

# **Course Syllabus**

**Department** : Criminal Justice  
**Course Title** : Court Systems and Practices  
**Section Name** : CRIJ 1306 (8 weeks)  
**Start Date** : 10-21-2012  
**End Date** : 12-14-2012  
**Modality** : In class  
**Credits** : 3

## **Instructor Information**

**Name** : Troy N. Thomas  
[tthomas@odessa.edu](mailto:tthomas@odessa.edu) (I will only  
contact students using their OC email  
**OC Email** : address. Be sure to check your OC  
account DAILY for announcements  
and updates)  
**OC Phone #** : 432-335-6505

**Office Location** : ET 158

### **Fall Office Hours:**

Monday: 1:30– 4 PM

Tuesday: 1:30 – 4 PM

Wednesday: 1:30 – 4 PM

Thursday: 1:30 – 4 PM

Friday: By Appointment Only

Help from the instructor is available **at your** request. Appointments can be set up or you may contact instructor during office hours. Tutoring is available through the LRC.

## **Student Success Coaches**

The Odessa College Student Success Coaches will help you stay focused and on track to complete your educational goals. If an instructor sees that you might need additional help or success coaching, he or she may submit a Retention Alert or a Starfish Alert. A Student Success Coach will contact you to work toward a solution.

## **Course Description**

This course will examine the judiciary in the criminal justice system; the structure of the American Court system; prosecution; right to counsel; pre-trial release; grand juries; the adjudication process and types and rules of evidence and sentencing.

## **Prerequisites/Corequisites**

None

## **ICOs**

(1, 2, 4, 5, 6)

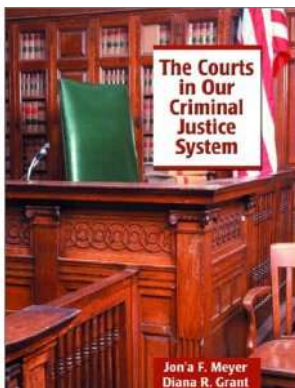
- 1) **Critical Thinking Skills** - to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information
- 2) **Communication Skills** - to include effective development, interpretation and expression of ideas through written, oral and visual communication
- 3) **Empirical and Quantitative Skills** - to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions
- 4) **Teamwork** - to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal
- 5) **Personal Responsibility** - to include the ability to connect choices, actions and consequences to ethical decision-making
- 6) **Social Responsibility** - to include intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities

## **Course Objectives**

1. The student will describe the American judiciary system and its structure. (1, 2, 4, 5,6)
2. The student will identify the roles of judicial officers. (1, 2, 4, 5, 6)
3. The student will identify the trial process from pretrial to sentencing. (1, 2, 4, 5,6)
4. The student will interpret the role of evidence in trial settings. (1, 2, 4, 5, 6)
5. The student will use correct language skills, grammar and punctuation. (2)
6. The student will learn to proofread documents. (2)

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## **Required Readings/Materials**



*The Courts in Our Criminal Justice System*

*Jon'a F. Meyer and Diana R. Grant*

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**Course Requirements (Lectures, Assignments and Assessments)**

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DATES	ASSIGNMENT	DESCRIPTION
10-22-12 to 10-28-12 Quiz Chapters 1-2: Monday 10-29-12	Chapter 1: A Society Designs Laws Chapter 2: A Crime is Committed	Pages 3-22 Pages 23-51
10-29-12 to 11-04-12 Quiz Chapters 3-4: Monday 11-05-12	Chapter 3: After Arrest: Law, the Court, and Post-Arrest Procedures Chapter 4: The Courts Get Involved: The History of Courts and the Arrangement of Modern Courts	Pages 52-74 Pages 75-110
11-05-12 to 11-11-12 Quiz Chapter 11: Monday 11-12-12	Chapter 5: A Prosecutor Considers the Charges Chapter 6: A Defense Lawyer Is Selected: The Defense Role	Pages 113-143 Pages 144-173
11-12-12 to 11-18-12 Quiz Chapter 12: Monday 11-19-12	Chapter 7: A Judge Is Assigned to Hear the Case Chapter 8: Jurors and Other Key Participants in the Courtroom Play Their Roles	Pages 174-212 Pages 213-240
11-19-12 to 11-25-12 Thanksgiving week (College closed 11-20 to 11-23) No quiz-but you are responsible for knowing this material for your final.	Chapter 9: Some Cases Don't Make It to Court Chapter 10: 'You Ring, We Spring': The Role of Bail in the Court System	Pages 243-266 Pages 267-291
11-26-12 to 12-02-12 Quiz Chapter 14: Monday 12-3-	Chapter 11: Plea Bargaining Chapter 12: Your Day in Court:	Pages 292-329 Pages 330-380

12	The Trial Begins	
12-03-12 to 12-09-12 Quiz Chapters 15 and 16: Thursday 12-10-12	Chapter 13: The Punishment Dilemma Chapter 14: \$30 or 30 Days: Setting the Penalty	Pages 383-428  Pages 429-464
12-10-12 to 12-13-12	Chapter 15: Appeals Chapter 16: Juvenile Courts	Pages 465-490 Pages 491-508
12-13-12	Final Exam over sections 1301 and 1306	Combination of multiple choice, essay, short answer, true/false, listing questions

### **Assignments**

Discussion and Attendance: **15% of final grade**

You must come to class every day and you must participate in classroom activities and discussions. Over 7 unexcused absences will cause you to receive 0% for this portion of your grade.

Current Event Assignment: **15% of final grade**

As assigned, each student will complete one 'current event' assignment. The student will pick an article from a newspaper or approved web site and give a presentation to the class about the article. The student will submit a copy of the article to the instructor. The student will be provided with a question sheet to assist the student in making the presentation to fellow classmates.

Group Projects: **30% of final grade**

There will be two group projects for this course: details to be announced.

Quizzes: **20% of final grade**

Each Thursday, students will participate in a short (10 question) quiz. The quizzes will be made up of multiple choice, short answer, true/false and listing questions. The quizzes will cover lectures and the reading material for the week. A review will be provided for students to work on outside of class. A review will also be provided in class before quizzes are administered. If absent, missed quizzed CANNOT be made up unless the absence is excused.

Final Exam: **20% of final grade**

The final exam will be a comprehensive exam. In other words, your final will cover what you have learned through the entire semester. The final exam will be a combination of multiple choice, essay/short answer, true/false and listing questions.

### **Grading Policy**

90-100 – A

80-89 – B

70-79 – C

60-69 – D

Below 59 – F

## Special Needs

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Odessa College complies with Section 504 of the Vocational Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. If you have any special needs or issues pertaining to your access to and participation in this or any other class at Odessa College, please feel free to contact me to discuss your concerns. You may also call the Office of Disability services at 432-335-6861 to request assistance and accommodations.

## Learning Resource Center (Library)

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The Library, known as the [Learning Resources Center](#), provides research assistance via the [LRC's catalog \(print books, videos, e-books\)](#) and [databases \(journal and magazine articles\)](#). [Research guides](#) covering specific subject areas, [tutorials](#), and the ["Ask a Librarian "](#) service provide additional help.

## Student E-mail

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Please access your [Odessa College Student E-mail](#), by following the link to either set up or update your account: <http://www.odessa.edu/gmail/>. **All correspondence will be submitted using your Odessa College email.**

## Student Portal

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Please access your [Odessa College Student E-mail](#), by following the link to either set up or update your account: <http://www.odessa.edu/gmail/>. **All correspondence will be submitted using your Odessa College email.**

## Technical Support

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For Blackboard username and password help and for help accessing your online course availability and student email account contact the Student Success Center at 432-335-6878 or online at [https://www.odessa.edu/dept/ssc/helpdesk\\_form.htm](https://www.odessa.edu/dept/ssc/helpdesk_form.htm).

## Important School Policies

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Information regarding student support services, academic dishonesty, disciplinary actions, special accommodations, or students' and instructors' right to academic freedom can be found in the [Odessa College Student Handbook](#).

**DISCLAIMER: Each student is responsible for checking the syllabus frequently as it will be updated as often as needed.**

## **Expectations for Engagement – Face to Face Learning**

To help make the learning experience fulfilling and rewarding, the following Expectations for Engagement provide the parameters for reasonable engagement between students and instructors for the learning environment. Students and instructors are welcome to exceed these requirements.

### **Reasonable Expectations of Engagement for Instructors**

1. As an instructor, I understand the importance of clear, timely communication with my students. In order to maintain sufficient communication, I will
  - provided my contact information at the beginning of the syllabus;
  - respond to all messages in a timely manner through telephone, email, or next classroom contact; and,
  - notify students of any extended times that I will be unavailable and provide them with alternative contact information (for me or for my supervisor) in case of emergencies during the time I'm unavailable.
2. As an instructor, I understand that my students will work to the best of their abilities to fulfill the course requirements. In order to help them in this area, I will
  - provide clear information about grading policies and assignment requirements in the course syllabus, and
  - communicate any changes to assignments and/or to the course calendar to students as quickly as possible.
3. As an instructor, I understand that I need to provide regular, timely feedback to students about their performance in the course. To keep students informed about their progress, I will
  - return classroom activities and homework within one week of the due date and
  - provide grades for major assignments within 2 weeks of the due date or at least 3 days before the next major assignment is due, whichever comes first.

### **Reasonable Expectations of Engagement for Students**

1. As a student, I understand that I am responsible for keeping up with the course. To help with this, I will
  - attend the course regularly and line up alternative transportation in case my primary means of transportation is unavailable;
  - recognize that the college provides free wi-fi, computer labs, and library resources during regular campus hours to help me with completing my assignments; and,
  - understand that my instructor does not have to accept my technical issues as a legitimate reason for late or missing work if my personal computer equipment or internet service is unreliable.
2. As a student, I understand that it is my responsibility to communicate quickly with the instructor any issue or emergency that will impact my involvement with or performance in the class. This includes, but is not limited to,
  - missing class when a major test is planned or a major assignment is due;
  - having trouble submitting assignments;
  - dealing with a traumatic personal event; and,

- having my work or childcare schedule changed so that my classroom attendance is affected.
3. As a student, I understand that it is my responsibility to understand course material and requirements and to keep up with the course calendar. While my instructor is available for help and clarification, I will
- seek out help from my instructor and/or from tutors;
  - ask questions if I don't understand; and,
  - attend class regularly to keep up with assignments and announcements.

### **Student Success**

This course Court System and Practices CRIJ 1306 – Fall 2012 has been identified as a course by Career, Technical, and Workforce Education as one in which teaching and learning strategies adopted by AVID will be implemented. As a student in the Criminal Justice program, you will be expected to develop an understanding of the strategies, to model the strategies, to maintain fidelity of implementation, and to examine how these strategies may impact your effectiveness as a professional in your chosen area of occupation, either through coursework or practicum experience as outlined by the course instructor.