CRIJ 1306-0001 (25256) The Courts and Criminal Procedure  
Fall 2014  
Central Campus – EDC RM A218| Thurs 5:30-8:30 PM  
3 hour lecture/ 0 lab course / 48 hours per semester/ 16 weeks

Instructor: Sandra Craver

Instructor Contact Information:  
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Phone: 434-547-7203

Office location and hours

Please feel free to contact me concerning any problems that you are experiencing in this course. You do not need to wait until you have received a poor grade before asking for my assistance. Your performance in my class is very important to me. I am available to hear your concerns and just to discuss course topics. Feel free to come by my classroom anytime before or after class or make an appointment to meet.

Course Description

CRIJ 1306 The Courts and Criminal Procedure

Study of the judiciary in the American criminal justice system and the adjudication processes and procedures. Designated as Criminal Justice Transfer Curriculum.

Prerequisites

Must be placed into college-level reading and writing or higher.

Course Goal
We will explore the American criminal justice system. The text provides a comprehensive study of criminal trials and we will review the multiple steps in a criminal prosecution from arrest through sentencing, appeals, and habeas corpus.

Student Learning Outcomes
The student will be able to:
1. Define, compare, and discuss how our court system works from the initial arrest, preliminary appearance, pleas, bail, and the actual criminal trial.
2. Explain the purpose of sentencing, crime and corrections.
3. Discuss appeals and habeas corpus.
4. Examine the issues and challenges facing the adult and juvenile justice system.

**Learning objectives**

Students will:
1. Explain the structure of the American criminal justice system in terms of its major components and the functions they serve.
2. Describe how an arrest is made, and the preliminary hearing process.
3. Explain why we have a bail system, factors in setting bail, and revocation of bail.
4. Discuss the charging instrument, indictment or information.
5. Explain guilty pleas and plea bargaining.
6. Discuss the criminal trial in detail.
7. Describe sentencing, crime and corrections.
8. Explain the appellate court structure and habeas corpus.
9. Describe special problems involved in trials such as: location, double jeopardy, extradition, etc.
10. Describe miscellaneous proceedings: juvenile justice, misdemeanor trials, and damage suits against police.
11. Explain our adversarial system.

**SCANS or Core Curriculum Statement and Other Standards**

*Credit: 3 (3 lecture)*

As part of the core curriculum, this course is designed to help students develop basic intellectual competencies such as reading, writing, listening, critical thinking and computer literacy.

**16 WEEK CALENDAR**

**WEEK ONE**

Introduction  
**TEXT:** *Criminal Justice Procedure 8th Ed*  
Chapter 1 An Overview of Criminal Justice in America, quiz

**WEEK TWO**

Chapter 2 Arrest, Appearance and Preliminary Hearing, quiz  
**TEXT:** *Texas Criminal and Traffic Law Manual*  
We will also be using this text throughout the semester but there will not be assigned chapters.

**WEEK THREE**

Chapter 3 Bail, quiz  
**ORAL REPORTS MAY START**

**WEEK FOUR**

Chapter 4 The Charging Instrument: Indictment or Information, quiz

**WEEK FIVE**

Chapter 5 Guilty Pleas, quiz  
**TEST Chapters 1-5**
Mock Trial

WEEK SIX
Chapter 6 Criminal Trial, quiz
Mock Trial

WEEK SEVEN
Chapter 6 Criminal Trial, quiz
Mock Trial

WEEK EIGHT
Chapter 7 Sentencing, Crime and Corrections, Quiz
Mock Trial

WEEK NINE
TEST Chapters 6-7
Mock Trial
Chapter 8 Appeals and Habeas Corpus, quiz

WEEK TEN
Chapter 9 Special Problems: Location of Trial Double Jeopardy, quiz
Mock Trial

WEEK ELEVEN
Chapter 10 Miscellaneous Proceedings: Juvenile, Misdemeanor Trials, Damage Suits Against Police, Prisoner Rights, quiz
Mock Trial

WEEK TWELVE
Chapter 10 Miscellaneous Proceedings: Juvenile, Misdemeanor Trials, Damage Suits Against Police, Prisoner Rights, quiz
Mock Trial

WEEK THIRTEEN
TEST Chapters 8-10
Mock Trial
Chapter 11 The Adversary System, quiz

WEEK FOURTEEN
Mock Trial
Last chance to turn in any late work

WEEK FIFTEEN
Mock Trial
Review for Final Exam

WEEK SIXTEEN
FINAL EXAM

Instructional Methods

As an instructor, I want my students to be successful. I feel that it is my responsibility to provide you with knowledge concerning our judicial system, modeling good teaching strategies with mutual discussions of current events will help you connect the information that you learn in this course to the criminal justice system in America.
As a student wanting to learn about the courts and criminal procedure, it is your responsibility to read the textbook, submit assignments on the due dates, study for the exams and quizzes, participate in classroom activities, attend class, keep up with current events, news, etc., and enjoy yourself while experiencing the real world of courts and criminal procedure.

As I believe that engaging the students in the learning is essential for teaching to be effective, you will spend the majority of class time involved in collaborative activities. You will be involved in discussions with your classmates and your instructor. As you will want to contribute to these discussions, you will need to come to class prepared to discuss, analyze and evaluate information from your text and other assigned readings.

**Student Assignments**

**Quizzes:** Will generally be 10 questions each, and will be on Key Terms and Concepts found in each Chapter. They may be in class or take home.

**Tests:** Will generally be 50 questions and may be multiple choice, true/false, short answer, or essay. They will be on Key Terms and Concepts found in your chapters.

**Mock Trial:** Be prepared on your assigned date to present your portion of the trial. If we run out of time before you present, you will receive a “0” and that is 10% of your grade.

**Oral Report:** Oral Reports will be on a topic of your choice as long as it is related to the material covered in the course. You may use Power point, handouts, white board, etc. for your presentation. It needs to be approximately 5-10 minutes in length. Topics must be approved. Your presentation format should include: an introduction (title and your name), a preview of material to be covered, the body of the report, conclusions/summary, site references, and time for questions/comments. It is YOUR responsibility to make arrangements to present and everyone can NOT present the last day of class. If we run out of time before you present, you will receive a “0” and that is 10% of your grade.

**Final Exam:** Will be comprehensive.

**Instructional Materials**


**TEXT:** *Texas Criminal and Traffic Law Manual*

**HCC Policy Statement - ADA**

Services to Students with Disabilities

Students who require reasonable accommodations for disabilities are encouraged to report to Dr. Becky Hauri at 713-718-7910 to make necessary arrangements. Faculty is only authorized to provide accommodations by the Disability Support Service Office

**HCC Policy Statement: Academic Honesty**

A student who is academically dishonest is, by definition, not showing that the coursework has been learned, and that student is claiming an advantage not available to other students. The instructor is responsible for measuring each student's individual achievements and also for ensuring that all students compete on a level playing field. Thus, in our system, the instructor has teaching, grading, and enforcement roles. You are expected to be familiar with the University's Policy on Academic Honesty, found in the catalog. What that means is: If you are charged with
an offense, pleading ignorance of the rules will not help you. Students are responsible for conducting themselves with honor and integrity in fulfilling course requirements. Penalties and/or disciplinary proceedings may be initiated by College System officials against a student accused of scholastic dishonesty. “Scholastic dishonesty”: includes, but is not limited to, cheating on a test, plagiarism, and collusion.

Cheating on a test includes:

- Copying from another students’ test paper;
- Using materials not authorized by the person giving the test;
- Collaborating with another student during a test without authorization;
- Knowingly using, buying, selling, stealing, transporting, or soliciting in whole or part the contents of a test that has not been administered;
- Bribing another person to obtain a test that is to be administered.

Plagiarism means the appropriation of another’s work and the unacknowledged incorporation of that work in one's own written work offered for credit.

Collusion mean the unauthorized collaboration with another person in preparing written work offered for credit. Possible punishments for academic dishonesty may include a grade of 0 or F in the particular assignment, failure in the course, and/or recommendation for probation or dismissal from the College System. (See the Student Handbook)

HCC Policy Statements

Class Attendance - It is important that you come to class! Attending class regularly is the best way to succeed in this class. Research has shown that the single most important factor in student success is attendance. Simply put, going to class greatly increases your ability to succeed. You are expected to attend all lecture and labs regularly. You are responsible for materials covered during your absences. Class attendance is checked daily. Although it is your responsibility to drop a course for nonattendance, the instructor has the authority to drop you for excessive absences.

If you are not attending class, you are not learning the information. As the information that is discussed in class is important for your career, students may be dropped from a course after accumulating absences in excess of six (6) hours of instruction. The six hours of class time would include any total classes missed or for excessive tardiness or leaving class early.

You may decide NOT to come to class for whatever reason. As an adult making the decision not to attend, you do not have to notify the instructor prior to missing a class. However, if this happens too many times, you may suddenly find that you have “lost” the class.

Poor attendance records tend to correlate with poor grades. If you miss any class, including the first week, you are responsible for all material missed. It is a good idea to find a friend or a buddy in class who would be willing to share class notes or discussion or be able to hand in paper if you unavoidably miss a class. Class attendance equals class success.
HCC Course Withdrawal Policy
If you feel that you cannot complete this course, you will need to withdraw from the course prior to the final date of withdrawal. Before, you withdraw from your course; please take the time to meet with the instructor to discuss why you feel it is necessary to do so. The instructor may be able to provide you with suggestions that would enable you to complete the course. Your success is very important. Beginning in fall 2007, the Texas Legislature passed a law limiting first time entering freshmen to no more than SIX total course withdrawals throughout their educational career in obtaining a certificate and/or degree.

To help students avoid having to drop/withdraw from any class, HCC has instituted an Early Alert process by which your professor may “alert” you and HCC counselors that you might fail a class because of excessive absences and/or poor academic performance. It is your responsibility to visit with your professor or a counselor to learn about what, if any, HCC interventions might be available to assist you – online tutoring, child care, financial aid, job placement, etc. – to stay in class and improve your academic performance.

If you plan on withdrawing from your class, you MUST contact a HCC counselor or your professor prior to withdrawing (dropping) the class for approval and this must be done PRIOR to the withdrawal deadline to receive a “W” on your transcript. **Final withdrawal deadlines vary each semester and/or depending on class length, please visit the online registration calendars, HCC schedule of classes and catalog, any HCC Registration Office, or any HCC counselor to determine class withdrawal deadlines. Remember to allow a 24-hour response time when communicating via email and/or telephone with a professor and/or counselor. Do not submit a request to discuss withdrawal options less than a day before the deadline. If you do not withdraw before the deadline, you will receive the grade that you are making in the class as your final grade.

Repeat Course Fee
The State of Texas encourages students to complete college without having to repeat failed classes. To increase student success, students who repeat the same course more than twice, are required to pay extra tuition. The purpose of this extra tuition fee is to encourage students to pass their courses and to graduate. Effective fall 2006, HCC will charge a higher tuition rate to students registering the third or subsequent time for a course. If you are considering course withdrawal because you are not earning passing grades, confer with your instructor/counselor as early as possible about your study habits, reading and writing homework, test taking skills, attendance, course participation, and opportunities for tutoring or other assistance that might be available.

Classroom Behavior
As your instructor and as a student in this class, it is our shared responsibility to develop and maintain a positive learning environment for everyone. Your instructor takes this responsibility very seriously and will inform members of the class if their behavior makes it difficult for him/her to carry out this task. As a fellow learner, you are asked to respect the learning needs of your classmates and assist your instructor achieve this critical goal.
Use of Camera and/or Recording Devices
As a student active in the learning community of this course, it is your responsibility to be respectful of the learning atmosphere in your classroom. To show respect of your fellow students and instructor, you will turn off your phone and other electronic devices, and will not use these devices in the classroom unless you receive permission from the instructor.

Use of recording devices, including camera phones and tape recorders, is prohibited in classrooms, laboratories, faculty offices, and other locations where instruction, tutoring, or testing occurs. Students with disabilities who need to use a recording device as a reasonable accommodation should contact the Office for Students with Disabilities for information regarding reasonable accommodations.

Instructor Requirements
As your Instructor, it is my responsibility to:

- Provide the grading scale and detailed grading formula explaining how student grades are to be derived
- Facilitate an effective learning environment through class activities, discussions, and lectures
- Description of any special projects or assignments
- Inform students of policies such as attendance, withdrawal, tardiness, and make up
- Provide the course outline and class calendar which will include a description of any special projects or assignments
- Arrange to meet with individual students before and after class as required

To be successful in this class, it is the student’s responsibility to:

- Attend class and participate in class discussions and activities
- Keep up with current events and news
- Read and comprehend the textbook
- Complete the required assignments: oral report, quizzes, tests, mock trial, and exam.

Grading
Your instructor will conduct quizzes, exams, and assessments that you can use to determine how successful you are at achieving the course learning outcomes (mastery of course content and skills) outlined in the syllabus. If you find you are not mastering the material and skills, you are encouraged to reflect on how you study and prepare for each class. Your instructor welcomes a dialogue on what you discover and may be able to assist you in finding resources on campus that will improve your performance.

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

<table>
<thead>
<tr>
<th>Component</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tests (10% each)</td>
<td>30% of your final grade</td>
</tr>
<tr>
<td>Mock Trial participation</td>
<td>30% of your final grade</td>
</tr>
<tr>
<td>Oral report</td>
<td>20% of your final grade</td>
</tr>
<tr>
<td>Final Exam</td>
<td>20% of your final grade</td>
</tr>
</tbody>
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I reserve the right to make adjustments to the grading percentages if necessary.

EGLS3 -- Evaluation for Greater Learning Student Survey System

At Houston Community College, professors believe that thoughtful student feedback is necessary to improve teaching and learning. During a designated time, you will be asked to answer a short online survey of research-based questions related to instruction. The anonymous results of the survey will be made available to your professors and division chairs for continual improvement of instruction. Look for the survey as part of the Houston Community College Student System online near the end of the term.