

**Department of Criminal Justice and Criminology**  
**CRIJ 2394. 03**  
**Courts and Criminal Procedure**  
**Spring 2018**



Professor: Cutty T. Gilbert, M.A.  
Office: A-113  
Phone: (936) 294-3755  
Email: Cutty@shsu.edu  
Class: Thursday Night 6:00 p.m. to 8:50 p.m.  
Room: A-115  
Office Hours: Thursday 3:00 p.m. to 6:00 p.m.

**Required Reading**

Hemmens, Craig, Brody, David C., & Spohn, Cassia. (2013). *Criminal Courts: A Contemporary Perspective* (3rd ed.): Thousand Oaks, CA.: Sage Publishing.  
ISBN: 978-1-5063-0657-5

**Course Description**

The purpose of this course is to provide students with an introductory understanding of criminal courts in America. In doing so, the course will address three broad issues: 1) the purpose and organization of courts in modern American society, 2) the nature of the courtroom workgroup (primarily judges, prosecutors, and defense attorneys) and their decision making, and 3) the processes and procedures responsible for producing “justice.” Addressing these three broad areas will allow students to get a sense of what the court system looks like in America, how the key players within the courts combine to produce important decisions (e.g., what charges to file, whether a plea bargain will be offered, what type of sentence is appropriate, etc.), and what the processes and procedures of justice look like. Students will acquire a thorough and comprehensive understanding of the criminal court system in the United States, and will be encouraged to share viewpoints, opinions, and ask questions when discussing topics on the class discussion board.

**Course Objectives**

The primary objectives of this course are to:

1. Introduce the students to the laws, procedures, and policies involved in processing an offender through the criminal court system.
2. Allow students to develop an understanding of roles and responsibilities of various officials involved in the court system processing offenders.
3. Examine the judicial system function, the courtroom actors and court process.
4. Familiarize the students with the types of law and the function of the court structure in addition to the theories of criminal court decision making.

**Attendance Policy**

Participation in online discussions is especially important in this course, and as a result, students will not only be given a score grading the quality of their discussions, but also an “attendance” score for meeting each of the discussion deadlines. In the end, the attendance points will be the “easiest” to earn, and are designed to provide extra motivation to participate in each of the discussions.

### **Course Requirements**

All students are expected to read the required reading assignments and participate in the online discussions for each course session. Since a substantial portion of this course will entail online discussion, it is especially important that students pay close attention to the readings to promote insightful interactions within the discussion forums.

Exams - there will be three 3 exams.

There will be discussion questions in addition to attention to comments on other's comments. There will be opportunities for extra credit.

### **Discussion Questions**

Discussions are a key component of the course. And this is where most of the "activity" will take place. Students are expected to participate in each of the discussions for the course sessions.

Students will be required to contribute their own original post to the discussion, and to respond to the posts of minimum two (2) other students. Participating in both of these functions is imperative to creating quality discussions. Additional details about the online discussions will be available on the course website.

### **Grading Policy**

Exam # 1	100 points	A	360 – 400
Exam # 2	100 points	B	320 – 359
Exam # 3	100 points	C	280 - 319
<u>Discussion Questions (5@ 20 each)</u>	<u>100 points</u>	D	240 - 279
Total:	400 points	F	below 240

### **MAKEUP EXAM POLICY**

**No** make-up exams will be given unless arrangements have been made with the professor prior to the examination date.

**Makeup exams must be taken one week following original test date, or they will NOT be given.**

**Student Academic Policies** concerning Attendance, Academic Honesty, Disabled Student and Services for Disabled Students, and Absences on Religious Holy days may be found at:

<http://www.shsu.edu/dept/academic-affairs/aps/aps-students.html>

### **Academic Etiquette**

Students are expected to conduct themselves appropriately, respecting the opinions of others. Given that this course is being delivered in an online environment, try to be conscious of the fact that written comments run a higher risk of being taken out of context or misinterpreted than comments made in person.

### **Academic Honesty**

The Faculty of the College of Criminal Justice expects all students to show honesty and integrity in their academic work. Academic dishonesty is not tolerated and can result in failure of the course and possible dismissal from the University.

Academic dishonesty includes but is not limited to cheating, plagiarism, collusion, and the abuse of resource materials. The University's policy on academic honesty and appeal procedures can be found in the manual entitled *Student Guidelines*, distributed by Division of Student Services.

(Reference Section 5.3 of the SHSU Student Guidelines).

<http://www.shsu.edu/adminstrative/faculty/sectionb.html#dishonesty>

**Use of telephones and text messages in academic classrooms and facilities:**

<http://shsu.edu/dept/academic-affairs/aps/aps-curriculum.html>

**Disabled Policy**

“Students with a disability which affects their academic performance are expected to arrange for a conference with the instructor in order that appropriate strategies can be considered to ensure that participation and achievement opportunities are not impaired.” The physically impaired may contact the Director of the Counseling Center as chair of the Committee for Continuing Assistance for Disabled Students by telephone (ext. 1720).

<http://www.shsu.edu/~vafwww/aps/811006.html>

**Services for Disabled Students**

Services for Disabled students can be found at <http://www.shsu.edu/~counsel/sswd.html>

<http://www.shsu.edu/catalog/scholasticrequirements.html#holyday>

**Religious Holy Day Policy**

In accordance with SHSU policy 861001, students who wish to be absent from a scheduled class assignment on a religious holy day may provide a written statement to the instructor concerning their absence. If such a case arises, accommodations will be provided for the student. For additional information, please see the following:

[http://www.shsu.edu/~vaf\\_wvu/aps/documents/861001.pdf](http://www.shsu.edu/~vaf_wvu/aps/documents/861001.pdf)

**Important dates to Remember:**

Spring Term 2018		
Date	Day	Event
November 10 - December 11	Friday - Monday	<a href="#">Advance Registration Begins</a> Advanced registration for the Spring 2018 term begins on Friday, Nov. 10. See the <a href="#">Advance Registration Schedule</a> for details on registering by classification and the breakdown of registration times by alpha schedule.
January 12 - January 16	Friday - Tuesday	<a href="#">On-Campus Registration for Undergraduate and Graduate Students</a> <a href="#">Refer to Schedule of Classes for Details</a>
January 13 - January 14	Saturday - Sunday	<a href="#">Residence Halls Open for Occupancy, 11:00 AM - 5:00 PM</a> Residence halls will open for the Spring term at 11 a.m. on Saturday, Jan. 13. All halls also will be open for move-in from 11 a.m. to 5 p.m. on Sunday, Jan. 14, and Tuesday, Jan. 16.
January 15	Monday	<a href="#">University Holiday - Martin Luther King Day</a> SHSU will be closed on Monday, Jan. 15, in recognition of Martin Luther King Jr. Day. University business will resume on Tuesday, Jan. 16, at 8 a.m.
January 16	Tuesday	<a href="#">Residence Halls Open for Occupancy, 11:00 AM - 5:00 PM</a>
January 17	Wednesday	<a href="#">First Class Day of Full Term (15-Week) and 7 1/2 (A) Week Courses</a> - Daytime on-campus and off-campus classes begin - Late Registration open - Refer to the <a href="#">Registrar's page for details and deadlines</a> - Wednesday Night (WN) classes begin (on-campus and off-campus)
January 18	Thursday	<a href="#">Thursday Night (ThN) Classes Begin (On-Campus and Off-Campus)</a>

January 19	Friday	Friday Night (FN) Classes Begin (On-Campus and Off-Campus)
January 20	Saturday	Saturday Classes Begin (On-Campus and Off-Campus)
January 22	Monday	Monday Night (MN) Classes Begin (On-Campus and Off-Campus)
January 23	Tuesday	Tuesday Night (TuN) Classes Begin (On-Campus and Off-Campus)
February 1	Thursday	Deadline for Spring 2018 Degree Applications Students anticipating graduating in May 2018 must file <a href="#">degree applications</a> in the Registrar's Office by 5 p.m. on Thursday, Feb. 1. Learn <a href="#">how to apply</a> .
February 1	Thursday	Last Day to Submit a Graduate Certificate Completion Form to the Office of Graduate Studies
February 1	Thursday	Twelfth Class Day - Last Day to Drop Without a "Q" and Receive 100% Refund Thursday, February 1, is the 12th class day of the Spring term and represents the last day to drop a course without a "Q" grade and receive a 100% refund. Note: Dropping a full schedule constitutes a <a href="#">resignation</a> , not a drop. Click the following link to see Sam Houston State University's <a href="#">limitation of Q Drops</a> .
February 12	Monday	Academic Advisement Opens for Summer and Fall 2018 Terms Students may contact the <a href="#">SAM Center</a> to schedule an advising appointment.
February 16	Friday	Last Day to Q Drop 7 1/2 (A) Week Courses Deadline to Drop 7 1/2 (A) Week Spring Courses or Labs with a "Q" grade Notes: - Students will not be permitted to drop 7 1/2 (A) week courses after this date - they will receive the grade they have earned - Dropping full schedule constitutes a <a href="#">resignation</a> , not a drop - <a href="#">Limitation of Q Drops</a> at Sam Houston State University
March 1	Thursday	Deadline to Submit Draft Thesis/Dissertation to Library for Format and Style Review
March 8	Thursday	Last Class Day 7 1/2 (A) Week Courses
March 9	Friday	Finals for 7 1/2 (A) Week Courses
March 12 - March 16	Monday - Friday	Spring Recess for Students and Faculty
March 19	Monday	Classes Resume
March 19	Monday	First Class Day for 7 1/2 (B) Courses
March 30	Friday	Good Friday - Holiday for Students and Faculty
April 3	Tuesday	Last Day to Complete a Public Defense of the Thesis/Dissertation. Start Electronic Route Sheet. Letter Requesting a Permanent Embargo for Electronic Thesis/Dissertations Must Be Submitted to the Dean of Graduate Studies by This Date.
April 6	Friday	Last Day to Drop Full Term Spring Courses with a "Q" Deadline to Drop 15-Week Spring Courses or Labs with a "Q" grade Notes: - Students will not be permitted to drop 15-week courses after this date- they will receive the grade they have earned - Dropping full schedule constitutes a <a href="#">resignation</a> , not a drop - <a href="#">Limitation of Q Drops</a> at Sam Houston State University
April 11	Wednesday	Last day to Submit Defended and Approved Thesis/Dissertation to the Library Through Vireo. Last Day to Submit Thesis/Dissertations With Approved

		Embargoes.
April 18	Wednesday	Last Day to Submit All Completed Thesis/Dissertations to the Library (Through Vireo or in Print) and Electronic Route Sheet to the Director of the Library
April 20	Friday	Last Day to Make All Final Copies of Print Thesis/Dissertation and Submit to NGL for Binding. Last Day to Submit Electronic Route Sheet to the Dean of Graduate Studies - Verify that the Documentation Has Been Published Electronically.
April 25	Wednesday	Last Day to Q Drop 7 1/2 (B) Week Courses Deadline to Drop 7 1/2 (B) Week Spring Courses or Labs with a "Q" grade Notes: - Students will not be permitted to drop 7 1/2 (B) week courses after this date - they will receive the grade they have earned - Dropping full schedule constitutes a <a href="#">resignation</a> , not a drop - <a href="#">Limitation of Q Drops</a> at Sam Houston State University
May 4	Friday	Last Class Day - Last Day to Resign by 5:00 PM in the Registrar's Office - <a href="#">Resignation Policies</a>
May 7 - May 10 <b>May 10<sup>th</sup> Final</b>	Monday - Thursday	<a href="#">Final Examinations</a> Includes Monday Night (MN), Tuesday Night (TuN), Wednesday Night (WN), <b><u>Thursday Night (ThN)</u></b> , Friday Night (FN), and Saturday Classes Final Examinations
May 10 - May 12	Thursday - Saturday	<a href="#">Commencement, Bernard G. Johnson Coliseum</a> Schedule is considered TENTATIVE until the order of ceremonies is finalized within the term of this event. Refer to the Registrar's Office webpage for commencement schedule.
May 11	Friday	<a href="#">Residence Halls Close at 12:00 Noon</a>
May 14	Monday	<a href="#">12:00 Noon - Deadline for Filing Grades with the Registrar's Office for all students, including all grades due for degree candidates (SH course grades, correspondence grades, and transfer grades). Spring Term ends.</a>

## **COURSE CALENDAR**

WEEK OF	ASSIGNED READINGS:	ISSUES OF DISCUSSION:
Thursday, January 18	Chapter 1	Introduction to Class Discuss Syllabus/ Presentation <a href="#">Discussion Question 1 posted "Meet and Greet" Discussion</a> Introduction: Law and the Judicial Function
Thursday, January 25	Chapter 2	Sources of Law –
Thursday, February 1	Chapter 3	Types of Law – <a href="#">Discussion Question 2 posted</a>
Thursday, February 8	Chapter 4	Court Organization and Structure

Thursday, February 15	Chapter 5	Specialized Courts - Review
Thursday, February 22	<b>Test – Section I</b> The Purpose and Structure of American Courts	<b>Test 1</b> Study Chapters 1, 2, 3, 4, 5
Thursday, March 1	Chapter 6	Prosecutors - Study for Test 2
Thursday, March 8	Chapter 7	Defense Attorneys
Thursday, March 15	<b>SPRING BREAK</b>	<b>SPRING BREAK</b>
Thursday, March 22	Chapter 8	Judges - Study for Test 2
Thursday, March 29	Chapter 9	Criminal Defendants and Crime Victims - Study for Test 2
Thursday, March 22	Chapter 10	The Jury – Discussion Question 4 posted – Study for Test 2 - Review
Thursday, March 29	<b>Test 2 – Section II</b> Courtroom actors and the Courtroom	<b>Test 2</b> Study Chapters 6, 7, 8, 9, 10 --
Thursday, April 5	Chapter 11	Pretrial Procedures –
Thursday, April 12	Chapter 12	The Criminal Trial – Discussion Question 5 posted
Thursday, April 19	Chapter 13	Sentencing
Thursday, April 26	Chapter 14	The Appellate Process
Thursday, May 3	Review for Final	
Thursday, May 10	<b>Final Test 3 - Section III</b> Court Process	11, 12, 13, 14 - (tentatively 6:00 p.m.)

**THE ABOVE SCHEDULE IS TENTATIVE. AND IS SUBJECT TO CHANGE AT THE PROFESSOR'S DISCRETION**

**RESIGNATION NOTE:**

Students may resign with a "W" grade from the 13th class day through the last class day, but prior to any final exams being taken or course completion.

A resignation is when a student drops **all** of their currently enrolled courses. Students who resign before the 12th class day will not have any indication in their official transcript. Students who resign beginning the 13th class day until the deadline posted in the academic calendar will have a "W" grade. However, if a final exam has been given for any course or lab you will not be permitted to resign. (Continued on next page)

**DROP NOTE:**

Courses may be dropped without a grade of "F" through the last class day, but prior to any final exams being taken or course completion. Students wishing to drop courses after the term's online drop deadline must submit a drop request form, signed by the professor, to the Registrar's Office. To process a "Q" drop after the online drop closes, students must come to the Registrar's Office, Estill Building Rm. 331 between the hours of 8:00 a.m. and 5:00 p.m. No schedule changes may be made after the deadline specified in the Academic Calendar.