



Course CJS 3317, Criminal Prosecution and Court Procedure
Professor Dr. Karen L. Hayslett-McCall
Term Summer 2008
Meetings MW 12:30 p.m. 5:00 p.m.
[SOM2.801](#)

Professor's Contact Information

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Office Hours MW 11:00am, or by appointment
Other Information All e-mail contact that is meant to come directly to me must be sent to my utdallas account. The TA will be checking and responding to all e-mail that is addressed to me on WebCT.

Teaching Assistant's Contact Information

Name Nicole Els
Office Phone Please, contact via WebCT or e-mail address below
Office Location GR 3.210
Email Address Nrm041000@utdallas.edu
Office Hours Monday and Wednesday @ 11:30
Other Information Nicole will be checking and responding to all of the e-mail addressed to Dr. Hayslett-McCall on WebCT.

General Course Information

Pre-requisites, Co-requisites, & other restrictions	N/A
Course Description	This is a topics course designed to introduce students to key literature in the field and to examine some issues in the Courts. The purpose of this course is to provide an introduction to the concepts and procedures in the United States Court System. Topics will include the connection between local, state, and federal courts; the relationship between the prosecutor, the defense attorney, and the judge; and the scientific research regarding the American Court System.
Learning Outcomes	1) Students will be able to describe and identify important theoretical and methodological procedures within the American Court System. 2) Students will be able to differentiate between research components as: systemic statistics and dynamics; the role of discretion in decision making at all stages of the American Court System; and the growing role of the prosecutor over the past 100 years and the use of the plea bargain (and trial penalties). 3) Students will critique the issues of discretion making, the role of the victim, the measurement of studies that have examined critical issues in the court systems and will be required to discuss these measurement issues in an exam and some written format(s). 4) Students will participate in a mock jury and prepare a brief oral and written report of their juries outcomes.
Required Texts & Materials	Text = America's Courts and the Criminal Justice System, 9th Edition (8th Edition also acceptable) by Neubauer
Suggested Texts, Readings, & Materials	Information will be provided on the exact procedures and if any extra materials will be requirementted during class.

Assignments & Academic Calendar

[Topics, Reading Assignments, Due Dates, Exam Dates]

Course Material Being Covered	Topics and exams have been inserted below. These are tentative -- all accurate dates, and any changes in dates, are announced in class and/or posted on the WebCT calendar. Assignments are a little more based on how the material flows, thus accurate records of assignment deadlines are reflected on the calendar on WebCT.
Week 1	Syllabus and Required Movie (12 Angry Men)
Week 2	Courts, Crime, and Controversy; Law and Crime; Federal Courts; State Courts; Required In-Class Juror Questionnaire
Week 2	State Courts (cont.); Texas Courts; The Dynamics of Courthouse Justice; Prosecutors; Defense Attorneys; and Judges
Week 3	The Courtroom Workgroup (cont.); Required Movie (Unusual Defenses); Arrest to Arraignment; Bail
Week 3	Bail (cont.); Disclosing and Suppressing Evidence; Negotiating Justice and the Plea of Guilty; Trials and Juries; Sentencing Options and Sentencing Decisions
Week 4	Formation of Juries; TX Murder Laws; Mandatory Movie (Murder in First)
Week 5	Appellate Courts; The Lower Courts; Juvenile Courts; Review
Finals Week	Final Exam
Exam Date(s), Time(s)	See WebCT for the Dates and Times of all Exams

Course Policies

Grading (credit) Criteria	Final grades will be awarded according to the following percentage scale: A+: 100 and above, A: 94 -99, A-: 90-93, B+: 87-89, B: 84-86, B-: 80-83, C+: 77-79, C: 74-76, C-: 70-73, D+: 67-69, D: 64-66, D-: 60-63, F: 59 and below Grade Rounding: I DO NOT round grades beyond the first decimal point. Thus, in order to achieve an A you must have achieved a 94 in the class (a 93.5 is an A; but a 93.49 NOT an A, but rather it is an A-). Grades are EARNED: I do not GIVE grades, students earn them. It is important that you take responsibility from the very onset of all of your classes for learning the material and doing your best on each and every assignment or exam. Review of grades: I will assign your final grade according to what you have earned in the course. If you wish to contest a grade, you must follow the outlined procedure dictated by the university. It must be noted that occasionally there are errors that are in the student favor, if one is found I will correct it – thus, the student's grade will end up lower. The following will be used to figure grades: On-line Quizzes = 100 points (These are open book and note -- at the convenience of your own home or at the library. They must be done before the due date or you will have earned a zero. Final Exam = 150 points (200 points maybe) In-class Assignments and Participation = 50 points In-class sign-in sheets, workshops, guest speakers, videos, etc. = as awarded per day (point value will be announced in class upon request, otherwise it will be posted on WebCT).
Policies on Exams	THERE WILL BE NO MAKE-UP EXAMS. Exams are scheduled well in advance so that you can plan around these dates. If you miss one of the midterm exams, you must take the final. If you miss more than one exam, you will receive

	a zero for the additional missed exam. There are <i>ABSOLUTELY NO EXCEPTIONS</i> to this rule. If you chose not to take the first exam because it is raining, and you wreck your car on the way to the second exam, you will receive a zero for one of you mid-term exams. If you have the bubonic plague for the first exam and have a relapse for the third, you will receive a zero. I must caution that this make-up final is CUMULATIVE, and it WILL NOT BE EASY. I highly recommend making sure that your schedule is such that you can attend classes during the regular exams. Taking this exam can either RAISE or LOWER your grade. Once you sit for any exam, you will receive a grade for that exam. There are no exceptions. Once the first person taking the test leaves the room, students that come late are no longer eligible to sit for that exam. They will simply receive a zero for the one and only exam. Bring picture identification to each exam. Failure to bring a picture ID to class will prevent you from taking an exam and you will have to take the make-up cumulative final exam. Exam questions will be taken from lecture and the text. You will find daily attendance and note-taking to be helpful in exam preparation. The last Exam will include an essay that can potentially reflect material that is presented throughout this course (i.e., one cumulative question asking you to tie together what you have learned in the course). Keeping track of your notes and outlining the readings is helpful for students when they prepare for an exam. I do not discuss exam grades with students on the day that they receive their grades. I have found that such discussions are often emotional and unproductive. If you want to discuss an exam grade, you must write a professionally worded e-mail asking for an appointment and we will work together to find a mutually agreeable time (most likely during office hours). I am very thorough in examining my own test questions. If there are bad questions, I will throw them out. I announce how many questions that I threw out when I return the exams. I occasionally make the denominator smaller than the numerator on the exams (i.e., 60/58), which is designed to give students the edge in earning higher grades on my exams. It is possible in this manner to earn a form of "extra credit," but in the sense that one has excelled in their course work rather than having to produce additional materials.
Extra Credit	There will be no extra credit accepted in this class.
Late Work	I do not accept late work. Work can be submitted via WebCT, in class, or to my our e-mail accounts as an attachment (nrm041000@utdallas.edu or klh024000@utdallas.edu), unless otherwise specified (i.e., must be done in class). Sign-in sheets will be done at the beginning of class. I award those points for the sign-in sheets only for those that are present on-time. There will be no exceptions to this policy.
Special Assignments	As posted on WebCT and Announced in Class. (As Necessary)
Class Attendance	The rhythm of taking collegiate level course work can be very demanding. As we have been assigned a 5 week session, this will be particularly true. You MUST and WILL keep up with the work. I like to remind everyone that regular effort is important on your part to keep up with the assigned reading, etc. If you expect to get information out of class, you

	must come to class having read the required materials for the assigned day. Students are expected to be diligent in the pursuit of their studies and regular in their class attendance. Students have the responsibility of making arrangements satisfactory to the instructor regarding absences on test days and when homework is due. Such arrangement MUST be made prior to the absence if possible. THERE WILL BE NO MAKEUP QUIZZES OR EXAMS. Attendance during presentations, videos, guest speakers, workshops, etc. is mandatory. The cost of missing one without a university excused absence is a zero on the points assigned for that day. Further, I also will conduct unannounced sign-in sheets or in-class writing assignments. In-class writings will reflect the reading materials for that day. There will be NO excuses accepted for sign-in sheets and NO make-up writing assignments. There are no exceptions to these rules. The cost of missing either of these activities without a university excused absence is a zero on the points assigned for that day. Under no circumstances will I (or my TA) provide notes for students missing class. I suggest that you find 2 or 3 people in the class that you can contact about notes in case of emergency. I will post information from in-class discussion on WebCT. This syllabus is TENTATIVE. The scheduled readings, videos, speakers, etc. can change at any time. Changes will be posted on WebCT and announced in class. YOU are responsible for regularly checking when assignments are due.
Classroom Citizenship	Electronic Devices can be used in the classroom, only if you have asked permission from the instructor. Surfing the web, participating in an on-line chat, etc. are inappropriate behaviors in a classroom setting. If you must do these activities, you will be asked to leave the class. I will occasionally walk the classroom to check and see what windows are open on computers. If I see more than something to take notes, you will be asked to leave. Cell phones are to be turned off or to be put on silent ring. If you are expecting an emergency call, please tell the professor before class and sit near the door so that you can excuse yourself without disrupting the entire class. If a cell phone goes off in class, let it ring and I will come and answer it for you. I will ask the party on the other end to call you when you are not in my class, and when it will not disrupt your fellow classmates.
Field Trip Policies	N/A
Student Conduct and Discipline	The University of Texas System and The University of Texas at Dallas have rules and regulations for the orderly and efficient conduct of their business. It is the responsibility of each student and each student organization to be knowledgeable about the rules and regulations which govern student conduct and activities. General information on student conduct and discipline is contained in the UTD publication, <i>A to Z Guide</i>, which is provided to all registered students each academic year. The University of Texas at Dallas administers student discipline within the procedures of recognized and established due process. Procedures are defined and described in the <i>Rules and Regulations, Board of Regents, The University of Texas System, Part 1, Chapter VI, Section 3</i>, and in Title V, Rules on Student Services and Activities of the university's <i>Handbook of Operating Procedures</i>. Copies of these rules and regulations are available to students in the Office of the Dean of Students, where staff members are available to assist students in

	interpreting the rules and regulations (SU 1.602, 972/883-6391). A student at the university neither loses the rights nor escapes the responsibilities of citizenship. He or she is expected to obey federal, state, and local laws as well as the Regents' Rules, university regulations, and administrative rules. Students are subject to discipline for violating the standards of conduct whether such conduct takes place on or off campus, or whether civil or criminal penalties are also imposed for such conduct.
Academic Integrity	The faculty expects from its students a high level of responsibility and academic honesty. Because the value of an academic degree depends upon the absolute integrity of the work done by the student for that degree, it is imperative that a student demonstrate a high standard of individual honor in his or her scholastic work. Scholastic dishonesty includes, but is not limited to, statements, acts or omissions related to applications for enrollment or the award of a degree, and/or the submission as one's own work or material that is not one's own. As a general rule, scholastic dishonesty involves one of the following acts: cheating, plagiarism, collusion and/or falsifying academic records. Students suspected of academic dishonesty are subject to disciplinary proceedings. Plagiarism, especially from the web, from portions of papers for other classes, and from any other source is unacceptable and will be dealt with under the university's policy on plagiarism (see general catalog for details). This course will use the resources of turnitin.com, which searches the web for possible plagiarism and is over 90% effective.
Email Use	The University of Texas at Dallas recognizes the value and efficiency of communication between faculty/staff and students through electronic mail. At the same time, email raises some issues concerning security and the identity of each individual in an email exchange. The university encourages all official student email correspondence be sent only to a student's U.T. Dallas email address and that faculty and staff consider email from students official only if it originates from a UTD student account. This allows the university to maintain a high degree of confidence in the identity of all individual corresponding and the security of the transmitted information. UTD furnishes each student with a free email account that is to be used in all communication with university personnel. The Department of Information Resources at U.T. Dallas provides a method for students to have their U.T. Dallas mail forwarded to other accounts. As the University's policy is designed to protect all students' privacy, I do not discuss grades with students via e-mail (or telephone).
Withdrawal from Class	The administration of this institution has set deadlines for withdrawal of any college-level courses. These dates and times are published in that semester's course catalog. Administration procedures must be followed. It is the student's responsibility to handle withdrawal requirements from any class. In other words, I cannot drop or withdraw any student. You must do the proper paperwork to ensure that you will not receive a final grade of "F" in a course if you choose not to attend the class once you are enrolled.
Student Grievance Procedures	Procedures for student grievances are found in Title V, Rules on Student Services and Activities, of the university's <i>Handbook of Operating Procedures</i>. In attempting to resolve any student grievance regarding grades, evaluations, or other fulfillments of academic responsibility, it is the obligation of the student

	first to make a serious effort to resolve the matter with the instructor, supervisor, administrator, or committee with whom the grievance originates (hereafter called “the respondent”). Individual faculty members retain primary responsibility for assigning grades and evaluations. If the matter cannot be resolved at that level, the grievance must be submitted in writing to the respondent with a copy of the respondent’s School Dean. If the matter is not resolved by the written response provided by the respondent, the student may submit a written appeal to the School Dean. If the grievance is not resolved by the School Dean’s decision, the student may make a written appeal to the Dean of Graduate or Undergraduate Education, and the dean will appoint and convene an Academic Appeals Panel. The decision of the Academic Appeals Panel is final. The results of the academic appeals process will be distributed to all involved parties. Copies of these rules and regulations are available to students in the Office of the Dean of Students, where staff members are available to assist students in interpreting the rules and regulations.
Incomplete Grades	As per university policy, incomplete grades will be granted only for work unavoidably missed at the semester’s end and only if 70% of the course work has been completed. An incomplete grade must be resolved within eight (8) weeks from the first day of the subsequent long semester. If the required work to complete the course and to remove the incomplete grade is not submitted by the specified deadline, the incomplete grade is changed automatically to a grade of F by the registrars office. The instructor will no longer have any say as to whether the grade can be changed or not.
Disability Services	The goal of Disability Services is to provide students with disabilities educational opportunities equal to those of their non-disabled peers. Disability Services is located in room 1.610 in the Student Union. Office hours are Monday and Thursday, 8:30 a.m. to 6:30 p.m.; Tuesday and Wednesday, 8:30 a.m. to 7:30 p.m.; and Friday, 8:30 a.m. to 5:30 p.m. The contact information for the Office of Disability Services is: The University of Texas at Dallas, SU 22 PO Box 830688 Richardson, Texas 75083-0688 (972) 883-2098 (voice or TTY) Essentially, the law requires that colleges and universities make those reasonable adjustments necessary to eliminate discrimination on the basis of disability. For example, it may be necessary to remove classroom prohibitions against tape recorders or animals (in the case of dog guides) for students who are blind. Occasionally an assignment requirement may be substituted (for example, a research paper versus an oral presentation for a student who is hearing impaired). Classes enrolled students with mobility impairments may have to be rescheduled in accessible facilities. The college or university may need to provide special services such as registration, note-taking, or mobility assistance. It is the student’s responsibility to notify his or her professors of the need for such an accommodation. Disability Services provides students with letters to present to faculty members to verify that the student has a disability and needs accommodations. Individuals requiring special accommodation should contact the professor after class or during office hours.
Religious Holy Days	The University of Texas at Dallas will excuse a student from class or other required activities for the travel to and observance of a religious holy day for a religion whose places of worship are exempt from property tax under Section

	11.20, Tax Code, Texas Code Annotated. The student is encouraged to notify the instructor or activity sponsor as soon as possible regarding the absence, preferably in advance of the assignment. The student, so excused, will be allowed to take the exam or complete the assignment within a reasonable time after the absence: a period equal to the length of the absence, up to a maximum of one week. A student who notifies the instructor and completes any missed exam or assignment may not be penalized for the absence. A student who fails to complete the exam or assignment within the prescribed period may receive a failing grade for that exam or assignment. If a student or an instructor disagrees about the nature of the absence [i.e., for the purpose of observing a religious holy day] or if there is similar disagreement about whether the student has been given a reasonable time to complete any missed assignments or examinations, either the student or the instructor may request a ruling from the chief executive officer of the institution, or his or her designee. The chief executive officer or designee must take into account the legislative intent of TEC 51.911(b), and the student and instructor will abide by the decision of the chief executive officer or designee.
Off-Campus Instruction and Course Activities	Off-campus, out-of-state, and foreign instruction and activities are subject to state law and University policies and procedures regarding travel and risk-related activities. Information regarding these rules and regulations may be found at http://www.utdallas.edu/BusinessAffairs/Travel_Risk_Activities.htm. Additional information is available from the office of the school dean.

These descriptions and timelines are subject to change at the discretion of the Professor.