The Graduate Assistant (GA) for this course is Abigail Carpus. Abigail will be assisting with maintaining course documentation and grading. Abigail will serve as your first point of contact. If you have any questions, comments, concerns, etc. then please direct them to Abigail first. If Abigail feels that I (Professor Dixon) need to weigh in on the matter then she will forward your email on to me. Abigail is also available to answer questions and discuss class material.

Email expectations: Include the COURSE NUMBER (CJUS 3210) in the subject line of all email correspondence. Only emails sent through your UNT email account (username@my.unt.edu) will receive a response. Allow 24 hours on weekdays for a response; emails sent over the weekend or on holidays will generally be answered on the next business day.

Course Description

The course will examine the courts, legal and judicial processes and judicial behavior. The history, philosophy and traditions underlying the American justice system as played out in the criminal courts will also be examined. Special attention will be given to the interaction of judges, prosecutors, defense attorneys and jurors. The impact of significant court decisions on the operation of the justice system will also be addressed.

Course Objectives

After completing the course students will:

- Recognize the functions and responsibilities of the participants in the criminal justice process
- Identify the structure of the criminal justice system, including the various levels of the judiciary and the respective role of each
• Describe the ways in which the judicial process influences, and is influenced by, various components of the larger society
• Explain the basic day-to-day functionality of the criminal justice system

Students will successfully demonstrate the attainment of these objectives through quizzes, exams, and discussion assignments

**Required Text**


**COURSE NOTES AND RECOMMENDATIONS**

Please make sure to have your official UNT email forwarded to your preferred email address (if different) to receive important updates, changes, announcements, class cancellations (if applicable), and generally, so I can reach you if necessary.

**Before emailing Ms. Carpus or myself with a question, make sure to review this syllabus, schedule and welcome statement. Most questions are answered in these documents.**

The announcement board in Canvas, and email, will be used for primary communication to the class as a whole. I advise you check the announcements section frequently.

**Important:** It is your responsibility to utilize a computer system that works and is compatible with the UNT online system/Canvas. This is especially critical during examination times. I would recommend that you take your exams and quizzes on the UNT campus if possible. If that is not possible, I would recommend you avoid waiting until the last minute to take your exam or quiz in case problems arise. **Do not take your exams or quizzes on mobile devices such as smartphones or tablets.**

**Course Requirements**

Exams: 5 @ 50 points each
Chapter Quizzes: 15 @ 10 points each
Discussions: 2 @ 25 points each

**Grading Scale**

A= 405 - 450 points
B= 360 - 404 points
C= 315 - 359 points
D= 270 - 314 points
F= Less than 269 points
Please note that grades will be calculated based on points earned in the course, not a percentage. I reserve the right to resolve borderline grades, but only if students have completed all the assignments in the course.

**Respondus Lockdown**
You must download the respondus lock down browser to access the exams and quizzes. All exams and quizzes are protected by this browser. If you have problems downloading the browser, please contact UNT Canvas support team [https://clear.unt.edu/services/lms-support](https://clear.unt.edu/services/lms-support).

**Exams:** There will be five exams in this course; each is worth 50 points of your final grade. Your exams will be timed; from the time that you log in to take an exam, you will have **60 minutes** to complete the test. It is imperative that you log in to take it with more than 1 hour left in the allotted time frame, because when the time is up, Canvas will log you out of the exam and all incomplete questions will be marked incorrect by default. In other words, if you have until 11:59 pm to complete an exam and you log in at 11:29 pm, you will only have 30 minutes to finish before the system automatically stops the test at 11:59 pm. See the course schedule as to when the exams will be given (see Module 5 for time frame exception). **Given the time frame for the exams, there will not be a study guide given.**

**Weekly Quizzes:** There will be 15 quizzes in this course (one for every chapter) each is worth 10 points. Your quizzes will be timed; from the time you log in to take a quiz, you will have **15 minutes** to complete the quiz. The correct answers for the quizzes will not be available until the quiz closes. Your questions will be shown one at a time. Your quizzes will be over the material covered in each chapter. See the course schedule as to when the quizzes are due. The quizzes will close promptly at 11:59pm on Sunday (with the exception of Module 5—see course calendar below).

**Discussions:** Each student will be responsible for completing 1 Canvas Discussion Assignment (in addition to your Introduction/Introduce yourself discussion) throughout the course. This assignment will be worth 25 points each. Your rubric will be posted in Canvas. Your initial discussion post must be a minimum of 250 words. Moreover, for each discussion, students must reply to at least 1 classmate for full points. Participation post responding to your classmates should be a minimum of 100 words. All responses should contain 100% original content for this course and should contain appropriate citations when necessary. If you do not know what APA format is, please visit [https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_style_introduction.html](https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_style_introduction.html) or you can visit the UNT writing center.

Responses are **not** based on your personal opinion (unless the Professor ask you to provide it), but should reflect careful considerations of the course materials and required readings. Failure to be responsive to the particular discussion assignment will result in loss of points. To earn points
such comments must be more than trivial and in fact be substantial and substantive (think of these as the discussion you would have if we were having class on campus). Submit your discussion in Canvas only—do not email your discussion response to me directly. If for some reason you have technical difficulties and are not able to submit your response, you may email me your response and receive partial credit, as long as the time stamp on the email is in accordance with the time frame listed above.

When engaging in an online discussion I ask that you remain civil with each other and operate the same way you would if the person was in the same room as you. Use discussions to develop your skills in intellectual conversations about the various topics that we will cover. In the event that there is any foul language or disrespect in the online environment, these issues will be dealt with by the Professor and if the situation merits meeting with the Department Chair or Dean, action will be taken.

Lackadaisical discussions will result in a loss of points for discussions. The rubric for your assignment will be present on Canvas.

Does Spelling Count?

Yes it does. An individual’s ability to effectively communicate in writing is a reflection on their competence and credibility. Persons entering the field of criminal justice should strive to be seen as both competent and credible. Attention to detail is necessary to achieve that goal. As professionals in the field your work will be judged not only by what you say, but perhaps to a greater degree, by how you say it. Please review all written assignments prior to submission for proper grammar and spelling.

APA Citations: Initial discussion posts (required) and responses (when necessary) will require students to cite the sources used. Even if the source used is the course textbook, it must be cited. Some course discussion assignments will ask students to do their own outside research, for which a citation is required. Initial post and responses (when necessary) without citations may be considered an act of academic dishonesty and can result in the failure of the course. APA citation guide: https://guides.library.unt.edu/citations-style-guides/apa

LATE ASSIGNMENT POLICY:
ALL ASSIGNMENTS ARE DUE BY THE ASSIGNED DUE DATE. I DO NOT ACCEPT LATE ASSIGNMENTS!! NO EXCEPTIONS, PERIOD!

Please note that with the exception of the last week (8/3 – 8/7), normally you have a full week to complete all of your assignments. This is more than enough time to accomplish what you have been assigned. I HIGHLY encourage you to stay on top of your assignments and DO NOT procrastinate and wait until the last minute. That is the surest way to struggle in this course.
Make-Up Policy

There will be no opportunities to make up any missed coursework with the exception of authorized absences according to University policies prescribing authorized absences in certain situations. I reserve the right to consider extreme circumstances and modify this rule. Students should notify me prior to missing an assignment, if possible. Those in athletics, those who are absent for religious holidays, and/or those involved in other school supported activities that require being absent from class will be allowed to make up assignments if proper procedures are followed in requesting an excused absence. I must have written documentation in advance that you will be away from class for the absence to be excused.

Authorized Absences

Absences are authorized only in cases of participation in school sponsored activities and/or religious holidays. For an excused absence due to a school sponsored activity, students must be approved in advance by the department chair and academic dean. Within three days after the absence, students must obtain authorized absence cards from the Dean of Students for presentation to instructor. Students who wish to request an excused absence for religious holidays can do so and will be excused from class as long as they make a request within the required time frame set by the University (see the most recent undergraduate catalog). Notification must be in writing so that I may have it for my records. You must arrange to make up any work missed during the excused religious absence or school sponsored activity.

Academic Dishonesty/Integrity

All students are required to conduct themselves with utmost honesty and integrity in all aspects related to this course. Any act of academic dishonesty will not be tolerated and may result in failing the course. Academic dishonesty includes, but is not limited to, cheating on a test, plagiarism, and collusion – the unauthorized collaboration with another person in preparing work offered for course credit.

Grade Appeals

Please keep all your graded work. You cannot, under any circumstance, dispute a grade on an exam or assignment if you cannot provide the original copy. Should you have any discrepancy with a grade you receive, you must submit a written complaint and meet with me within one week of receiving the grade. Bring the original copy of the exam or assignment to this meeting. Written complaints must address specific comments and/or grading criteria. Filing an appeal does not guarantee that your grade will be changed. Grades are not verbally negotiable.

Disabled Student Policy

Any student in this class may request learning assistance by submitting a written statement that describes the nature of your impairment and any specific accommodations you may need.
Should you need assistance please contact the Dean of Students’ Office at http://www.dos.unt.edu/index.html or by calling (940) 565-2648.

SPOT Participation

The SPOT evaluation is a requirement for all organized classes at UNT. This short survey will be made available to you at the end of the semester, providing you a chance to comment on how this class is taught. I am very interested in the feedback I get from students, as I work to continually improve my teaching. I consider the SPOT to be an important part of your participation in this class.

Student Behavior and University Policy:

Student behavior that interferes with an instructor’s ability to conduct a class or other students' opportunity to learn is unacceptable and disruptive and will not be tolerated in any instructional forum at UNT. Students engaging in unacceptable behavior will be directed to leave the classroom and the instructor may refer the student to the Center for Student Rights and Responsibilities to consider whether the student's conduct violated the Code of Student Conduct. The university's expectations for student conduct apply to all instructional forums, including university and electronic classroom, labs, discussion groups, field trips, etc. The Code of Student Conduct can be found at www.unt.edu/csrr

Participation and Online Behavior

To be successful at learning and understanding the material in this class, it is essential that you read and complete the assigned material and engage in thoughtful online discussions. Your active participation, along with your willingness to engage in thoughtful discussions regarding crime and justice in the United States will be taken into account at all times during the semester.

An online classroom, at least during times of online discussion, is a place to express varying ideas, opinions, and engage in thoughtful discussions. Students will respect the views and opinions of others at all times or their status in the course will be examined. In sum, simply be appropriate during online interactions. Each student brings diverse insight and perspectives, and that can make for a very interesting and lively discussion forum, but just please be appropriate and respectful of others. Please review the undergraduate catalog concerning conduct which adversely affects the university community.

Syllabus Changes

I reserve the right and have the discretion to change this syllabus. While every effort will be made to follow this syllabus as closely as possible, it is sometimes the case that the syllabus must be modified. In the case that the syllabus needs to be adjusted, I will announce such adjustments to the class. I will make every effort to ensure that any changes to the syllabus benefit the class
as a whole. It is the student’s responsibility to check announcements/email so that any and all syllabus changes are documented.

Failure to obtain syllabus changes because of failure to check and read announcements does not constitute a defense against missed assignments, test dates, and other applicable changes.

**Miscellaneous:**

The material posted online is my personal intellectual property or that of the University of North Texas. You may not utilize the material for other than class purposes.

**Office of Disability Accommodation:**

The University of North Texas makes reasonable academic accommodation for students with disabilities. Students seeking reasonable accommodation must first register with the Office of Disability Accommodation (ODA) to verify their eligibility. If a disability is verified, the ODA will provide you with a reasonable accommodation letter to be delivered to faculty to begin a private discussion regarding your specific needs in a course. You may request reasonable accommodations at any time, however, ODA notices of reasonable accommodation should be provided as early as possible in the semester to avoid any delay in implementation. Note that students must obtain a new letter of reasonable accommodation for every semester and must meet with each faculty member prior to implementation in each class. **Students are strongly encouraged to deliver letters of reasonable accommodation during faculty office hours or by appointment. Faculty members have the authority to ask students to discuss such letters during their designated office hours to protect the privacy of the student.**

Students can access resources and information regarding disability accommodations in the Academic Support tab in Blackboard Learn. For additional information see the Office of Disability Accommodation website at [http://www.unt.edu/oda](http://www.unt.edu/oda). You may also contact them by phone at 940.565.4323.

**UNT Compliance with F-1 Visa Students Taking Online Courses**

To comply with immigration regulations, an F-1 visa holder within the United States may need to engage in an on-campus experiential component for this course. This component (which must be approved in advance by the instructor) can include activities such as taking an on-campus exam, participating in an on-campus lecture or lab activity, or other on-campus experience integral to the completion of this course.

If such an on-campus activity is required, it is the student’s responsibility to do the following:

1. Submit a written request to the instructor for an on-campus experiential component within one week of the start of the course.
Ensure that the activity on campus takes place and the instructor documents it in writing with a notice sent to the International Student and Scholar Services Office. ISSS has a form available that you may use for this purpose.

Because the decision may have serious immigration consequences, if an F-1 student is unsure about his or her need to participate in an on-campus experiential component for this course, s/he should contact the UNT International Student and Scholar Services Office (telephone 940-565-2195 or email internationaladvising@unt.edu) to get clarification before the one-week deadline.

**TENTATIVE COURSE SCHEDULE**

Note: Most assignments (quizzes and exams) open at 6:00 a.m. on the first day (Monday) of each week and close at 11:59 p.m. the following Sunday. **Module 5 Week 5 has a different schedule (see calendar).** Please see the end of this document for the open and close dates for Module 5 Week 5.

**Module 1 Week One: 7/6 – 7/12**
- Complete Introduction/Introduce Yourself Discussion
- Topic: Structure: Law, Crime, Courts, and Controversy
- Reading: Chapter 1
- Assignments: Complete the quiz for Chapter 1
- Topic: Structure: Federal Courts
- Reading: Chapter 2
- Assignments: Complete the quiz for Chapter 2
- Topic: Structure: State Courts
- Reading: Chapter 3
- Assignments: Complete the quiz for Chapter 3

**Complete Exam #1 (Chapters 1-3)**

**Module 2 Week Two: 7/13 – 7/19**
- Topic: Structure: Juvenile Courts
- Reading: Chapter 4
- Assignments: Complete the quiz for Chapter 4
- Topic: People in the Courts: The Dynamics of Courthouse Justice
- Reading: Chapter 5
- Assignments: Complete the quiz for Chapter 5
- Topic: People in the Courts: Prosecutors
- Reading: Chapter 6
- Assignments: Complete the quiz for Chapter 6

**Complete Exam #2 (Chapters 4-6)**
Module 3 Week Three: 7/20 – 7/26
  Topic: People in the Courts: Defense Attorneys
  Reading: Chapter 7
  Assignments: Complete the quiz for Chapter 7
  Topic: People in the Courts: Judges
  Reading: Chapter 8
  Assignments: Complete the quiz for Chapter 8; Discussion #2

  Topic: People in Courts: Defendants, Victims, and Witnesses
  Reading: Chapter 9
  Assignments: Complete the quiz for Chapter 9

  Complete Exam #3 (Chapters 7-9)

Module 4 Week Four: 7/27 – 8/2
  Topic: Processing in the Courts: From Arrest and Bail Through Arraignment
  Readings: Chapter 10
  Assignments: Complete the quiz for Chapter 10
  Topic: Processing in the Courts: Disclosing and Suppressing Evidence
  Readings: Chapter 11
  Assignments: Complete the quiz for Chapter 11
  Topic: Processing in the Courts: Negotiated Justice and the Plea of Guilty
  Readings: Chapter 12
  Assignments: Complete the quiz for Chapter 12

  Complete Exam #4 (Chapters 10-12)

Module 5 Week Five: 8/3 – 8/7
  Topic: Processing in the Courts: Trials and Juries
  Readings: Chapter 13
  Assignments: Complete the quiz for Chapters 13
  Topic: Processing in the Courts: Sentencing
  Readings: Chapter 14
  Assignments: Complete the quiz for Chapter 14
  Topic: Processing in the Courts: Appellate and Habeas Corpus Review
  Readings: Chapter 15
  Assignments: Complete Chapter 15 quiz

  Complete Exam #5 (Chapters 13-15)
* The Exam #5 will be made available on **Monday, August 3rd** at 6:00 a.m. and will be due no later than 11:59 pm on **Friday, August 7th**. Please note that August 7th is a **Friday**.