INSTRUCTIONAL PACKAGE

CRJ 220
Judicial Process

Effective Term
2021-2022

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Part I: Course Information

Effective Term: 2021-2022

COURSE PREFIX: CRJ 220   COURSE TITLE: 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/CO-REQUISITES:

***Online/Hybrid** courses require students to complete the [DLi Orientation Video](#) prior to enrolling in an online course.

REQUIRED MATERIALS:

Neubauer, D. W., & Fradella, H. F. (2019). *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.

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:

Access to Desire2Learn (D2L), HGTC's student portal for course materials.
myHGTC and college email access.

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 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, or print material from the course in D2L, which is accessible through MyCourses and the student's 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, course work – assignments, exams, and other activities - through an online environment in D2L. Traditional 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 of Horry-Georgetown Technical College, including open computer labs and libraries. There are computers available for use in other public locations, including 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, you should contact TECH Central at (843) 349-8324 or
https://www.hgtc.edu/admissions/student_information/index.html. 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 with accessing the course or its components, or email function, it is a good idea to notify the course 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:

According to the Student Code for the South Carolina Technical College System (3-2-106.1), there are numerous forms of academic misconduct including, but not limited to, cheating on tests, plagiarism, collusion, and fabrication of information (HGTC Catalog, 2020, p. 35).

Furthermore, as described under Section III, Student Conduct Regulations, inappropriate behavior can include but is not limited to (1) abuse of the privilege of freedom of speech or assembly, (2) falsification of information and other acts intended to deceive, (3) actions which endanger students and the college community, (4) infringement of rights of others, and (5) other acts which call for discipline (HGTC Catalog, 2020, p. 35).

All criminal justice students are expected to conduct themselves in a professional and ethical manner in word or action. The standards of professional and ethical behavior will be enforced. Any violation

associated with inappropriate behavior including but not limited to statements or remarks made in class, during internships, or through emails, postings including Facebook or social media sites, text messages, or other communications will ___not___ be tolerated.

At the discretion of the professor of record, academic misconduct or inappropriate behavior may be reported in writing as a violation of the Student Code under Section IV, which could result in disciplinary action (HGTC Catalog, 2020, p. 37).

All alleged acts of sexual violence or sexual harassment ___must___ be reported to the Title IX Coordinator or designee. Per the South Carolina Technical System Student Code Procedures for Addressing Alleged Acts of Sexual Violence and Sexual Harassment (3-2-106.2), "students may also contact any responsible employee, who has an obligation to report any claim of sexual harassment or sexual assault to the Title IX Coordinator, or designee" (HGTC Catalog, 2020, p. 40).

Part II: Student Learning Outcomes

COURSE LEARNING OUTCOMES and ASSESSMENTS*:

UNIT I – LAW, CONTROVERSY, ADVERSARIAL JUSTICE, AND COURTS

- **Material Covered:** Neubauer & Fradella, Chapters 1-4.

- **Student Outcome:** Describe how the courts are related to the other components of the criminal justice system.
- **Student Outcome:** Explain the importance of the adversary system.
- **Student Outcome:** Describe and identify the four primary types of jurisdictions: geographical, subject matter, personal, and hierarchical.
- **Student Outcome:** Analyze the impact the federal courts have on the administration of criminal justice at the state and local levels through their federal question jurisdiction.
- **Student Outcome:** Describe the four layers of a typical state court system. Describe and identify the major types of courts found in the U.S.
- **Student Outcome:** Describe the types of cases handled by the trial courts of limited jurisdiction.
- **Student Outcome:** Describe the five ways that juvenile courts differ from adult courts.
- **Student Outcome:** Discuss how states vary in terms of when a juvenile may be transferred to adult court for prosecution.

- **Assessment:** Assignment Discussion #1
- **Assessment:** Assignment Discussion #2
- **Assessment:** Exam #1

UNIT II – DYNAMICS OF COURTHOUSE AND THE ACTORS

- **Material Covered:** Neubauer & Fradella, Chapters 5-8.

- **Student Outcome:** Analyze the importance of assembly-line justice.
- **Student Outcome:** Describe the strengths and weaknesses of speedy trial laws.
- **Student Outcome:** Describe why ethics is important to the American legal system.
- **Student Outcome:** Discuss the two major characteristics of prosecutors in the U.S.
- **Student Outcome:** Analyze the principal factors affecting prosecutorial ethics.
- **Student Outcome:** Identify and describe the four major legal issues surrounding the right to counsel.
- **Student Outcome:** Analyze the importance of legal ethics to the defense of criminal defendants.
- **Student Outcome:** Discuss the role of the judge within the courtroom work group.
- **Student Outcome:** Analyze the consequences of different methods of judicial selection.

- **Assessment:** Assignment Discussion #3
- **Assessment:** Assignment Discussion #4
- **Assessment:** Exam #2

UNIT III – PARTICIPANTS, PRETRIAL, DISCOVERY, AND PLEA BARGAIN

- **Material Covered:** Neubauer & Fradella, Chapters 9-12.

- **Student Outcome:** Discuss how many victims and witnesses view the court process and how these participants are many times viewed by the court.
- **Student Outcome:** Identify three types of programs designed to aid victims and witnesses in coping with the criminal justice process and explain why some view these programs as manipulating victims.
- **Student Outcome:** List and describe the four (4) ways that criminals are formally charged in Court.
- **Student Outcome:** Describe the four layers of the criminal justice wedding cake.
- **Student Outcome:** Differentiate formal and informal discovery and the reasons why both are used in criminal cases.
- **Student Outcome:** Identify the types of evidence subject to mandatory criminal discovery.
- **Student Outcome:** Differentiate between the three (3) most common types of plea agreements, and identify the major factors influencing bargaining and discretion.
- **Student Outcome:** Discuss the importance of Boykin v. Alabama.

- **Assessment:** Assignment Discussion #5
- **Assessment:** Assignment Discussion #6

- **Assessment:** Exam #3

UNIT IV – TRIALS, SENTENCING AND APPELLATE REVIEW

- **Material Covered:** Neubauer & Fradella, Chapters 13-15.

- **Student Outcome:** Analyze and describe the scope of the right to a trial by jury in a criminal case.
- **Student Outcome:** Summarize the basic rules of evidence concerning trustworthiness and relevance of evidence.
- **Student Outcome:** List at least three major issues related to imprisonment as a sentence in the United States.
- **Student Outcome:** Summarize the two U.S. Supreme Court rulings from the 1970s on capital punishment that led to the bifurcated process for death penalty sentencing.
- **Student Outcome:** Identify the major alternatives to imprisonment.
- **Student Outcome:** Discuss the issues of sentencing disparities and discrimination in sentences based on factors such as race, gender, sex, education, and socioeconomic status.
- **Student Outcome:** Describe the two primary functions of appeals.
- **Student Outcome:** Compare and contrast appeals and post-conviction review processes.

- **Assessment:** Assignment Discussion #7
- **Assessment:** Assignment Discussion #8
- **Assessment:** Exam #4 (Final)

Part III: Grading and Assessment

EVALUATION OF REQUIRED COURSE MEASURES/ARTIFACTS*:

Students' performance will be assessed and the weight associated with the various measures/artifacts are listed below.

EVALUATION*

Tests 45%
Discussion Assignments 40%
Court Observation Paper 15%
Total   100%

Students, for the specific number and type of evaluations, please refer to the

Instructor's Course Information Sheet.

GRADING SYSTEM:

Please note the College adheres to a 10 point grading scale A = 100 – 90, B = 89- 80, C = 79 – 70, D = 69 – 60, F = 59 and below. You must have your Dean's approval if changes in the scale are made.

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. Ds, Fs, Ws, WFs and Is also negatively impact 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. 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, and 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 tutors** for most subject areas, **Writing Center support**, and **college success skills**.
2. Online **tutoring** and academic support resources.

3.	Professional and interpersonal communication **coaching** in the EPIC Labs.

Visit the Student Success & Tutoring Center website for more information. To schedule tutoring, contact the SSTC at sstc@hgtc.edu or self-schedule in the Penji iOS/Android app or at www.penjiapp.com. Email sstc@hgtc.edu or 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.

STUDENT INFORMATION CENTER: TECH Central

TECH Central offers to all students the following free resources:
1.	**Getting around HGTC**: General information and guidance for enrollment, financial aid, registration, and payment plan support!
2.	Use the Online Resource Center (ORC) including Office 365 support, password resets, and username information.
3.	**In-person workshops, online tutorials and more services** are available in Desire2Learn, Student Portal, Degree Works, and Office 365.
4.	**Chat with our staff on TECH Talk**, our live chat service. TECH Talk can be accessed on the student portal and on TECH Central's website, or by texting questions to (843) 375-8552.

Visit the Tech Central website for more information. Live Chat and Center locations are posted on the website. Or please call (843) 349 – TECH (8324), Option #2.

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
Furthermore, 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 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 HGTC's Accessibility and Disability Service webpage. The Accessibility and Disability staff 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.

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).

INQUIRIES REGARDING THE NON-DISCRIMINATION/TITLE IX POLICIES:

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.

> **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

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**
> *EEO and Title IX Coordinator*
> Building 200, Room 212A, Conway Campus
> PO Box 261966, Conway, SC 29528-6066
> 843-349-5212
> Jacquelyne.Snyder@hgtc.edu