

Kennesaw State University

Department of Sociology and Criminal Justice

CRJU 3315/02 – Criminal Procedure (CRN 10193)

Spring 2014 Syllabus

Lecturer: Patricia Ikegwuonu, J.D.

Email: pikegwuo@kennesaw.edu **Phone:** 770-423-6366 (Dept of Foreign Languages, where my office is), or 770-794-7689. **Office:** Pilcher (Annexed to Sturgis Library), Suite 221 - Foreign Languages/Rm. 226

Office Hours: Mon and Wed, 3:15PM – 4:15PM (*and by appointment*)

Class Meetings: Mon & Wed, 5PM – 6:15PM **Class Location:** Social Sciences (Bldg. #22) – Room 3007

Last Day of Classes: Wed., April 30* **KSU Final Exams:** Thurs., May 1* – Wed., May 7*

It is the responsibility of the student to confirm via official/formal campus resources ALL of the dates referenced above with the asterisks. Office Hours are **subject to change; Students will be notified in class **or** via Email **or D2L**. Students are required to check their KSU Email and D2L daily, not only for these notifications, but also in the event that assignments or other helpful resources are posted there. Students are encouraged to print out the course syllabus from D2L, carefully read and consider it. When notes, assignments, or other data and resources are posted, students are encouraged, when applicable, to print them out, study them, and bring them to class. [Students must note that this required use of Email and/or D2L qualifies as 'effective use of technology facilitating learning'.]*

Course Description: This course addresses the following stages of criminal procedure and evidence: (1) methods and rules of police investigation and arrest; (2) pretrial screening of complaints; (3) formal charging of the accused; (4) adjudication - evidentiary requirements; (5) sentencing; and (6) appellate review by higher courts. *Please see Objectives.*

Amongst other things, classes might consists of any of the following (singularly or combined) as related to criminal procedure and the law: lectures and/or discussions (sometimes from or lead by guest presenters), questions/ answers (possibly including but not limited to the use of flash cards), current events, and career info all related to criminal procedure and the law. Students are expected to enthusiastically participate with their peers in any assigned group activities whether for credit or not, and do their part to honor the assignments, and if ill or for another reason not participating, should notify lecturer via Email.

Possible Out-of-Class Activities: Students may be requested to view certain television programs or movies (*which the student might have to pay to see at the movie theater or pay to rent*) which relate to the course or criminal justice as a whole. Students may be asked to attend certain university or community sites/events/activities that relate to the course or criminal justice as a whole, and these sites/events/activities might be outside of class times or may extend outside of class times. (*Ex: police department, court session, jail/prison*) ALL activities are assigned with the student's total education in mind, and are designed to give the student who is enrolled in this introductory criminal justice course the opportunity to experience criminal justice in application. Credit may or may not be awarded. Students will not be penalized if unable to participate in activities scheduled outside of the regular class times.

Objectives: At the end of the course, the student should understand

- (1.) The stages of the criminal procedure;
- (2.) The police investigations and arrests;
- (3.) The Charging process and adjudication;

- (4.) The Sentencing process; and
(5.) Some contemporary and/or popular criminal procedure issues.

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Textbook: *Criminal Procedure*, 2nd Edition, by Matthew Lippman; Sage Publications; ISBN: 978-1-4522-5814-0. *Students may be required to do supplemental reading from other sources not indicated here.*

Attendance Policy: Students are required to attend ALL class sessions both **on-time** and remain for the **full length of class** time. This applies both when the Professor/Lecturer is present, when there is a guest presenter/speaker, and/or when there are individual student and group presentations. Just as it relates to the Professor/Lecturer, students must always give presenters their full attention for the entire length of the presentation. (*Should a student have to leave, the student must be careful to leave quietly.*) PLEASE KNOW THAT ANY INFORMATION (ON ANY TOPIC) GIVEN IN CLASS BY THE LECTURER OR ANOTHER PRESENTER IS SUBJECT TO INCLUSION ON QUIZZES, TESTS, EXAMINATIONS, Assignments, ETC.

Students must see the Grading assessment for attendance, in this syllabus, based on number of absences, whether excused or not. In fact, unless truly extenuating circumstances, all absences are treated the same.

IMPORTANT: It is the student's responsibility to ensure that he/she responds to roll call, signs the roster, or ensures that the Professor/Lecturer notes in writing, his/her attendance (*particularly when he/she is late*). Late excuses are not likely to be accepted. Also, see Final Notes: C.

Tardiness/Leaving Class Early: Excessive tardiness, as well as leaving class early, will not be tolerated, unless prior approval by the Lecturer has been granted.

Students are expected to be fully prepared for class when they attend, having read assigned readings and prepared their assignments **prior** to class. **NO** in-class reading or preparation of assignments will be tolerated (*except when specifically assigned to do so*). Students caught so-doing will be asked to leave the classroom.

NO USE of electronic devices of **any kind are permitted in class**, and if brought to class must be turned off or put on **silent** mode, and kept completely out of sight. Such devices include, but are not limited to cell phones, ipads, ipods, earplugs/headphones, laptops, e-readers, recording mechanisms, other musical devices, etc. **Students caught utilizing any of these or other electronic devices will be asked to leave the classroom.** In the event of permitted use (*medical, disabilities, special cases, etc.*), students are only allowed to use such devices for eligible work associated with this class and this class only. 'Eligible' work does not include using class time to read or listen to assigned reading or to prepare assignments. Students using electronic devices, particularly laptops, are required to sit in the front row nearest the Professor/Lecturer, or as close as possible because monitoring will take place. Other students are encouraged to assist with this monitoring and to report to the Professor/Lecturer where they observe violations. **Students caught misusing their permitted electronic devices will be asked to leave the classroom.**

Due Dates: ALL assignments, even if only for those given for extra points, are due to be completed and submitted when indicated. (*This is particularly relevant for those assignments given via phone, Email, D2L, or relayed to students by a person designated by the Professor/Lecturer.*) **Except when otherwise indicated**, assignments are due by the beginning of the next class after the class in which the assignment was given. **Unless otherwise indicated, all assignments must be submitted via Email or Email attachment**, with the name of the assignment, student's name, and chapter (if applicable) in the subject line of the Email.

For typed assignments, even if only for those given for extra points: Students must use font type, Times New Roman, size 12. Typed assignments must have margins no greater than 1 inch on all sides, except that the first page may have a top margin up to 2 inches. If a Bibliography or Works Cited page is required, although the APA style is commonly used for criminal justice papers, students must use the CRJU 3315/02 - Criminal Procedure @ 5PM Spring 2014 - Page 3 of 5

MLA style of citations because of the types of criminal justice and related papers they may be asked to write. (No footnotes are ever required for papers in any of this Lecturer's courses.) A helpful resource for this and other classes, can be found at:
<http://www.avc.edu/studentservices/lc/documents/MLAandAPAcad.2012.pdf>.

GRADING:

Four (4) Tests = 70%

Students must check their Email and D2L daily for Tests dates unless they are indicated in class. If indicated in class, it may not be posted to Email or D2L. Students are responsible for keeping up with class, Email, and D2L information.

NO Make ups for Tests missed. The Tests may include, but not be limited to, current and/or designated chapter(s), terms/ definitions, and all lecture material, notes, videos, presentations, etc., since the last Test. The Tests might consist of all types of test questions including but not limited to multiple choice, true-false, short answer, matching, essay. Still, students must **always** bring a Scantron (Large Sheet, Test 100, Form 106173), two 'ready-to-use' (sharpened) #2 pencils, their textbook and notes, on tests and exam days, even though there is no guarantee that any of these will be used. It might be helpful for you to **keep your grades here**, but note that your recorded grade is for you; the grade that 'controls' is the one the professor records to D2L.

Test #1 _____ Test #2 _____ Test#3 _____ Test#4 _____

Assignment(s) - Individual and/or Group(s)/Note there may be one to four assignments = 15%

Assignment #1 _____ #2 _____ #3 _____ #4 _____ (Whether there is one or if there are four assignments, it/they will be worth 15%, individually or collectively.)

Attendance = 15%

No absences = 100; 1 absence = 95; 2 absences = 90; 3 absences = 85; 4 absences = 80;

5 = 75; 6 = 70; 7 = 65; 8 = 60; 9 or more = 0. Please keep your Personal record of attendance, not as 'proof' for me, but for yourself. Please note that your personal records will not be considered by the professor and are not to be submitted to the professor; **the professor will consider only your signatures on the written rosters AND/OR your response to roll call.**

Possible Extra Points: At the discretion of the professor/lecturer, additional course and related work and/or designated out of class guest presenters/ activities, such as among other things, the *Criminal Justice Student Organization* meetings, events, and activities will earn a student 1 point each, but *only* when attendance/participation can be verified for the event/activity's *entire length of time*. (Students are not required to join/become an official member of any organization.) If additional course and related work is assigned for extra points, the assignment must be submitted on time, and completed thoroughly and in full. **Students are advised to please check with the Professor/Lecturer before engaging in activities or doing work with the intention of earning extra points. Extra points will be awarded at the end of the semester after the students grades have been averaged, and are only available to students with a 60 average or above on four (4) Tests, and who have no more than 8 absences.**

TOTAL = 100%

Grading Scale: A= 90-100 B= 80-89 C= 70-79 D= 60-69 F= BELOW 60

PLAGIARISM AND ACADEMIC INTEGRITY: There is zero-tolerance for plagiarism and/or any other form of academic dishonesty (i.e., cheating, submitting copied assignments from another student even changing the words around or using a different font) in this class. It is your responsibility to familiarize yourself with the KSU Student Code of Conduct AND to find out exactly what plagiarism is and what academic dishonesty consists of, if you do not know. (Ignorance is no excuse.)

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Tentative Schedule (This schedule, and other aspects of this course syllabus, are subject to change; all chapters may not be discussed in class and/or the designated chapters might not occur in order or in time to be covered on designated tests due to activities, guest presenters, and/or general time restraints; there may also be additions and deletions of chapters. In all cases, students will be notified in advance.)

Part 1 -

CHAPTER 1

CHAPTER 2

Possibly CHAPTER 3

Test #1 (Proposed, but subject to change based on lecture coverage to date, time, etc.)

Part 2 -

CHAPTER 3

CHAPTER 4

Possibly CHAPTER 5

Test #2 (Proposed, but subject to change...)

Part 3 -

CHAPTER 5

CHAPTER 6

Possibly CHAPTER 7

Test #3 (Proposed, but subject to change...)

Part 4 -

CHAPTER 7

CHAPTER 8

Possibly CHAPTER 9

Test #4 (Proposed, but subject to change...)

Possibly CHAPTERS 10 & 11

DISABILITY: Students with a documented disability must Email or visit both the Professor/Lecturer (during scheduled office hours), **and** the Office for Disabled Student Support Services to get an individual assistance plan and/or certification within the first two weeks of class.

FINAL NOTES:

A. THIS SYLLABUS IS TENTATIVE AND SUBJECT TO CHANGE. It is provided to give students a planning and/or organizational guide for the course. The Professor/Lecturer will make every effort to adhere to this guide, and will make every effort to notify students where changes are necessary.

B. Students will submit ALL assignments, requests, etc. to the professor/lecturer via D2L (or when designated or approved, via regular KSU Email (Zimbra). Students are REQUIRED to maintain copies of ALL of their submitted assignments because they may not be scored and/or returned prior to tests, exams, presentations, etc.

C. Students MUST sign-in on the roll or respond to roll call, but NEVER for another student. Students found to be doing so risk being dismissed from the class (and receiving an 'F' in the course, if this occurrence is after the withdrawal without a penalty deadline).

D. Students will not allow someone to take a test or exam for them. Students found to have done so will be dismissed from the class and risk being dismissed from the university.

E. No Make-ups of Tests. If there are critical, *real* emergencies or dire situations, subject to the discretion of the professor/lecturer, a make-up will be granted, but must be taken during the professor/lecturer's office hours, or at a time convenient for the professor/lecturer. If granted a Make-up, students can expect that no bonus questions, if any, will be granted; that they may not get the use of their text and/or notes when other students did; that they may get a different test; and that they may be subject to an up to 10 points late penalty. Finally, even when critical, real emergencies or dire situations, a student is eligible for only one make-up.

F. Class lectures, discussions, presentations, audios or videos will not be repeated due to individual student absences, and students are responsible for any information missed. Students are *discouraged* from making or accepting appointments (*medical or otherwise, except emergency situations*) during class times or if likely to conflict with class times.

G. Students are EACH expected to interact with their peers and the Lecturer in accordance with the KSU STUDENTS' CREED:

I (the student) WILL ALWAYS RESPECT THE RIGHTS, FEELINGS AND PROPERTY OF OTHERS. This statement pledges a commitment to eliminate the violation of any individual's or group's rights to freely express themselves in an **appropriate** way, and to eliminate libel, slander, malicious vandalism, theft, arson, and destruction of property. (*See the current Owl Nation Student Handbook.*)

I (the student) WILL ALWAYS ENCOURAGE UNITY BY APPRECIATING THE DIFFERENCES IN PEOPLE AND THEIR IDEAS. This statement pledges a commitment to the appreciation and recognition of others regardless of their age, gender, race, ethnic heritage, national origins, disability, sexual orientation, socioeconomic level, political or religious affiliation or disaffiliation; this statement also supports the idea that we can learn from the differences in our community. (*See the current Owl Nation Student Handbook.*)

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Students are expected (*as indicated earlier*) to actively participate in the course where appropriate, and to always be respectful of the professor/lecturer, their peers, any guests, and themselves. This includes, but is not limited to both civil and courteous behavior, including but not limited to speech. *No profanity, shouting, yelling, outbursts, snickering, mocking, humming, singing, whistling, tapping or patting, inappropriate gesticulating or pointing, sexual or other harassment, interrupting others, 'monopolizing' discussions, inappropriate or ill-conceived questions/comments, 'jokes' or 'teasing' at another's expense, or other disruptions.* If any such behavior should occur, students will be asked to leave the classroom, and the conduct may be reported and subjected to disciplinary procedures according to the KSU Student Conduct Regulations. Guilty findings of misconduct may subject the student to immediate dismissal from KSU; if violations of the law occurred, then the student may be subject to state criminal action.

Memo: (1.) All criminal justice majors should attend and get active with the *Criminal Justice Student Organization*!! All students, of any major who are interested in criminal justice and justice issues, are also welcome to join us! (2.) KSU has an amazing **Study Abroad Program**, and students are encouraged to go *somewhere*!!! This professor/lecturer will gladly provide info!