<table>
<thead>
<tr>
<th>Course Information</th>
<th>Instructor Information</th>
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<tbody>
<tr>
<td>Court Systems and Practices</td>
<td>SaRita Stewart</td>
</tr>
<tr>
<td>Winterterm 2017-2018</td>
<td><a href="mailto:sstewart@dcccd.edu">sstewart@dcccd.edu</a></td>
</tr>
<tr>
<td>CRIJ 1306-32440</td>
<td>972-860-8245</td>
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<td>ONLINE</td>
<td>By Appointment</td>
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### Course Description
This course is a study of the court system as it applies to the structures, procedures, practices and sources of law in American courts, using federal and Texas statutes and case law.

Required Materials Including Textbooks (include ISBN)

**America’s Courts and the Criminal Justice System, 12th Edition**

David W. Neubauer | Henry F. Fradella

**Note:** A minimum of 9 hours per week should be devoted to course material outside of class time

### Course Prerequisites

- [ ]

### Texas Core Objectives for Student Learning

The College defines essential knowledge and skills that students need to develop during their college experience. These general education competencies parallel the Texas Core Objectives for Student Learning. In this course, the following skills are in focus.

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. **Personal Responsibility** - to include the ability to connect choices, actions and consequences to ethical decision-making
4. **Social Responsibility**: to include intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities
Learning Outcomes:

Upon successful completion of this course, students will:

1. Describe the American judicial systems (civil, criminal, and juvenile), their jurisdiction, development and structure.

2. Analyze the function and dynamics of the courtroom work group.

3. Identify judicial processes from pretrial to appeal.

4. Describe the significant Constitutional Amendments, doctrines, and other sources of law in the American judicial system.

CVC Learning Signature

CVC’s Learning Signature is One College Transforming Lives. Cedar Valley College establishes clear expectations for students through engagement and empowerment leading to excellence.

CVC Faculty and Staff expect students to:
- take responsibility for their own learning
- commit to achieving high academic performance
- be meaningfully engaged in the campus community

CVC Faculty and Staff expect to:
- provide students a clear pathway of instruction
- establish clear learning outcomes
- serve as role models and mentors for students

Course Outline

For maximum success in this course you should spend a minimum of 9 hours per week working on course material.

<table>
<thead>
<tr>
<th>Week</th>
<th>Discussion Forum</th>
<th>Exam</th>
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<tbody>
<tr>
<td>Week 1</td>
<td>Discussion Forum</td>
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<tr>
<td>Week 2</td>
<td>Discussion Forum</td>
<td>Exam 1</td>
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<td>Week 3</td>
<td>Discussion Forum</td>
<td>Exam 2</td>
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<tr>
<td>Week 4</td>
<td>Discussion Forum</td>
<td>Exam 3</td>
</tr>
</tbody>
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Evaluation Procedures

At the beginning of the course, the instructor provides a schedule of examinations and assignments that contribute to the final grade in the course for each student.
A. Examinations - (300 points) There will be 3 exams at 100 points each. The exams will cover the assigned reading chapters, key terms and concepts listed in the textbook. You will need to read all assigned chapters.

B. Discussion Board Assignments

- Introduction of Self - REQUIRED-
You will need to post a “brief introduction of self” to the online discussion board by 12/23 by 11:00PM. Please share with us the following information:
  - Education background
  - Career background
  - Career goals
  - Other

B1. Discussion Board Postings

- Initial postings (20 points) - 4 discussion questions at 5 points each
- Response postings (20 points) - 4 response postings at 5 points each
- Total points for discussion board postings= 40

There will be three (3) discussion board forums in which you can receive credit this semester. Students are required to answer the questions and then respond to another student’s posting. A “yes” or “no” answer or a “one line” response is not sufficient for full credit. Late assignments may be reduced by 2 points per day after the assigned due date. The discussion board questions and deadline to post a discussion will be listed on the Discussion Board link.

As previously mentioned, the first required post (initial posting) will be your answer/response to the discussion question for the week. The second
posting will consist of responding to at least one posting of a classmate.

In regards to responding to the postings of fellow classmates, you are encouraged to:

- express a different opinion or perspective than that of the person posting.

- express an agreement with the author with explanation of your opinion.

- share any relevant resources/experiences connected to the discussion topic.

This is a required part of your grade. Participating in the discussion forums each week will be an important part of your learning experience.

Exams and Assignments The final grade for the course reflects evaluation of the student’s work on the following assignments that are calculated as follows:

The course will include the following elements:
3 examinations, each valued at 30% of the grade
Discussion Board valued at 10% of the grade
The average score on these four elements determines the final grade.

Course Grade Distribution:

- Exam #1 100pts
- Exam #2 100pts.
- Exam #3-FINAL 100 pts.
- Discussion Forums 40 pts

Total Points: 340 points
• Final grades will be computed by dividing your point total (points earned by student) by 340 (the total number of points you are being held accountable for) to produce an average.

Grading Scale:

<table>
<thead>
<tr>
<th>POINTS</th>
<th>PERCENTAGE</th>
<th>GRADE</th>
</tr>
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<tbody>
<tr>
<td>305-340</td>
<td>90-100%</td>
<td>A</td>
</tr>
<tr>
<td>271-304</td>
<td>80-89%</td>
<td>B</td>
</tr>
<tr>
<td>237-270</td>
<td>70-79%</td>
<td>C</td>
</tr>
<tr>
<td>203-236</td>
<td>60-69%</td>
<td>D</td>
</tr>
<tr>
<td>0-202</td>
<td>0-59%</td>
<td>F</td>
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Service Learning The College offers a Service Learning Program that allows students to earn recognition for hours worked in a volunteer program with a local organization. See the Cedar Valley College web site for additional information. http://www.cedarvalleycollege.edu/CommunityMembers/Lists/WebPages/DispForm2.aspx?List=4910a51c-65b2-4293-9ecd-5f5aa383b44d&ID=17

Stop Before you Drop Under a Texas law (TEC Section 51.907), if you drop too many classes without having an acceptable reason, your GPA could be affected. Be sure you understand how this law may affect you before you drop a class.

The law applies to students who enroll in a Texas public institution of higher education (including the colleges of DCCCD) for the first time in fall 2007 or later. Under this law, you may not drop more than six classes without an acceptable reason during your entire undergraduate career without penalty. For more information, please see our catalog or read Facts About Dropping Classes.
If you drop or withdraw before the official drop/withdrawal deadline, you will receive a grade of W (Withdraw) in each class dropped until the seventh unacceptable drop. You will earn a grade of WF for the seventh unacceptable drop, and each unacceptable drop after that. A grade of WF will be calculated in your GPA as an F.

The deadline for receiving a W is indicated on the academic calendar and the current class schedule.

For more information, you may access:
http://www.dcccd.edu/Why/Reg/Registration/Pages/DropWithdraw.aspx

The Dallas County Community Colleges will charge additional tuition to students registering the third or subsequent time for a course. This class may not be repeated for the third or subsequent time without paying the additional tuition. Third attempts include courses taken at any of the Dallas County Community Colleges since the fall 2002 semester. More information is available at:
http://www.dcccd.edu/PC/Cost/3rdCrseAttmpt/Pages/default.aspx

Attendance Policy
In general, daily class attendance enhances student achievement of an A, B or C in the course. Students should advise instructors of illness, work or family situations that may require absence from a class.

Tutoring Services
All tutoring is available on a "drop in" basis; however, if you would like to make an appointment for a specific time, please call 972-860-2974. We encourage you to make an appointment for all written assignments. During each visit to the center, you will use your student ID# to sign in and out on our computer at the front desk. More information is available at:
http://www.cedarvalleycollege.edu/FutureStudents/StudentServices/TutoringServices/default.aspx
QUALITY ENHANCEMENT PLAN
Cedar Valley College’s Quality Enhancement Plan is designed to improve student learning in mathematics. Read more about our QEP at: http://www.cedarvalleycollege.edu/QEP/default.aspx

INSTITUTIONAL POLICIES

Academic Advising
Academic Advising is a collaborative educational process whereby students and their advisors are partners in meeting the students’ academic, personal, and career goals. This partnership is a process that is built over the student’s entire educational career at Cedar Valley College.

Educational planning is available to all students. First time in college students must meet with academic advisors prior to enrolling in classes; however, continuing students may choose to see faculty advisors, faculty counselors, and/or program coordinators after classes begin. All parties have clear responsibilities for ensuring a successful partnership. For more information, you may access: https://www.cedarvalleycollege.edu/FutureStudents/StudentServices/AcademicAdvising/Pictures/AdvisingSyllabus.pdf

Academic Honesty
Academic honesty is expected, and integrity is valued in the Dallas County Community Colleges. Scholastic dishonesty is a violation of the Code of Student Conduct. Scholastic dishonesty includes, but is not limited to, cheating on a test, plagiarism, and collusion. See Also Student Code of Conduct. https://www1.dcccd.edu/catalog/ss/code.cfm?loc=CVC

ADA Statement
If you are a student with a disability and/or special needs who requires accommodations, please contact the college Disability Services Office at 972-860-8119.

Emergency Alert
Sign up for DCCCD Emergency Alerts to receive a text-message, e-mail and/or phone call when there is an
unscheduled evacuation or closure of a DCCCD campus or office because of weather closures, utility outages, police or other emergencies. Subscribing is free, but standard text message charges from your cell phone provider will apply. Please refer to: http://www.dcccd.edu/SS/OnlineSvs/EmergAlerts/Pages/default.aspx

Financial Aid
Students who are receiving any form of financial aid should check with the Financial Aid Office prior to withdrawing from classes. Withdrawals may affect your eligibility to receive further aid and could cause you to be in a position of repayment for the current semester. Students who fail to attend or participate after the drop date are also subject to this policy.

Health Center Services
Basic first aid for minor cuts, scrapes, insect stings, and heat, etc.

- Over-the-counter medications for headaches, fever, seasonal allergies, and colds
- Over-the-counter medications for mild allergic reactions
- Emergency sanitary pads
- Blood Pressure check
- Coordination with outside health agencies such as Carter Blood Care; Dallas County Health Dept. (HIV/STD testing--free, twice a semester); UT Southwestern mobile mammography; Immunizations once a month for children <19 y.o. from the DCDHHS; Agape Massage; and Employee Wellness Screening
- Rest area for stress relief, migraine headaches, post seizure activity
- AED (Automatic External Defibrillator) for CPR
- Confidential "talks"
- Assists with health related club activities when asked and time permits

Religious Holidays
Absences for observance of a religious holy day are excused. A student whose absence is excused to observe a religious holy day is allowed to take a make-up examination or complete an assignment within a reasonable time after the absence.