



CRJU 3400 – Courts in the United States (CRN 20409)

Course Syllabus – Spring 2016

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PROFESSOR INFORMATION:

<i>Professor:</i>	Jason Davis, Ph.D.
<i>Email:</i>	JasonDavis@clayton.edu
<i>Website:</i>	http://a-s.clayton.edu/jdavis79
<i>Office:</i>	T103C Clayton Hall
<i>Office Hours:</i>	Tuesdays, Wednesdays, Thursdays 11am-12pm & 2-3pm or by appointment
<i>Office Phone:</i>	(678) 466-4855
<i>Fax:</i>	(678) 466-4899

COURSE INFORMATION:

<i>Classroom:</i>	This course is 100% online
<i>Class Days & Times:</i>	This course is 100% online
<i>Textbook:</i>	America's Courts and the Criminal Justice System, 11 th edition by David W. Neubauer and Henry F. Fradella
<i>Course Prerequisites:</i>	CRJU 1150 – Introduction to Criminal Justice (3-0-3) with a minimum US grade of D

Course Overview:

This course offers a general understanding of the processes and functions of criminal court systems in the United States. More specifically, the following topics will be examined: the historical development of criminal courts, different types of law, characteristics of Federal and state courts, functions and responsibilities of prosecutors, defense attorneys, and judges, the criminal trial process, plea bargaining, sentencing options and decisions, and characteristics of appellate courts.

LEARNING OUTCOMES:*❖ Criminal Justice Program Learning Outcomes:*

- Outcome 1: Describe the varying responsibilities and administrative competencies of each component of the criminal justice system.
- Outcome 2: Illustrate how gender, race, ethnicity, age and social class contribute to varying experiences in the criminal justice system.
- Outcome 3: Analyze and interpret the kinds of data commonly found in the criminal justice field.
- Outcome 4: Critically evaluate existing or proposed criminal justice policies and practices.
- Outcome 5: Critically evaluate existing or proposed criminal justice policies and practices.

❖ Introduction to Criminal Justice Learning Outcomes:

Upon completion of this course, students should know

1. Know the basic functions or responsibilities of criminal courts
2. Identify different types of law
3. Important Supreme Court decisions that influence the criminal court proceedings
4. Primary characteristics of Federal and state courts
5. Functions of prosecutors, defense attorneys, and judges
6. Key aspects of the trial process
7. Understand the dynamics of plea bargaining
8. Factors that influence sentencing decisions
9. Characteristics of the appellate courts

❖ Measuring Course Learning Outcomes:

1. Learning outcomes 1-4 will be measured via Test 1 and quizzes
 2. Learning outcome 3; 5-6 will be measured via Test 2, quizzes, and writing assignment
 3. Learning outcomes 3; 7-9 measured via Tests 3 and 4 as well as quizzes
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ATTENDANCE

❖ *University Attendance Policy:*

Students are expected to attend and participate in every class meeting. Instructors establish specific policies relating to absences in their courses and communicate these policies to the students through the course syllabi. Individual instructors, based upon the nature of the course, determine what effect excused and unexcused absences have in determining grades and upon students' ability to remain enrolled in their courses. The university reserves the right to determine that excessive absences, whether justified or not, are sufficient cause for institutional withdrawals or failing grades.

❖ *Course Attendance Policy:*

Students will be expected to read and access the (a) weekly announcements and (b) PowerPoint slides on a **weekly basis**. This information **will not** remain posted indefinitely. Instead, the weekly announcements, PowerPoint lecture slides, and graded assignments (quizzes and tests) **will ONLY be posted for ONE WEEK at a time**.

❖ *No Show Policy:*

Since this is a 100% online course, it is very important that **students complete the syllabus no-show questionnaire by Tuesday January 19th**. A failure to complete the quiz will result in a student being counted as a no-show and dropped from the course!

EMAIL CORRESPONDENCE

- ❖ PLEASE SEND ALL EMAILS TO my JasonDavis@Clayton.edu account. Since I teach multiple classes each semester, it is easier for me to monitor one email account than check 3 or more separate accounts (one email account for each course).
 - ❖ Please allow a 24 hour response time for any correspondence. Thus, if I receive an email on Monday morning at 9am I will respond by Tuesday 9am. In addition, I will respond to emails received on Friday by Monday.
 - ❖ **I will ONLY respond to emails sent from a Clayton State University address.** Therefore, do not send me emails using a personal account such as Hotmail, Yahoo, Gmail, etc.
 - ❖ I maintain a busy schedule and may not be able to respond to email requests or questions immediately. Therefore, please do not wait until the last minute to email me questions about assignment instructions or requirements. You need to review assignments promptly and ask any questions immediately.
 - ❖ **When sending emails please include: (a) your name and (b) course name.** Without this information, it will be difficult for me to respond.
 - ❖ Finally, **I will not respond to emails that will request information that is outlined on the syllabus such as Test dates, course readings, or assignment due dates. Also, I will not respond to emails inquiring about extra credit opportunities!**
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STUDENT EXPECTATIONS & RESPONSIBILITIES

- ❖ *Clayton State University Student Responsibilities:*
 - Students must abide by policies in the Clayton State University Student and the Basic Undergraduate Student Responsibilities (<http://adminservices.clayton.edu/studentaffairs/StudentHandbook/StudentHandbook2009.pdf>)
 - ❖ *Student Expectations:*
 - Students will be expected to
 - Read all course materials,
 - Be prepared to participate in class discussions,
 - Complete and submit assignments on the due date.
 - ❖ *Student Disability Services:*
 - Individuals with disabilities who need to request accommodations should contact the Disability Services Coordinator, Student Center 255 (678) 466-5445. disabilityservices@mail.clayton.edu
 - ❖ *Academic Dishonesty:*
 - Students will be expected to uphold the academic code of ethics. Any type of activity that is considered dishonest by reasonable standards may constitute academic misconduct.
 - The most common forms of academic misconduct are plagiarism, cheating, unauthorized assistance, misrepresentation of work, and falsification of materials.
 - All instances of academic dishonesty will result in a **minimum of grade of zero for the work involved** and a **deduction of one letter grade from the final grade**.
 - All instances of academic dishonesty will be reported to the [Office of Student Conduct](#). Judicial procedures are described in the [Student Resource Handbook](#) (Procedures for Adjudicating Alleged Academic Conduct Infractions beginning on page 16).
 - ❖ *Missed Assignments/Work:*
 - Any student who misses class and does not complete an exam or quiz and fails to submit their assignments by the deadline will receive a “0”.
 - Consideration for make-up assignments will be given to students with **documented emergencies**.
 - Students approved to make up work will be given a different version of the test, quiz, or assignment
 - ❖ *Plagiarism Detection Software:*
 - Students agree that by taking this course all required papers may be subject to submission for textual similarity review to **Turnitin.com for the detection of plagiarism**.
 - All submitted papers will be included as source documents in the Turnitin.com reference database solely for the purpose of detecting plagiarism of such papers.
 - You should submit your papers in such a way that no identifying information about you is included.
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MID-TERM WITHDRAWAL

- ❖ The **last day to withdraw without academic penalty is Friday March 4th**.
 - ❖ Approximately 30% of the course grading will be completed at this time.
 - ❖ Students have the option to withdraw from the class and receive a grade of “W” if they are unsatisfied with their performance.
 - ❖ Students must complete an official withdrawal which is available in the Office of the Registrar. Students can also withdraw on-line using SWAN.
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COMPUTER REQUIREMENTS & SKILL REQUISITES

- ❖ Each CSU student is required to have ready access throughout the semester to a notebook computer that meets faculty-approved hardware and software requirements for the student’s academic program. Students will sign a statement attesting to such access. For further information on CSU’s Official Notebook Computer Policy, please go to <http://itpchoice.clayton.edu/policy.htm>
 - ❖ Students will be required to use their computers to access course materials, submit assignments, view grades, communicate with the professor, and so forth. Students will be expected to perform or use the following applications without professor instruction:
 1. Windows™ operating system
 2. Microsoft Word™ word processing
 3. Send & receive e-mail using Outlook™ or Outlook Express™
 4. Attach and retrieve attached files via email
 5. Use a Web browser
 6. Use Adobe Reader to access files in PDF format:
 - i. **To properly access the course content you will need to download the following free software:**
 1. Adobe Reader (needed to access files in PDF format):
<http://get.adobe.com/reader/>
 2. Adobe Flash (needed to access video content):
<http://get.adobe.com/flashplayer/>
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OPERATION STUDY

At Clayton State University, we expect and support high motivation and academic achievement. Look for Operation Study activities and programs this semester that are designed to enhance your academic success such as study sessions, study breaks, workshops, and opportunities to earn Study Bucks (for use in the University Bookstore) and other items.

DESIRE 2 LEARN

- ❖ All course information including the syllabus, study guides, assignments, course readings, and other handouts will be posted in Desire2Learn, the virtual classroom for the course.
 - ❖ Students will be expected to submit (upload) all assignments in Desire 2 Learn.
 - Please **DO NOT email any assignments** or hand in hard copies of assignments as they **WILL NOT be accepted!**
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- ❖ You can gain access to Desire2Learn, by signing on to the SWAN portal and selecting “D2L” on the top right side.
 - ❖ If you experience any difficulties in Desire2Learn, please email or call The HUB at TheHub@mail.clayton.edu or (678) 466-HELP. You will need to provide the date and time of the problem, your SWAN username, the name of the course that you are attempting to access, and your instructor's name.
 - ❖ Student training videos and print materials can be found at <http://www.clayton.edu/cid/d2lstudenttraining>.
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LECTURE AND ASSIGNMENT POSTINGS

1. **POSTED MATERIAL:** All PowerPoint lecture slides, assignments, and quizzes will be posted
 - ❖ Mondays by 12 pm.
2. **WEEKLY ANNOUNCEMENTS:** I will also send out weekly announcements on Mondays to inform students about the events such as lecture material or assignment due date reminders. It is important that you read these announcements so you know what to expect each week.
 - ❖ **The announcements will remain posted for only ONE WEEK.**
3. **LECTURES:** All lectures will be posted as PowerPoint slides in the “PowerPoint Lecture Notes” folder listed under the “Content” tab.
 - ❖ **THE SLIDES WILL REMAIN POSTED FOR ONE WEEK.**
 - ❖ Also, the **PowerPoint lectures include an audio lecture** so please play and listen to the slides. The audio will offer more in-depth explanations of the material contained on the slides and more importantly, the audio will include information related to the quizzes.
4. **QUIZZES:** All quizzes will be posted in the “Quizzes” folder.
 - ❖ There will be a total of 5 short answer quizzes during the semester
 - ❖ Students will have 10 minutes to complete each quiz.
 - ❖ Students will not be allowed to revisit questions.
 - ❖ Final quiz grades will be posted Monday mornings by 12pm.
 - ❖ Please note that most answers to the quizzes will only require one or two word responses so 10 minutes is more than enough time to complete the quiz. In most cases, I will provide a definition or description of a term and concept and will ask students to provide the name of that term or concept.
5. **SUBMISSION AND DUE DATES:** All assignments, tests, and quizzes must be completed by **Sunday at 11:00pm**. There will be no exceptions!!

GRADING

This course is based on a total of 300 possible points. Students will be assessed through test, group presentations, quizzes, in-class assignments, and participation. Student grades will be posted throughout the semester in Desire 2 Learn (formerly Georgia View).

❖ *TESTS*

- Tests will account for 200 points of the overall course grade.
- There will be a total of 4 non-cumulative scan-tron tests throughout the semester.
- Each test will be worth 50 points.
- Each will contain 25 multiple choice questions worth 2 points each.
- Prior to each test, a study guide will be posted in the “Study Guide” folder in Desire 2 Learn.
- **THERE WILL BE NO MAKEUP TESTS.** Any student that does not complete the exam by the deadline will receive a “0”. It should be noted that consideration will be given to students with documented emergencies. In addition, students approved to make up an exam may be subject to taking a different version of the test (i.e., short answer, essay, etc).

❖ *Quizzes*

- Quizzes will account for 50 points of the overall course grade.
- There will be a total of 5 quizzes during the semester.
- Each quiz will be worth 10 points & will contain 5 short answer questions worth 2 points each.
- Students will have 10 minutes to answer the 5 questions.
- For integrity reasons, **students will not be allowed to revisit questions.** This helps protect against students writing down a question, consulting their notes, and then coming back to answer the question. If you foresee any problems with this format, please make arrangements with me to take the exam on campus in my office.
- Prior each quiz, I will give students an indication in the PowerPoint lectures of what sections of the book they need to focus on.
- Please note that since quizzes are short answer, I do not allow D2L to automatically grade the quizzes. I will personally grade each quiz and will post the final grades Monday morning. So please do not be alarmed if you see a grade of zero after you initially complete your quiz.

❖ *Writing Assignments*

- Writing assignments will account for 50 points of the overall grade.
- There will be two writing assignments worth 25 points each.
- Detailed instructions for the assignment will be posted in Desire 2 Learn in the “Dropbox” tab

❖ *Extra Credit*

1. I **DO NOT** provide extra credit on an individual basis so please do not ask.
2. If I decide to offer extra credit, it will be offered to all students and will be an assignment worth 5-10 points. The extra credit assignment will be offered toward the end of the semester.
3. If this class is important to maintaining a scholarship, avoiding academic suspension, financial aid, and graduation, then it is the student’s responsibility to make every effort possible to pass this course. This means reading all course

materials, coming to class prepared, attending class, studying for exams, visiting the professor during office hours, and asking for help. **DO NOT WAIT UNTIL THE END OF THE SEMESTER TO BUCKLE DOWN.** More importantly, **DO NOT** attempt to pressure the professor into giving you points or offering extra credit on an individual basis.

❖ *Grading Distribution*

4 Tests @ 50 points each	200 points
5 Quizzes @ 10 points each	50 points
<u>2 Writing Assignments @ 25 points</u>	<u>50 points</u>
Total possible points	300 points

300-270 points	= A
269-240 points	= B
239-210 points	= C
209-180 points	= D
179-lower	= F

Calculating your grade:

1. Since this course uses a point total system, it is easy to determine your grade during any point of the semester. The grading scale (listed above) provides the number of points you need to earn an A, B, C, D, F. A student needs at least 270 points in order to earn an A, at least 240 points to earn a B, at least 210 points for a C, and so forth. In order to calculate your grade simply
 - a. Add the total number of points *you* earned
 - i. Test 1 = 40 points
 - ii. Test 2 = 44 points
 - iii. Test 3 = 42 points
 - iv. Theory Assign = 35 points
 - v. Participation = 25 points
 - vi. Quizzes 1-4 = 36 points
 - vii. Total points = 222 points
 - b. Subtract your point total from the lowest point total for a particular grade
 - i. 270 (lowest pt total to earn an A) - 222 = 48 more points needed to earn A
 - ii. 240 (lowest pt total to earn a B) - 222 = 18 more points needed to earn

TENTATIVE COURSE SCHEDULE

NOTE: This is a tentative schedule and is subject to change at any point during the semester at the discretion of the professor.

Week	Month	Date	Chapter	Comments
1	January	11-17	CH 1: Courts, Crime, & Controversy	<u>NO-SHOW QUIZ</u> <ul style="list-style-type: none"> ➤ Posted in “Quizzes” folder ➤ Due <u>Tuesday January 19th</u> by 11:00pm. ➤ A failure to complete the quiz will result in a student being dropped from the course.
2	January	18-24	CH 2: Law & Crime	<u>STUDY GUIDE – TEST 1</u> <ul style="list-style-type: none"> ➤ Posted in “Study Guide” folder found in the “Contents” tab
3	January	25-31	CH 3: Federal Courts CH 4: State Courts	<u>QUIZ 1</u> <ul style="list-style-type: none"> ➤ Posted in the “Quizzes” folder ➤ 10 minutes to complete the quiz ➤ Due <u>January 31st (Sunday)</u> by 11:00pm.
4	February	1-7	TEST 1	<u>TEST 1</u> <ul style="list-style-type: none"> ➤ Posted in the “Quizzes” folder ➤ 1 hour, 15 minutes to complete. ➤ Due <u>February 7th (Sunday)</u> by 11:00pm
5	February	8-14	CH 6: Prosecutors	<u>WRITING ASSIGNMENT 1</u> <ul style="list-style-type: none"> ➤ Posted in the “Dropbox” folder ➤ Papers must be submitted as a Word document ➤ Due <u>February 14th (Sunday)</u> by 11:00 pm.
6	February	15-21	CH 7: Defense Attorneys	<u>QUIZ 2</u> <ul style="list-style-type: none"> ➤ Posted in the “Quizzes” folder ➤ 10 minutes to complete the quiz ➤ Due <u>February 21st (Sunday)</u> by 11:00 pm. <u>STUDY GUIDE – TEST 2</u> <ul style="list-style-type: none"> ➤ Posted in “Study Guide” folder found in the “Contents” tab
7	February	22-28	CH 8: Judges	<u>VIDEO</u> Watch video posted in “Video” folder
8	February-March	29-6	TEST 2	<u>TEST 2</u> <ul style="list-style-type: none"> ➤ Posted in the “Quizzes” folder ➤ 1 hour, 15 minutes to complete ➤ Due <u>March 6th (Sunday)</u> by 11:00pm <u>NOTE: WITHDRAWAL DEADLINE</u> <ul style="list-style-type: none"> ➤ <u>March 4th (Friday)</u> last day to withdraw & receive a W grade

Week	Month	Date	Chapter	Comments
9	March	7-13	NO CLASS	SPRING BREAK HOLIDAY
10	March	14-20	CH 10: From Arrest & Bail to Arraignment	QUIZ 3 <ul style="list-style-type: none"> ➤ Posted in the “Quizzes” folder ➤ 10 minutes to complete the quiz ➤ Due March 20th (Sunday) by 11:00 pm
11	March	21-27	CH 12: Negotiated Justice & the Plea of Guilty	VIDEO <ul style="list-style-type: none"> ➤ Watch video posted in “Video” folder STUDY GUIDE – TEST 3 <ul style="list-style-type: none"> ➤ Posted in “Study Guide” folder found in the “Contents” tab
12	March-April	28-3	CH 13: Trials & Juries	QUIZ 4 <ul style="list-style-type: none"> ➤ Posted in the “Quizzes” folder ➤ 10 minutes to complete the quiz ➤ Due April 3rd (Sunday) by 11:00 pm
13	April	4-10	TEST 3	Test 3 <ul style="list-style-type: none"> ➤ Posted in the “Quizzes” folder ➤ 1 hour, 15 minutes to complete ➤ Due April 10th (Sunday) by 11:00pm
14	April	11-17	CH 14: Sentencing Options	WRITING ASSIGNMENT 2: <ul style="list-style-type: none"> ➤ Posted in the “Dropbox” folder ➤ Papers must be submitted as a Word document ➤ Due April 17th (Sunday) by 11:00 pm. STUDY GUIDE – TEST 4 <ul style="list-style-type: none"> ➤ Posted in “Study Guide” folder found in the “Contents” tab
15	April	18-24	CH 15: Sentencing Decisions	QUIZ 5 <ul style="list-style-type: none"> ➤ Posted in the “Quizzes” folder ➤ 10 minutes to complete the quiz ➤ Due April 24th (Sunday) by 11:00 pm
16	April-May	25-1	CH 16: Appellate & Habeas Corpus Review	
			TEST 4	Test 4 <ul style="list-style-type: none"> ➤ Posted in the “Quizzes” folder ➤ 1 hour, 15 minutes to complete ➤ Due May 1st (Sunday) by 11:00pm