Instructor Contact

**Instructor:** Dr. M. Applewhite, Ph.D.
**Office Hours:** By appointment only
**Contact Information:**
Email: mapplewhite@dcccd.edu
Phone: 972-860-8351
**Note:** Available via email 24/7, please allow 12-24 hours for response.

Course Delivery

This is a hybrid course. You will attend campus-based assigned classes 11:00am – 12:20am, Tuesday, October 22, 2019 – Thursday, December 12, 2019 in Building W, Room 103-104. Beginning Tuesday, October 22, 2019, all course materials, assignments, and assessments will take place on the DCCCD learning management system, eCampus: [https://dcccd.blackboard.com/](https://dcccd.blackboard.com/)

Successful completion of a hybrid or online course requires self-motivation and attention to due dates. Therefore, it is strongly recommended that you log in to the course daily and work on your materials for a few hours each day. Doing so will provide you with ample time for study, asking questions, and for any technical issues that may arise.

Course Description

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

Course Objectives

Upon the successful completion of this course, you should be able to:

- List and describe the judiciary in the criminal justice system
- Identify and describe the structure of the Texas and American court system
- List and describe the duties of the prosecutor
- Define and discuss the right to counsel
- Describe the pre-trial release procedures
• Define, list and describe the duties of the grand jury.
• Describe and identify the adjudication process
• List and describe the types and rules of evidence
• Describe and discuss sentencing procedures

EXEMPLARY EDUCATIONAL OBJECTIVES

Students in Criminal Justice will learn to employ the appropriate methods, technologies, and data that social and behavioral scientists use to investigate the human condition.

1. Students will examine social institutions and process across a range of historical periods, social structures, and cultures.
2. Students will learn to use and critique alternative explanatory systems of theories.
3. Students will analyze the effects of historical, social, political, economic, cultural, and global forces on the area of study.
4. Students will learn to understand the evolution and current role of the Criminal Justice system in the United States.

CORE CURRICULUM INTELLECTUAL COMPETENCIES

1. READING: the ability to analyze and interpret a variety of printed materials at the college level.
2. WRITING: the ability to produce clear, correct, and coherent prose adapted to purpose, occasion and audience at a college level.
3. CRITICAL THINKING: think and analyze at a critical level.
4. COMPUTER LITERACY: to understand our technological society and use computer based technology in communication and the acquisition of information.

Textbooks and Other Course Materials

CRIJ 1306 Court Systems and Practices
Author: T.L. Dunn
No ISBN
Textbook can be purchased at Eastfield College bookstore ONLY.

Required Technology

Students will need access to the internet to access the course site and access to online materials associated with several of the modules, including audio and video capabilities.

Adobe - Adobe Flash and Adobe Shockwave player may be required for online testing or video streaming. Adobe Acrobat Reader is required to view PDF document files and Adobe Captivate hosts assignment activities (Adobe Captivate Software Download is not required for this course). Click here to view Adobe’s Accessibility and Privacy Policy. Download for free here: Adobe Acrobat Reader DC

MS Word - Students may be required to use a recent version of MS Word to review and complete their weekly assignment material. Click here to view Microsoft’s Accessibility and Privacy Policy. For information on DCCCD’s Microsoft Office Software packages, visit https://www.eastfieldcollege.edu/services/OnlineServices/Pages/MSOffice.aspx.
YouTube—Students will need access to the internet for online materials associated with several of the modules, including audio and video capabilities. Click here to view YouTube’s Accessibility and Privacy Policy. Access here: YouTube

Google—Students may be required to use Google for access to Google Docs, Gmail, and/or to create and manage Blogs. Click here to view Google's Accessibility and Privacy Policy. Access here: Google

Working with Course Content

Lectures will be campus-based and all course work will be completed through eCampus by Weekly units. Each Unit will contain four (4) Weeks and will require completion of the following tasks:

- Read Learning Objectives
- Post your introduction in Question & Answers Discussion (Week 1 Only)
- Attend Online Review Sessions (Week 9, Week 11, Week 14, Week 16 Only)
- Review Lecture Materials; Watch the Video Matrix (Week 1 Only)
- Complete Assigned Reading
- Review and Complete Assignments (If Applicable)
- Complete Assessment

At the end of each week you will have the opportunity to complete Assigned Activities. These activities are interactive quizzes, exams, discussion questions, and scenario activities to reinforce the learned concepts.

Assessments are formatted as Quizzes using the following question types: Multiple-choice, True/False, Short-Answer (fill-in-the-blanks), Short-Essay Scenarios, or multiple-choice and short-essay Exams. For Quizzes and Exams the questions are randomized, so you and a classmate may not see the same questions, and you may not get the same questions on each attempt.

During the last eight (8) weeks of class as you near completion of each unit, you will have the opportunity to attend live Blackboard Collaborative sessions which can be accessed through your course site or mobile device. These are required sessions for this course, designed to provide instructional support, comprehensive feedback and content review.

COURT ASSIGNMENT—You will observe a criminal court proceeding and write a court watch report.

INSTRUCTIONS: (Report Due, Wednesday, December 11, 2019)
1. You must observe at least one (1) hour of court proceedings.
2. Obtain the signature of the judge/ Clerk, Bailiff or court personnel presiding over each matter you observe.
3. Scan and Upload the original completed form (signed and dated) along with your Court Watch Report. (Minimum 1500 words) 100 pts (Refer to eCampus classroom and Click on Court Assignment to submit)
Evaluation Procedures

**Grading Policy:** In accordance with the policies at Eastfield College, I use the following grading system:

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Rating/Percentage</th>
<th>Total Points Received</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Excellent – 90%</td>
<td>500 - 450</td>
</tr>
<tr>
<td>B</td>
<td>Good – 80%</td>
<td>449 - 400</td>
</tr>
<tr>
<td>C</td>
<td>Satisfactory – 70%</td>
<td>399 – 350</td>
</tr>
<tr>
<td>D</td>
<td>Passing – 60%</td>
<td>349 - 300</td>
</tr>
<tr>
<td>F</td>
<td>Failing – 59% and Below</td>
<td>299 and Below</td>
</tr>
</tbody>
</table>

I employ the entire range of the grading system in this class. Do not assume that all grades receive a minimum of B. Average (Satisfactory) work is the baseline and receives a grade of C, not a B. Average work is what anyone can produce, and it is average. Good (B) work and better requires additional effort, initiative, creativity and a good understanding of the subject matter. Let's keep the spirit of the grades up and produce "good" to "excellent" work for high grades. Each component is weighted by the following predetermined percentages:

<table>
<thead>
<tr>
<th>Grade Item</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 Quizzes</td>
<td>150</td>
</tr>
<tr>
<td>5 Exams</td>
<td>250</td>
</tr>
<tr>
<td>Court Assignment</td>
<td>50</td>
</tr>
<tr>
<td>Group Presentation</td>
<td>50</td>
</tr>
</tbody>
</table>

**Total Points Possible:** 500
More details on what each assignment will cover:

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Chapters/Topics</th>
<th>Points</th>
<th>Pages</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exam I</td>
<td>Chapter 1</td>
<td>50pts</td>
<td>50-29</td>
</tr>
<tr>
<td>Exam II</td>
<td>Chapter 2 and 3</td>
<td>50pts</td>
<td>30-49</td>
</tr>
<tr>
<td>Exam III</td>
<td>Chapter 4 and 5</td>
<td>50pts</td>
<td>50-72</td>
</tr>
<tr>
<td>Exam IV</td>
<td>Chapter 6 and 7</td>
<td>50pts</td>
<td>73-88</td>
</tr>
<tr>
<td>Exam V</td>
<td>Chapters 8 and 9</td>
<td>50pts</td>
<td>89-104</td>
</tr>
</tbody>
</table>

Quizzes:
- Quiz I: In which state is cheating on your spouse illegal
- Quiz II: Alienation of Affection
- Quiz III: Texas Child Support Guidelines

Final Court Assessment: A Murder in Clifton

Grading and Feedback: All Quizzes are computer graded. Scenario Questions, Discussion Questions and Exams may require manual grading by your instructor. Your Instructor will make every effort to grade Scenario Questions, Discussions and Exams within 48 hours after the due date of the assignment. Your score on your final attempt of any assessment will stand as your final grade. Computer Grades are posted immediately and are available in your course site under 'My Grades' in the Course Menu (Navigation).

Policy on Late Work: No late work is accepted.

Course Etiquette and Netiquette Online

Following these simple netiquette rules in your online class or education environment will ensure your success! [http://www.brighthub.com/education/online-learning/articles/26946.aspx](http://www.brighthub.com/education/online-learning/articles/26946.aspx)

- Please be respectful to each other as you share your perspectives.
- Vulgarity, bullying and discrimination will not be allowed in the course. Within this course, we will address controversial issues, but we are to conduct ourselves as adults and respond to each other respectfully and without judgment.
- One of my teaching philosophies is to work cooperatively and to collaborate. To work cooperatively means that everyone has a part and completing their share of work. No slacking! To collaborate means to work together. You all have autonomy on how you complete your assignments. My focus is just the outcome.
- Be a person of your word! If you tell your teammate you are going to complete a task, make sure you follow through. The same if you plan to drop the course. Don't just drop the class and leave your teammates scrambling to complete last minute work.
- A note on group and team work: If one of your classmates lack technical knowledge and needs help with posting and navigation, the person who is technically savvy should step up to help their fellow classmate. Your teams are symbolic of a collegiate network.
**Obtaining Final Course Grades Using eConnect**

Final Grade Reports are no longer mailed. Convenient access is available online at eConnect. Use your identification number when you log onto eConnect, an online system developed by the DCCCD to provide you with timely information regarding your college record. Your grades will also be printed on your **Student Advising Report**, which is available in the Admissions Office.

**Eastfield College Email Policy**

Faculty and students must have and use a DCCCD account for all correspondence relating to academic coursework. For information on setting up a DCCCD student email account go to: [http://www.dcccd.edu/msoffice](http://www.dcccd.edu/msoffice)

**Technology:** Assignments are due as outlined in the course calendar. Waiting until the last minute can be problematic as issues may arise with computers. **Experiencing technological difficulties or not having access to a computer are not acceptable reasons for missing assignment deadlines.** Students should plan to complete assignments utilizing resources available to them; for example, a local library or the Eastfield College library and computer lab.

**Online Etiquette (Netiquette):**

Following these simple netiquette rules in your online class or education environment will ensure your success! [http://www.brighthub.com/education/online-learning/articles/26946.aspx](http://www.brighthub.com/education/online-learning/articles/26946.aspx)

**Institutional Policies:**

*Institutional Policies relating to this course can be accessed from the following link:* [https://www.eastfieldcollege.edu/au/fastfacts/legal/pages/policies-for-syllabi.aspx](https://www.eastfieldcollege.edu/au/fastfacts/legal/pages/policies-for-syllabi.aspx)

**Attendance Policy:**

Students are required to complete coursework, as governed by the course syllabus. If you are unable to meet any course requirements, it is your responsibility to inform the instructor and coordinate to make-up any missed material (If allowable).

**Financial Aid Statement**

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.**

You must attend and participate in your on-campus or online course(s) in order to receive federal financial aid. Your instructor is required by law to validate your attendance in your on-campus or online course in order for you to receive financial aid.

You must participate in an academic related activity pertaining to the course but not limited to the following examples: initiating contact with your instructor to ask a question about the academic subject studied in the course; submitting an academic assignment; taking an exam; completing an interactive video; participating in computer-assisted instruction; attending a study group assigned by the instructor; or participating in an online discussion board about academic matters relating to the course.
Financial Aid Statement for Distance Learning Classes

If you are receiving Financial Aid grants or loans and are enrolled in a Distance Learning class, you must show participation in this class prior to the certification date by either e-mailing or contacting the instructor or logging on to eCampus. Do not drop or stop attending any class without consulting the Financial Aid Office. Changes in your enrollment level and failing grades may require that you repay financial aid funds.

Repeating This Course: (Third Attempt to Enroll in a Course)

Effective for Fall Semester 2005, the Dallas County Community Colleges will charge additional tuition to students registering the third or subsequent time for a course. All third and subsequent attempts of the majority of credit and Continuing Education/Workforce Training courses will result in additional tuition to be charged. Developmental Studies and some other courses will not be charged a higher tuition rate. Third attempts include courses taken at any of the Dallas County Community Colleges since the Fall 2002 Semester. See Third Attempt to Enroll in a Course at: http://www.dcccd.edu/thirdcourseattempt/

Academic Honesty Statement

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.

As a college student, you are considered a responsible adult. Your enrollment indicates acceptance of the DCCCD Code of Student Conduct, published in the DCCCD Catalog at http://www1.dcccd.edu/cat0506/ss/code.cfm

Academic dishonesty includes, but is not limited to, cheating on tests, plagiarism and collusion. Cheating includes copying from another student’s test or homework paper, using materials not authorized, collaborating with or seeking aid from another student during a test, knowingly using, buying, selling, stealing, or soliciting the contents of an unadministered test, and substituting for another person to take a test. Plagiarism is the appropriating, buying, receiving as a gift, or obtaining by any means another’s work and the unacknowledged submission or incorporation of it in one’s own written work. Collusion is the unauthorized collaboration with another person in preparing written work for fulfillment of course requirements. Academic dishonesty is a serious offense in college. You can be given a failing grade on an assignment or test, can be failed for the class, or you can even be suspended from college.

ADA Statement

Students with a physical, mental or learning disability who require accommodations should contact the college Disability Services Office in C237. Call 972.860.8348 or email efcdso@dcccd.edu.

For more information: http://www.eastfieldcollege.edu/SSI/DSO/index.html

The Office of Institutional Equity, in coordination with DCCCD colleges, has the primary responsibility for reviewing, updating and implementing compliance policies and procedures. The Institutional Equity and Compliance Officer and the Office of Institutional Equity will ensure
compliance with College District policies, federal and state laws related to sexual assault, Title IX, Title II (Americans with Disabilities Act) and the Military Veterans Full Employment Act to support diversity and inclusion.

Students with Disabilities: If you are a student with a disability and/or special needs, or if you think you may have a disability, please contact the college Disability Services Office (DSO). Please note that all communication with DSO is confidential. If you are eligible for accommodations, please provide or request that the DSO send your accommodation letter to me as soon as possible (students are encouraged to contact DSO at the beginning of the semester). For more information regarding the College Disability Services Office, please visit the Student Services website: dcccd.edu/DSO Offices or contact DCCCD Office of Institutional Equity at (214) 378-1633.

**College Disability Services Offices**

- Brookhaven 972-860-4673
- Cedar Valley 972-860-8119
- Eastfield 972-860-8348
- El Centro 214-860-2411
- Mountain View 214-860-8677
- North Lake 972-273-3165
- Richland 972-238-6180

**A Note on Harassment, Discrimination and Sexual Misconduct**

We are committed to assure all community members learn and work in a welcoming and inclusive environment. Title VII, Title IX and DCCCD policy prohibit harassment, discrimination and sexual misconduct. If you encounter harassment, sexual misconduct (sexual harassment, sexual assault, stalking, relationship violence, stalking), retaliation or discrimination based on race, color, religion, age, national origin, disability, sex, sexual orientation, gender identity, and/or gender expression, please contact your College Title IX Coordinator or the Office of Institutional Equity. We treat this information with the greatest degree of confidentiality possible while also ensuring student welfare and college safety.

We are concerned about the well-being and development of our students, and are available to discuss any concerns. There are both confidential and non-confidential resources and reporting options available to you. If students wish to keep the information confidential, please contact the college Counseling or Student Health Services. As required by DCCCD policy, incidents of discrimination and/or sexual misconduct shared with faculty will be reported to the College Title IX Coordinator or District Title IX Coordinator. The Title IX Coordinator will contact the student and determine if further investigation is needed. For more information about policies, resources or reporting options, please contact your college Title IX Coordinator or visit www.dcccd.edu/title IX.

**College Title IX Coordinators:**

Eastfield -Rachel Wolf [TitleIX-EFC@dcccd.edu] | 972-860-7358
District Title IX Coordinator -Office of Institutional Equity- LaShawn Grant
[TitleIX-District@dcccd.edu](mailto:TitleIX-District@dcccd.edu)
214-378-1633
Title IX and Diversity

Eastfield College is committed to creating and fostering a learning and working environment that reflects, respects, and celebrates diversity. This is an integral part of the College’s mission to provide excellence in teaching and learning. If you encounter sexual harassment, sexual misconduct, sexual assault, or discrimination based on sex, sexual orientation, and/or gender identity, we encourage you to contact the college’s Title IX coordinator, Rachel Wolf

Additionally, if you feel comfortable doing so, you may discuss the incident with me. However, please be aware that while I will maintain your privacy, once you have shared information with me, I am required to share the basic facts of the incident with Ms. Wolf.

For more information about Title IX and the college’s policies, see the Eastfield College website:
http://www.eastfieldcollege.edu/SSI/title-ix/index

Religious Holidays

Absences for observance of a religious holy day are excused. Notification of the absence must be given to the instructor in writing at least two weeks prior to the date of the holy day. A student whose absence is excused to observe a religious holy day is allowed to contract with the instructor to take a make-up examination or complete an assignment within at a mutually agreed upon time after the absence.

Withdrawal Policy

If you are unable to complete this course, it is your responsibility to withdraw formally. The withdrawal request must be received in the Registrar’s Office by September 2nd 2017. Failure to do so will result in your receiving a performance grade, usually an “F.” If you drop a class or withdraw from the college before the official drop/withdrawal deadline, you will receive a “W” (Withdraw) in each class dropped. For more information about drop deadlines, refer to the current printed Credit Class Schedule, contact the Admissions/Registrar’s Office at 972-860-7167 (Room C119), or contact the division office.

STOP BEFORE YOU DROP

For students who enrolled in college level courses for the first time in the fall of 2007, Texas Education Code 51.907 limits the number of courses a student may drop.

You may drop no more than 6 courses during your entire undergraduate career unless the drop qualifies as an exception. Your campus counseling/advising center will give you more information on the allowable exceptions.

Remember that once you have accumulated 6 non-exempt drops, you cannot drop any other courses with a “W”. Therefore, please exercise caution when dropping courses in any Texas public institution of higher learning, including all seven of the Dallas County Community Colleges. For more information, you may access:

https://www1.dcccd.edu/coursedrops
In compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA), the College may release information classified as “directory information” to the general public without the written consent of the student. Directory information includes: (1) student name, (2) student address, (3) telephone numbers, (4) date and place of birth, (5) weight and height of members of athletic teams, (6) participation in officially recognized activities and sports, (7) dates of attendance, (8) educational institution most recently attended, and (9) other similar information, including major field of student and degrees and awards received. Students may protect their directory information at any time during the academic year. If no request is filed, directory information is released upon written inquiry. No telephone inquiries are acknowledged. No transcript or academic record is released without written consent from the student, except as specified by law.

The instructor reserves the right to amend this syllabus as necessary.