



# INSTRUCTIONAL PACKAGE

CRJ 220

Judicial Process

2019-2020

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### PART I: COURSE INFORMATION

**EFFECTIVE TERM:** Fall 2019

**COURSE PREFIX:** CRJ 220

**COURSE TITLE:** The Judicial Process

**CONTACT HOURS:** 3.0

**CREDIT HOURS:** 3.0

### RATIONALE FOR THE COURSE:

The course is designed to provide students with a basic understanding of the court systems and operation in the U.S., including both federal and State. The course generally exposes the student to the traditional procedures and processes found in all criminal courts and South Carolina in particular.

### COURSE DESCRIPTION:

This course includes an overview of the law-making function of the courts, the growth of common law, the structure and organization of the courts, court processes and procedures involved in criminal and civil cases, and the question of reform for the administration of justice.

### PREREQUISITES:

CRJ 120 Minimum with a C or better as a final grade

### REQUIRED MATERIALS:

Neubauer, D. W., & Fradella, H. F. (2017). *America's Courts and the Criminal Justice System*. Independence, KY: Cengage.

Please visit the Bookstore online site for most current textbook information. Use the direct link below to find textbooks. [BOOKSTORE](#).

Enter the semester, course prefix, number and section when prompted and you will be linked to the correct textbook.

## **ADDITIONAL REQUIREMENTS:**

CRJ 220 – Judicial Process does not have additional costs other than textbook, tuition, and fees.

## **TECHNICAL REQUIREMENTS:**

All criminal justice courses whether traditional, hybrid or online, require students to access the course in D2L through a personal computer. Therefore, students should have a reliable access to a computer with a dependable Internet connection to be successful in this course or any criminal justice course. Students will be required to access, download, and/or print material from the course in D2L, which is accessible through My Courses and the student's WaveNet account. Students should pay particular attention to the course outline under Content as well as the course calendar. Students will be able to monitor grades and attendance through the course in D2L.

Criminal justice courses, whether traditional, hybrid, or online **require** students to complete some, if not all, coursework – assignments, exams, and other activities - through an online environment in D2L. Traditional in the classroom and hybrid require students to complete a portion of the required work online. The amount of online activity depends on the format of the course; therefore, students should pay particular attention to the course information and documents. Courses with an online component move very rapidly with graded requirements typically due each week. Students **must** be aware of the calendar and mindful of updates and announcements; therefore, a student **must** have access to a reliable computer and a dependable Internet connection. Criminal justice courses use D2L as a platform for course activities.

When having technology problems find another computer. Computers are open to students at numerous locations on all three campuses including open computer labs and the libraries. There are computers available for use in other public locations including the public libraries. A final option would be to contact a friend or relative to borrow a computer. When technology issues are related to the system (i.e., D2L and WaveNet), and not the result of a broken computer or server connection, you should contact Student Online Support OIT Help Desk at (843) 349-5340 or through their link on the WaveNet homepage. Technology issues or technical problems are not an acceptable excuse should there be a course requirement that **must** be completed through D2L. When having difficulty accessing the course or its components, or e-mail function, it is a good idea to notify your professor about the problem or difficulty.

## **STUDENT IDENTIFICATION VERIFICATION**

Students enrolled in online courses will be required to participate in a minimum of one (1) proctored assignment and/or one (1) virtual event to support student identification verification. Please refer to your Instructor Information Sheet for information regarding this requirement.

## **CLASSROOM ETIQUETTE/NETIQUETTE:**

All students are expected to conduct themselves in a **professional and courteous** manner at all times, and toward all members of the class, whether online or in a traditional classroom setting. The standards of professional behavior will be enforced. Any violation associated with inappropriate behavior including statements or remarks in class or e-mails as well as postings or other communications will **not** be tolerated. At the discretion of the professor of record, the inappropriate behavior may be reported in writing as a violation of the Student Code of Conduct under Proscribed Conduct, which could result in disciplinary action as described in College Catalog and Student Handbook (HGTC, 2017-2018, pp. 31-37).

**NETIQUETTE:** is the term commonly used to refer to conventions adopted by Internet users on the web, mailing lists, public forums, and in live chat focused on online communications etiquette. For more information regarding Netiquette expectations for distance learning courses, please visit [Online Netiquette](#).

## **PART II: STUDENT LEARNING OUTCOMES**

### **COURSE LEARNING OUTCOMES AND ASSESSMENTS\*:**

#### **UNIT I – THE CRIME, ADVERSARIAL JUSTICE, AND JUDICIAL SYSTEMS**

- **Material Covered:** Read Chapters 1-4, pages 1-123 in Neubauer & Fradella (2017).
- **Student Outcome:** Describe and identify the major types of courts found in the U.S.
- **Student Outcome:** Describe and explain the importance of the adversary system.
- **Student Outcome:** Describe and identify the four primary types of jurisdiction: geographical, subject matter, personal, and hierarchical.
- **Student Outcome:** Outline the four layers of a typical state court system.
- **Student Outcome:** List the four primary problems confronting the lower courts in the United States.
  
- **Assessment:** Quiz #1
- **Assessment:** Quiz #2
- **Assessment:** Assignment #1
- **Assessment:** Exam #1

#### **UNIT II – THE DYNAMICS AND THE PARTICIPANTS IN THE JUDICIAL PROCESS**

- **Material Covered:** Read Chapters 5-9, pages 124-259 in Neubauer & Fradella (2017).
- **Student Outcome:** Analyze the importance of assembly-line justice.
- **Student Outcome:** Discuss the two major characteristics of prosecutors in the United States.

- **Student Outcome:** Analyze the consequences of different methods of judicial selection.
- **Student Outcome:** Identify three types of programs that are designed to aid victims and witnesses in coping with the criminal justice process.
- **Assessment:** Quiz #3
- **Assessment:** Assignment #2
- **Assessment:** Assignment #3
- **Assessment:** Exam #2

### UNIT III – PRETRIAL AND TRIAL PROCESS AND PROCEDURE

- **Material Covered:** Read Chapters 10-13, pages 269-389 in Neubauer & Fradella (2017).
- **Student Outcome:** List and describe the four ways that criminals are formally charged in court and who are the major actors in each of these important documents.
- **Student Outcome:** Identify the types of evidence subject to mandatory criminal discovery.
- **Student Outcome:** Discuss the importance of Boykin v. Alabama.
- **Student Outcome:** Analyze and describe the scope of the right to a trial by jury in a criminal case.
- **Student Outcome:** Identify and describe the steps in a criminal trial.
- **Assessment:** Assignment #4
- **Assessment:** Quiz #4
- **Assessment:** Assignment #5
- **Assessment:** Exam #3

### UNIT IV – SENTENCING, APPEAL, AND JUVENILE COURTS

- **Material Covered:** Read Chapters 14-17, pages 390-521 in Neubauer & Fradella (2017).
- **Student Outcome:** Describe and differentiate the difference between the five major sentencing philosophies.
- **Student Outcome:** Describe how scholars approach the issue of racial discrimination differently than the public and the implications these differing approaches have for the conclusions reached.
- **Student Outcome:** Compare and contrast plain error, reversible error, and harmless error.
- **Student Outcome:** Identify and describe the five ways that juvenile courts differ from adult courts.
- **Assessment:** Quiz #5
- **Assessment:** Courtroom Observation Project
- **Assessment:** Exam #4 (Final)

### **PART III: GRADING AND ASSESSMENT**

#### **EVALUATION OF REQUIRED COURSE MEASURES/ARTIFACTS\***

Students' performance will be assessed and the weighted associated with the various measures listed below.

#### **EVALUATION OF REQUIRED COURSE MEASURES/ARTIFACTS:**

##### **EVALUATION\***

Exams (3 X 75) .....	300 (30%)
Quizzes (5 X 50) .....	250 (25%)
Assignments (5 X 50) .....	250 (25%)
Court Observation Paper .....	<u>200 (20%)</u>
Total.....	1000 (20%)

***\*Students, for the specific number and type of evaluations, please refer to the Instructor's Course Information Sheet.***

#### **GRADING SYSTEM:**

90-100.....	A
80- 89.....	B
70- 79.....	C
60- 69.....	D
Below 60.....	F

Grades earned in courses impact academic progression and financial aid status. Before withdrawing from a course, be sure to talk with your instructor and financial aid counselor about the implications of that course of action. Grades of D, F, W, WF and I (Incomplete), also have a negative impact on a student's academic progression and financial aid status.

The Add/Drop Period is the first 5 days of the semester for **full-term** classes. Add/Drop periods are shorter for accelerated format courses. Please refer to the academic calendar for deadlines for add/drop ([ACADEMIC CALENDAR](#)). You must attend at least one meeting of all of your classes during that period. If you do not, you will be dropped from the course(s) and your Financial Aid will be reduced accordingly.

### **Part IV: Attendance**

Horry-Georgetown Technical College maintains a general attendance policy requiring students to be present for a minimum of 80 percent (80%) of their classes in order to receive credit for any course. Due to the varied nature of courses taught at the college, some faculty may require up to 90 percent

(90%) attendance. Pursuant to 34 Code of Federal Regulations 228.22 - Return to Title IV Funds, once a student has missed over 20% of the course or has missed two (2) consecutive weeks, the faculty is obligated to withdraw the student and a student may not be permitted to reenroll. **Instructors define absentee limits for their class at the beginning of each term; please refer to the Instructor Course Information Sheet.**

**For online and hybrid courses**, check your Instructor's Course Information Sheet for any required on-site meeting times. Please note, instructors may require tests to be taken at approved testing sites, if you use a testing center other than those provided by HGTC, the center may charge a fee for its services.

## Part V: Student Resources

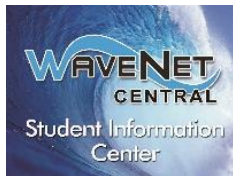


### The Student Success and Tutoring Center (SSTC)

The SSTC offers to all students the following **free** resources:

1. **Academic coaches** for most subject areas, **Writing Center Support**, and **college success skills**.
2. **On-line student success and academic support resources**.

Visit the SSTC website: [Student Success & Tutoring Center](#) and visit the student services tab in your WaveNet account to schedule appointments using TutorTrac. For more information, call: SSTC Conway, 349-7872; SSTC Grand Strand, 477-2113; and SSTC Georgetown, 520-1455 or go to the [Online Resource Center](#) to access on-demand resources any time.



### Student Information Center: WaveNet Central (WNC)

WNC offers to all students the following **free** resources:

1. **Getting around HGTC**: General information and guidance for enrollment!
2. Use the [Online Resource Center \(ORC\)](#) for COMPASS support, technology education, and online tools.
3. **Drop-in technology support or scheduled training** in the Center or in class.
4. **In-person workshops, online tutorials and more services** are available.

Visit the WNC website: [Wavenet Central](#). Live Chat and Center locations are posted on the website. Or please call one of the following locations: WNC Conway, 349-5182; WNC Grand Strand, 477-2076; and WNC Georgetown, 520-1473.

## **Student Testing:**

Testing in an **online/hybrid** course may be accomplished in a variety of ways:

- Test administered within D2L
- Test administered in writing on paper
- Test administered through Publisher Platforms

Further more tests may have time limits and/or require a proctor.

Proctoring can be accomplished either face-to-face at an approved site or online through RPNOW, our online proctoring service. To find out more about proctoring services, please visit the [Online Testing](#) section of the HGTC's Testing Center webpage.

The **Instructor Information Sheet** will have more details on test requirements for your course.

## **Disability Services:**

HGTC is committed to providing an accessible environment for students with disabilities. Inquiries may be directed to Beth Havens, Director of Student Development on the Conway Campus Jaime Davis, Counselor/Advisor on the Georgetown Campus or Kristin Griffin, Counselor on the Grand Strand Campus. These individuals will review documentation of the student's disability and, in a confidential setting with the student, develop an educational accommodation plan.

Note: It is the student's responsibility to self-identify as needing accommodations and to provide acceptable documentation. After a student has self-identified and submitted documentation of a disability, accommodations may be determined, accepted, and provided.

## **Statement of Equal Opportunity/Non-Discrimination Statement**

Horry-Georgetown Technical College prohibits discrimination and harassment, including sexual harassment and abuse, on the basis of race, color, sex, national or ethnic origin, age, religion, disability, marital or family status, veteran status, political ideas, sexual orientation, gender identity, or pregnancy, childbirth, or related medical conditions, including, but not limited to, lactation in educational programs and/or activities.

Inquiries regarding the non-discrimination policies: Students and prospective student inquiries concerning Section 504, Title II, and Title IX and their application to the College or any student decision may be directed to the Vice President for Student Affairs, Dr. Melissa Batten, VP Student Affairs, Title IX Coordinator, Building 1100, Room 107A, Conway Campus, PO Box 261966, Conway, SC 29528-6066, 843-349-5228, [Melissa.Batten@hgtc.edu](mailto:Melissa.Batten@hgtc.edu). Employee and applicant inquiries concerning Section 504, Title II, and Title IX and their application to the College may be directed to the Vice President for Human Resources, Jacquelyne Snyder, VP Human Resources, Section 504, Title II, and Title IX Coordinator, Building 200, Room 212A, Conway Campus, PO Box 261966, Conway, SC 29528-6066, 843-349-5212, [Jacquelyne.Snyder@hgtc.edu](mailto:Jacquelyne.Snyder@hgtc.edu).

## **Title IX Requirements**

All students (as well as other persons) at Horry-Georgetown Technical College are protected by Title IX—regardless of their sex, sexual orientation, gender identity, part- or full-time status, disability, race, or national origin—in all aspects of educational programs and activities. Any student, or other member



of the college community, who believes that he/she is or has been a victim of sexual harassment or sexual violence may file a report with the college’s Chief Student Services Officer, campus law enforcement, or with the college’s Title IX Coordinator, or designee.

\*Faculty and Staff are required to report incidents to the Title IX Coordinators when involving students. The only HGTC employees exempt from mandatory reporting are licensed mental health professionals (only as part of their job description such as counseling services).

<p><b>Inquiries regarding the non-discrimination policies:</b></p>	
<p>Student and prospective student inquiries concerning Section 504, Title II, and Title IX and their application to the College or any student decision may be directed to the Vice President for Student Affairs.</p>	<p>Employee and applicant inquiries concerning Section 504, Title II, and Title IX and their application to the College may be directed to the Vice President for Human Resources.</p>
<p><b>Dr. Melissa Batten, VP Student Affairs</b>  <i>Title IX Coordinator</i></p> <p>Building 1100, Room 107A, Conway          Campus          PO Box 261966, Conway, SC 29528-6066          843-349-5228  <a href="mailto:Melissa.Batten@hgtc.edu">Melissa.Batten@hgtc.edu</a></p>	<p><b>Jacquelyne Snyder, VP Human Resources</b>  <i>Section 504, Title II, and Title IX Coordinator</i></p> <p>Building 200, Room 212A, Conway Campus          PO Box 261966, Conway, SC 29528-6066          843-349-5212  <a href="mailto:Jacquelyne.Snyder@hgtc.edu">Jacquelyne.Snyder@hgtc.edu</a></p>