

ADM Justice 4 campus



**West Los Angeles College**

**Department of Administration of Justice**

**ADM-Justice 4: Principle and Procedures**

**Professor:** C. Flournoy Williams, MSA

**Section:**0135 (UC -CSU) 3 unit

**Office Location:** GC 480

**Class Time:** M/W 0935 - 1100hrs

**Office hours:** M-Th 0715-0750 hrs

**Classroom Location:** GC 430

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**Course Description:** This course provides an in-depth study of the justice system from incident investigated by law enforcement to final disposition and settlement in court. Special emphasis on the court system which will include: the history, concepts and services related to judicial organization, court functions, prosecutorial functions, management and administration of the courts, and a comparison of the federal and state system.

## Required Text:



Courts and Criminal Justice in America

by Larry J. Siegel; Frank Schmalleger; John L. Worrall

Publisher: Prentice Hall

Copyright Year: 2011

## Student Learning Outcome (SLO):

- Identify and demonstrate laws of arrest and use of force as defined in procedural statutes, case law, constitutional law and other applicable rules.
- Have a thorough understanding of the court arraignment process in both felony and misdemeanor cases.
- The student will also gain an understanding of the various applicable due process time lines reference in custody and out of custody defendants.
- Thoroughly understand the preliminary hearing process and the standard of proof
- Differentiate between the type of case investigated by the grand jury for indictment and the type of case issued through the normal complaint process.
- Identify the various motions that can be taken by the prosecution and the defense during the course of judicial proceedings from point of arrest to final adjudication.
- Understand the purpose and function of the plea bargaining process plus other alternatives to trial.
- Organize into appropriate order the following jury trial steps: jury selection, prosecutions case-in-chief, witness testimony, marking exhibits/evidence, motions, defense case-in-chief, rebuttal testimony, jury instructions, deliberations, verdict, sentencing and appeals.

## Assignments:

There will be a variety of assignments for the class this semester to accommodate different learning styles. All assignments must be well written, and they will be graded on their composition as well as on their content. Etudes technology will be integrated into this course. **All assignments must be turn in via Etudes** and hand delivered at the instructor's request. Follow the directions for logging into Etudes.  
<http://www.wlac.edu/online/logininfo.asp>

Therefore, you will need access to a computer with Internet service. Computers are available in the campus library (HLRC), college computer labs, with connections to the Internet, which are reasonably accessible and available on campus.

We will at times have class discussions or break into smaller groups for discussions and class activities, but most of the course content will be conveyed in lectures. Note that lectures will draw on assigned readings, but they are designed to complement and

expand upon them, not to repeat them.

Guest lecturers may visit class during the semester. Therefore, class discussions will not necessarily cover all materials in the book or some chapters at all, however you are responsible for **ALL** assigned readings whether discussed in class or not.

**Assigned Reading:** Students will be expected to read each of the reading assignments assigned per week. Chapters should be read before the start of each week, as there might be a quiz at the start of class each day.

**Exams:** There will be three (3) tests, and one (1) final exam. These exams provide opportunities for students to show their individual mastery of the material. Exams are not reviewable. No one will be permitted to enter/exit the classroom during exams. The classroom doors will be locked.

**Group Project:** The purpose of this project is to develop problem solving and decision making skills in interpersonal contexts. Field trips maybe required.

**Mock court:** The class will be divided into 4 teams for mock court. Two teams will make one presentation-one acting as prosecutors and the other as defense attorneys. The mock court assignments will cover examining witnesses as well as researching the law on the issue. More details will be given later. Supporting documents will be distributed after the teams have been formed.

**Portfolio:** End of course reflection paper and cumulative assignments.

**Grading:** Each assignment, quiz, exam or project will have a point count so you will know how it adds to your final grade. Check the grade book for your points. In order to calculate your grade, add up the total points you receive and divide that by total points possible.

A=100-90%

B= 89-80%

C= 79-70%

D= 69-60%

F= 59- 0%

**Make-up Policy:** No assignment(s) will be accepted after the due date and time. In class assignment will not be recreated. You will have one day to make-up a missed exam with prior approval. Repeated make-up exams will not be allowed. No early or make-up exam.

**Plagiarism:** Written work that you hand in is assumed to be original unless your source material is documented appropriately as per MLA or APA. Using the ideas or words of another person, even a peer, or a web site, as if it were your own, is plagiarism. Cheating and plagiarism are serious academic offenses. Students should read the section on cheating and plagiarism. A student who is dishonest in this respect will be excluded from the course.

**Extra Credit (EC):** Class extra credit will be at the discretion of the instructor based on class assessments and opportunity during the term.

**College Withdrawal Policy:** It is the student's responsibility to withdraw from classes. Instructors have no obligation to withdraw students who do not attend courses, and may choose not to do so. Student who don't drop the course are subject to receive an "F". Please read withdrawal policy, which can be found at: [www.wlac.edu](http://www.wlac.edu). **Note the following dates:**

**Attendance:** Regular class attendance is recommended and required. I reserve the right to record attendance via roll call, sign-in sheets, or short quizzes that will be administered at the beginning of the class period. Students who are tardy or miss class will not be permitted to turn in or make up quizzes. In addition, it is your responsibility to ensure your signature is recorded on any sign-in sheets.

For various legitimate reasons (e.g., serious illness, death in the family) students may not be able to attend class. With the exception of class period when exams are administered, do not send emails requesting permission to miss classes. I will leave this decision as to when you must miss class to your best judgment. Class notes used for lectures will not be provided. It is your responsibility to obtain class notes and assignments from a fellow student if you miss class. You will have one day to make-up a missed exam with prior approval. Again repeated make-up exams will not be allowed.

Students are expected to arrive a few minutes before the start of class so that the lecture may commence on time. Repeat instances of tardiness and absences will not be permitted. More than three (3) absences will affect course grade and /or result in exclusion. It is suggested that students drop this course if you have family, work, or other life obligations that make it difficult to be on time or to attend class.

Students are also expected to active participants during each class period. As with attendance, the instructor reserves the right to score students based on their level of participation in class and knowledge of the course material. Thus, students are expected to read all material covered during a class period thoroughly before the start of class. This will ensure all students in the class are familiar with the basic issues to be covered during a particular class session.

**Professionalism:** Students are expected to handle themselves professionally during class. Professionalism includes attending and being prepared for class (e.g., reading material), arriving to class on time, and being engaged, active participants in the classroom experience. It is my intent to treat each student as an adult, and as such, require standards of professionalism that are highly consistent with the "real world."

We will discuss controversial criminal justice/ social issues in a frank and forthright manner because I believe it is important to do so. As professionals, students must direct

comments or responses to the class and me in a professional manner. We must all respect the opinions of each other. I would also request that if you are offended by the comments of a fellow classmate or myself that you come to me during my office hours to discuss the dilemma with me. In many cases these instances can be used as valuable learning experiences and I will do my best to rectify the problem.

**NO HEAD WEAR** (male or female) of any kind should be worn in the classroom. This includes, but is not limited to hats, hoods, wave caps, sweatbands, bandanas, sunglasses, goggles, earmuffs, or combs / picks in the hair. Except with administrative permission(i.e. medical necessity, religious, school related events).

Garments that are distracting or inappropriate are prohibited, including but not limited to those with see-through materials, pajamas, trench, coats, rips/tears, printed profanity, or language/symbols/styles that promote sex, the use of alcohol, drugs, tobacco products, gang-related or other illegal activities.

The waistband of pants, shorts or skirts must be worn and secured between the hips and the waist. Undergarments as outerwear, pajama pants, bathing suit shorts and bottoms are prohibited.

**Standards of Student Conduct:** Professors are charged with the responsibility for building and maintaining a classroom atmosphere conducive to learning. Disruptive, disrespectful, or obstructive behavior will be dealt with in terms specific to this syllabus and in accord with the LACCD Standard of Student Conduct.

**The following types of disciplinary action to be taken by an instructor:**

1) Warning- A verbal or written notice, given to the student by an instructor. Continuation or repetition of the specified conduct may be cause for further disciplinary action.

2) Removal by Instructor - An instructor may remove (suspend) a student from his or her class for the day of the incident and the next class meeting. During this period of removal, the student shall not return to the class from which he or she was removed without the concurrence of the instructor of the class. No assignments or exams will be accepted or given to a student who has been suspend.

3) Exclusion- For legitimate reasons you will simply be dropped from the course and will not be allowed to return back to the classroom.

**Communication:**It is expected that all students check their email on a regular basis. Important information such as assignments, class cancellations, and changes in course material may be relayed via email. When you communicate with the course instructors through email, please include your first and last name along with the course title and section number within the text of the email.

Email is to be used to communicate with others in a professional manner. The ready access to instant communication, however, can sometimes result in inappropriate content. This primarily refers to students sending emails to the Professor or Teachers Assistant while they are upset about course-related issues. I would strongly encourage everyone to use the "one day rule" when sending emails that might be considered inappropriate. Either wait "one day" until "cooler heads prevail" and then meet with the Professor.

I will not provide feedback about exams or other assignments via email. Any such questions or consultation must take place in person during my office hours. Exam answers will not be given.

**Use of Electronic Devices:** I reserve the right to categorically disallow any electronic devices to be used during this course. This includes but not limited to iPod's, iPad's, Blackberry's, cell phones, laptop computers, Tablets and other communication devices if I find they are not being used properly. **Turn all cell phones off and put them away during class.** Cell phone violations may result in exclusion, fine or other disciplinary action suitable. No one is allowed to repeatedly enter and exit the class. Laptop computers, for example, will not be permitted if individuals are using them to check email, surf the Internet, watch TV/ videos, or other uses not related to the class. This determination is at the sole discretion of the instructor.

**Special Instructional Accommodation:** If there are special accommodations that you require to be successful in this course, please discuss your situation with the professor. To receive accommodations for a special need or disability, students must register with the Office of Disabled Student Program and Services, HLRC.

**Syllabus Change Policy: This syllabus is a guide for the course and is subject to change. Recording of lectures and discussions will not be permitted without the prior written consent of the instructor. If you violate this recording policy you will be subject to a civil law complaint. If you can't follow this guide it is suggested that you drop this course.**

## **SECTION 1: FOUNDATIONS**

1. Legal Foundations
2. Who Controls the Courts?

## **SECTION 2: TYPES OF COURTS**

3. Federal Courts
4. State Courts
5. Juvenile Courts
6. Specialized Courts

## **SECTION 3: THE PEOPLE INVOLVED**

7. Judges

8. Prosecutors
9. Defense Attorneys
10. Defendants and Victims: Their Roles and Rights

#### **SECTION 4: THE COURT PROCESS**

11. Arrest and Beyond
12. Plea Bargaining and Guilty Pleas
13. The Jury and the Trial
14. Sentencing, Appeals, and Habeas Corpus

#### **SECTION 5: CURRENT ISSUES AND THE FUTURE OF COURTS**

15. Differential Treatment and Wrongful Convictions
16. Technology, Alternatives, and the Future

### Assignments

#### Judge

Research how judges are selected in the state of California and at the Federal level. Create a PowerPoint presentation clearly explaining both California and Federal level judge selection process.

#### California Court Structure

Research the State of California Judicial Branch (Supreme Court, Courts of Appeal, and Superior Courts) and present your findings in a PowerPoint presentation. Include a diagram of the structure and jurisdiction of the courts in the system.

#### Interview

According to our textbook the courtroom workgroup earns a living serving the court. Interview two professional courtroom actors from among the courtroom workgroup (use your textbook to define). Type out the interview questions and answers. Provide a brief reflection about the interviews. Attach a scanned PDF copy of their business cards. No less than 8 questions each.

#### Wrongful Convictions

Research a wrongful conviction case and present your findings in a PowerPoint presentation:

Write a brief summary of the case (MLA essay format 2 pages) How common is wrongful conviction for such a case and is it most prevalent? How were the errors discovered? What can we do to decrease the likelihood that an innocent person will be found guilty?

***I have read the syllabus, and I accept its terms.***

Yes