class. More than 3 absences (Tuesday, Thursday), (Monday, Wednesday) more than 4 absences (Monday, Wednesday, Friday), and more than 1 absence (one day a week classes) will result in the loss of five (5) points of the class participation score. Three tardies will be counted as one absence. If you are late, it is your responsibility to make sure the instructor counts you as present.

EXCUSED ABSENCES: Approved participation in school-sponsored activities is considered an excused absence. It is your responsibility to inform the instructor **prior to the school-sponsored activity**. It is also your responsibility to make **arrangements for making up any exams** missed to do the excused absence. An absence **MAY** also be excused based on the following:

1. illness on the part of the student
2. severe illness or death in your immediate (not extended) family

You must provide documented proof of the reason for your absence or it will not be excused.

CLASS POLICIES: Students are responsible for all college regulations as stated in the Clarendon College Catalog available in the administration office. Students are expected to conduct themselves in the classroom in a manner that is conducive to academic progress. Disruptive conduct is considered a serious offense. Faculty members reserve the right to remove a student for a class for just cause. Students removed will be referred to the Dean of Students for disciplinary action, up to and including disciplinary suspension. Cell phones, pagers, headphones, and all other **electronic devices must be off and out of sight** before you enter the classroom. These electronic devices may be turned on and set on silent mode only with the expressed consent of the instructor. If you abuse this policy I will ask you to leave the classroom and you will be referred to the Dean of Students.

ACCOMODATIONS: Clarendon College seeks to provide reasonable accommodations for all qualified persons with temporary or permanent or temporary disabilities. Clarendon College will adhere to all applicable federal, state and local laws, regulations and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. Should you require special accommodations, it is the student's responsibility to contact the Student Services (806-874-3571 or 800-687-9737). We will work with you to make whatever accommodations we need to make.

WITHDRAWAL: If you decide that you are unable to complete this course or that it will be impossible to complete the course with a passing grade, you may drop the course and receive a "W" on your transcript instead. Withdrawal from a course is a formal procedure that you must initiate. If you do not go through the formal withdrawal procedure, you will receive a grade of "F" on your transcript. A student is permitted to drop a course if he/she obtains an official drop slip from the office and has the instructor sign the slip before the 12th class week.

Remember, a student is only allowed to drop the same class twice before he/she will be charged up to triple the tuition amount for taking the class a third time or more. Furthermore, beginning with the Fall 2007 semester, students in Texas may only drop a total of 6 courses throughout their entire undergraduate career. After the 6, he/she will no longer be able to withdraw from any classes. If you stop attending class, but do not officially withdraw or drop, your name remains of the roster. You will be issued a grade on the work completed. The last day to drop with a "W" is **Friday April 13, 2012**. If you are considering dropping this class, please come by and visit with me before you drop.

ACADEMIC DISHONESTY: SCHOOL POLICY:

Cheating will not be tolerated and may be cause for expulsion from the class and/or receiving a grade of "F" for the class. In addition, the student will be reported to the Dean of Students, and students who are reported as cheating to the Dean of Students more than once shall be disciplined by the Dean. Cheating violations include but are not limited to (1) obtaining an examination, classroom activity, or laboratory exercise by stealing or collusion; (2) discovering the content of an examination, classroom activity, laboratory exercise, or homework assignment before it is given; (3) using an unauthorized source of information during an examination, classroom activity, laboratory exercise, or homework assignment; (4) entering an office or building to obtain unfair advantage; (5) taking an examination for another person; (6) completing a classroom activity, laboratory exercise, homework assignment, or research paper for another person; (7) altering grade records; (8) using any unauthorized form of electronic communication device during an examination, classroom activity, or laboratory exercise; (9) plagiarism. Plagiarism is the using, stating, offering, or reporting as one's own an idea, expression, or production of another person without proper credit.

PLAGIARISM: Read the following explanations carefully and be sure that you understand them.

1. **Word-for-word plagiarism:** The student quotes his or her source without using quotation marks. Even if the student cites the source, he or she is still plagiarizing because proper quotation procedures were not used.
2. **Paraphrased plagiarism:** The student uses a source and with the exception of changing a few words or phrases essentially quotes the original. Even if the source is properly cited, the writing is still plagiarized because the student has used the author's style, vocabulary, and content and claimed it as his or her own.
3. **Improper citations:** If a student uses someone's information other than his or her own, the source of the material must be properly cited. Failure to do so is plagiarism.
4. **Improper use of ideas:** Ideas are as equally protected as words. If the student uses someone's ideas, but expresses them in his or her words, the student plagiarizes if he or she does not cite the source of the idea.
5. **Internet use:** Copying and pasting from the Internet is plagiarism. Purchasing papers from a paper mill is plagiarism.
6. **Student sharing:** While students are certainly free to work together and study together, an assignment that calls for individual work must reflect the student's personal effort. If a student borrows or copies another student's work, that is plagiarism. If a student has another student write a paper, that is plagiarism. If two students collaborate on an individual assignment and turn in the same work, that is plagiarism.

Plagiarism is a serious academic offense. It involves legal issues about improper use of materials that do not belong to the student. Plagiarism is unethical. A student must do his or her own work; otherwise, the learning process is compromised. Plagiarism is unfair to fellow students who take the time and make the effort to do their own work. Essentially, plagiarism is cheating and will not be tolerated.

****ANY STUDENT CAUGHT CHEATING WILL BE GIVEN A ZERO ON THAT ASSIGNMENT OR TEST.**

COURSE SCHEDULE: Court Systems and Practices 1306 TR @ 1:00 to 2:20

Jan 17, 19	Syllabus; Chapter 1, Courts, Crime and Controversy
Jan 24, 26	Chapter 2 Law and Crime; Chapter 3, Federal Courts
Jan 31, Feb 02	Chapter 3, Federal Courts Chapter 4, State Courts
Feb 07, 09	Chapter 4, State Courts
Feb 14	Exam I
Feb 16	Chapter 5, The Dynamics of Courthouse Justice;
Feb 21, 22	Chapter 6, Prosecutors, Chapter 7, Defense Attorneys
Feb 28, Mar 01	Chapter 8, Judges; Chapter 9, Defendants and Victims
Mar 06	Chapter 9, Defendants and Victims
Mar 08	Exam II
Mar 12 – 16	SPRING BREAK
Mar 20, 22	Chapter 10, Arrest to Arraignment
Mar 27, 29	Chapter 11, Bail
Apr 03, 05	Chapter 12, Disclosing and Suppressing Evidence; Chapter 13, Negotiated Justice
April 6-9	Easter Holidays
April 10	Chapter 13, Negotiated Justice
April 12	Exam II
Apr 13	Last day to drop with a “W”
Apr 17, 19	Chapter 14, Trials and Juries
Apr 16, 18	Chapter 15, Sentencing Options, Chapter 16, Sentencing Decisions
April 24, 26	Chapter 17, Appellate Courts;
May 01, 03	Chapter 19, Juvenile Courts

Tuesday, May 8, @ 1:30 p.m. Final Exam

Please note the Course Schedule is subject to change.

Course information will also be available on the Student Portal for this course under Course Documents.

Your User Name and Password are available at the office.

CLASS CONTRACT

I have received and read the syllabus for **Court Systems and Practices** taught during **SPRING 2012** Semester by Mrs. Jeffrey. Ms. Jeffrey has explained the syllabus to me and I agree to abide by the policies written in it. I understand the policies of class attendance, dropping the course, academic honesty and general class behavior, and, I understand the consequences of failing to comply with the policies.

Student Name

Date

Printed Name

Your Major _____

Future Career _____

Contact Information

_____ phone

_____ e-mail

