



INSTRUCTIONAL PACKAGE

CRJ 220
Judicial Process

Effective Term
Fall 2023/Spring 2024/Summer 2024

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Part I: Course Information

Effective Term: Fall 2023/Spring 2024/Summer 2024

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 operations 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:

CRJ 101 – Introduction to Criminal Justice with a final grade of a “C” or better.

REQUIRED MATERIALS:

This course uses available online education resources (OER) rather than a textbook. The resources used are from verifiable, reliable, and trustworthy Open access materials, websites, webpages, paper repositories, and library databases that are free to the public rather than a purchased textbook.

ADDITIONAL REQUIREMENTS:

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

TECHNICAL REQUIREMENTS:

Access to Desire2Learn (D2L), HGTC's learning management system (LMS) used for course materials.

Access to myHGTC portal for student self-services.

College email access – the College's primary official form of communication.

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 the Instructor Information Sheet for information regarding this requirement.

COURSE ETIQUETTE AND ETHICAL BEHAVIOR:

All criminal justice students are expected to conduct themselves in a professional and courteous manner and toward all class members, 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 emails, as well as postings or other communications, will be investigated and reported to Student Affairs for appropriate action. At the discretion of the professor of record, academic misconduct may be reported in writing as a violation of the Student Code of Conduct. Reporting inappropriate behavior or academic misconduct could result in disciplinary action, as described in College Catalog and Student Handbook (HGTC, 2024, p. 39). Please see the Instructor's Addendum for further information.

Originality Score

All writing, including but not limited to discussion responses, exam or test answers, and term papers, has an originality score. Therefore, any part of writing turned in for a graded requirement that is copied, cut and pasted, or quoted, whether correctly cited or NOT, or created whole or in part by an AI-writing generator will be subtracted from the overall word count, and a reduction in the overall points awarded. Any egregious, blatant, or continued submission of written work containing copied or cut and pasted passages will be considered plagiarism and reported as academic misconduct per the HGTC Catalog (2023-2024) p. 39.

Part II: Student Learning Outcomes

COURSE LEARNING OUTCOMES AND ASSESSMENTS*:

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

- **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 jurisdiction: 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:** Class Activity or Assignment #1
- **Assessment:** Class Activity or Assignment #2
- **Assessment:** Exam #1

UNIT II – DYNAMICS OF COURTHOUSE AND THE ACTORS

- **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 vital 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:** Class Activity or Assignment #3
- **Assessment:** Class Activity or Assignment #4
- **Assessment:** Exam #2

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

- **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 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:** Class Activity or Assignment #5
- **Assessment:** Class Activity or Assignment #6
- **Assessment:** Courtroom Observation Paper

UNIT IV – TRIALS, SENTENCING, AND APPELLATE REVIEW

- **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 the 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:** Class Activity or Assignment #7
- **Assessment:** Class Activity or Assignment #8
- **Assessment:** Exam #3 (Final)

****Students – please refer to the Instructor’s Course Information sheet for specific information on assessments and due dates.***

Part III: Grading and Assessment

EVALUATION (COURSE GRADING):*

Students’ performance will be assessed, and the grade will be determined by the methods below.

EVALUATION*

Tests	45%
Class Activity or Assignment	40%
Court Observation Paper	<u>15%</u>
Total	100%

****Please refer to the Instructor’s Addendum for the specific number and type of evaluations.***

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, speak with the course instructor and a 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 five (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. A student must attend at least one meeting of all of the classes during that period. If a student does not, that student will be dropped from the course(s), and 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](#) webpage 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 webpage 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 webpage. Or please call (843) 349 – TECH (8324), Option #1



HGTC LIBRARY:

Each campus location has a library where HGTC students, faculty, and staff may check out materials with their HGTC ID. All three HGTC campus libraries are equipped with computers to support academic research and related schoolwork; printing is available as well. Visit the [Library](#) webpage for more information, or call (843) 349-5268.

STUDENT TESTING:

Testing in an **online/hybrid** course and in **make-up exam** situations may be accomplished in a variety of ways:

- Test administered within D2L
- Test administered in writing on paper
- Test administered through Publisher Platforms (which may have a fee associated with the usage)

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 develop an educational accommodation plan in a confidential setting with the student.

Note: The student is responsible for self-identifying as needing accommodations and providing 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 any 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 for Student Affairs

Title IX, Section 504, and Title II 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 for Human Resources

Affirmative Action/Equal Opportunity Officer and Title IX Coordinator

Building 200, Room 205B, Conway Campus
PO Box 261966, Conway, SC 29528-6066
843-349-5212

Jacquelyne.Snyder@hgtc.edu