

Course Syllabus

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Administration of Justice

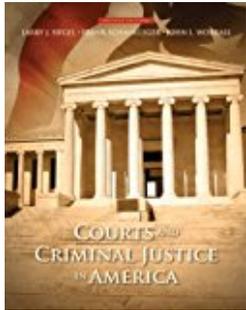
ADM-Justice 4: Principles and Procedures of the Justice System

Section# 8012 (UC:CSU) 3Units

Professor: C.Williams Flournoy Phone: (310)287-4246

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 American

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

Publisher: Prentice Hall

Copyright Year: 2015

ISBN-10: 0-13-345999-3

ISBN-13: 978-0-13-345999-9

Required Material:

- Microsoft word or Pages
- Microsoft PowerPoint
- Computer with Internet connection (If you don't have internet access at home, there are computer labs on campus)

Course SLO's

1. The student will be able to recognize and identify the key steps in the judicial process.
2. The student will be able to identify and explain key constitutional rights related to criminal justice protection by the Bill of Rights and the Due Process Clause
3. Describe language used in criminal statutes, define legal terminology, compare offense categories and punishments for violation, analyze the initiative process and examine specific initiatives influencing the criminal justice system in California.

SLO #1, #2 #3 will be embedded in a multiple-choice question assessment. At least 70% of students will achieve 70% level on the course SLO.

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 course 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. **All assignment must be turn in via Canvas, 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 are reasonably accessible, and available on campus. You must know how to operate a computer and various operating systems for this course. Click on the assignment to read a more detailed description including points per.

Federal Court Structure: Research the United States Federal Judicial Branch (U.S. Supreme Court, Courts of Appeal, and District courts) and present your findings in a PowerPoint presentation. Include a diagram of the structure and jurisdiction of the courts at the federal level only. Microsoft PowerPoint voice narration.

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 only in California. Microsoft PowerPoint voice narration.

Interview: According to our textbook the courtroom workgroup earns a living serving the court. Interview a professional courtroom actor from among the courtroom workgroup (use your textbook to define). Develop six (6) interview questions geared toward the professional courtroom actor you will interview. Type the questions and responses. Provide a reflection about the interview. Attach a scanned PDF copy of their business cards. Microsoft word

Selection process of Judges: Research how judges are selected in the state of California and at the Federal level. Create a PowerPoint presentation (PPT) clearly explaining both California and Federal level judge selection process. Microsoft PowerPoint voice narration.

Judge Bio: Select any California state or federal judge to write a 3 page biography. Use the outline found in the assignment description to help you write the biography.

Portfolio: Discuss what you have learned during the class and how it will assist you in achieving further academic and work related goals.

Your portfolio will include assignments, projects, and a final reflection, which will provides insight into your own personal journey through this course. You must demonstrate your understanding and internalization of the course objectives, and illustrates that you have a firm grasp of 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.

Exams: We will cover one chapter each week, a weekly quiz on the current chapter(s), and 10 questions from each chapter. Each quiz is made up of questions taken from the textbook. The quiz will be available starting Friday and must be completed by Sunday 11:59pm of the same week. Once you start the quiz you will have 10 minutes to complete. Quizzes are not reviewable in this course. You will not be permitted to take a quiz after the indicated date and times.

Grading: The point system. A = 100-90% B = 89-80% C = 79-70% D = 69-60% F = 59-0%

*Note: In order to calculate your grade, add up the total points you receive and divide that by possible points for the course. Check the gradebook for points.

Participation: Each student has the responsibility to participate in each and every class discussion. The instructor takes no responsibility for conveying information to students who are not in attendance or not participating. Field trips may be required.

- Ensuring all assignments will be turned into the instructor on time.

- Completing weekly reading assignments.
- Completing Weekly Discussion Questions
- Completing other assignments as assigned.

Discussion Assignments: Weekly discussion assignments must be posted in the discussion shell no later than the indicated day and time of the week assigned. I will not accept these via email. Discussions must be posted in the correct thread i.e., week one discussion question in week one discussion classroom thread in order to be scored. Postings placed in the wrong discussion room thread will not be graded and will not be scored. No Late discussion postings after due date and times.

Grading will be based on your substantive context and collaboration with the class in the discussion. You must respond to the discussion question and then to two or more (based on the number of required postings) of your classmates posting per discussion question to receive full credit. Responses should be at least 4-5 complete sentences. Support your ideas. State your point and back them with facts or personal anecdotes. Stay on topic. Respond to each other's comments in a respectful manner. You must meet the posting requirements as indicated not all in one day but an average per day based on the required posting. Posting the number of required postings on one day is not considered participation. 16 Weekly Discussion @10 points each

Attendance: The course week is Monday - Saturday. A student who fails to participate in the classroom during a course week will be deemed absent for that week. The absence will be annotated as absent unexcused (AU), unless the instructor has been informed beforehand and deemed the absence as absent excused (AE). A student who has not completed assignments, exams, and discussion question or has not participated for three (3) consecutive days regardless if the absences were deemed AU or AE may be recommended for administrative withdrawal to the main campus. Each incomplete assignment (including discussions/exams) is considered as a day absent. More than three (3) absences a student will be blocked or excluded from the course. Private messages sent to the instructor during a "course week" without actual classroom participation will not count as classroom participation or attendance.

In a traditional classroom just because a student contacts the instructor and is excused from a scheduled class meeting does not mean the student is given credit for participation or attendance. The student is still annotated as AU or AE. The online classroom shall be no different in this respect. It is the instructor's sole discretion as to what s/he shall consider AU or AE.

Withdraw: It is the student's responsibility to withdraw from this course. Instructors have no obligation to withdraw students who do not attend courses, and may choose not to do so. Those who do not withdraw are subject to receive an "F". Please read withdrawal policy, which can be found in the WLAC catalog.

Cheating and Plagiarism: Written work that you hand in is assumed to be original unless your source material is documented appropriately. 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 in the WLAC catalog.

Extra Credit (EC): No EC.

Make-up Policy: No assignment or exams will be accepted after the indicated due date and time. Consider not waiting until the day the assignment is due to submit. No assignments will be accepted via email or PM, therefore, please make sure you give yourself enough time to complete your work.

Communication: It is expected that all students check their emails, private messenger, and announcements on a regular basis. Important information such as assignments, class cancellations, and changes in course material may be relayed via email. Only communicate with the instructor via private message, not via email.

Private messages 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 messages 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 communicate with the Professor.

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

In accordance with the Americans With Disabilities Act, students requesting accommodation must register with the Office of Disabled Students Programs & Services. For information and assistance please dial (310) 287 4450.

Special Instructional Accommodation: If there are special accommodations that you require to be successful in this course please discuss your situation with the professor. Students with disabilities who need any assistance or accommodations should contact the instructor. Students should also contact the Disabled Student Programs & Services (DSPS) center located in SSB 320, call 310-287-4420 or dsp@wlac.edu (<mailto:dsp@wlac.edu>).

Instructional Support (Tutoring) & Learning Skills Center

Heldman Learning Resources Center (HLRC) | (310) 287-4486. Improve your reading, language, vocabulary, spelling, math fundamentals and chemistry knowledge with convenient, self-paced computer-aided courses in the Learning Skills Center. Increase your knowledge and learning

Date

Details

 [Prosecutor immune from lawsuits](https://ilearn.instructure.com/courses/20982/assignments/198147)
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