

# Skyline College

## Principles and Procedures of Justice

### ADMJ-102 Course Syllabus ~ Summer 2009



The information in this syllabus outlines the policies, procedures, and practices that every student must know and comply with while enrolled in this course. Students should print a paper copy of this syllabus and have it available for reference. Detailed information about Skyline College Policies & Procedures is available in the *Student Handbook*, the *Course Catalog*, the *Class Schedule*, and the college web site. Please visit the professor's web page for important information about this course.

#### Instructor Information

Professor: Steven Aurilio

Email: [aurilios@smccd.edu](mailto:aurilios@smccd.edu)

Web: [www.smccd.edu/accounts/aurilios/index.html](http://www.smccd.edu/accounts/aurilios/index.html)

Building 1, 3<sup>rd</sup> Floor

Office: 1-1309

(650) 738-4134/Voicemail

Availability: Daily 7:15 a.m. before first class; between classes; and by appointment. Check faculty Door Card on office door or Skyline web page for hours of availability.

#### Course Information

Principles and Procedures of Justice    ADMJ 102    Section A5    CRN 53239

Days: Mon-Tue-Wed-Thu

~

Classroom: Bldg. 1-1304

Hours: 10:35 am - 13:00 pm

~

Jun 8 - Jul 9, 2009

## **CATALOG DESCRIPTION:**

This course is designed to familiarize the criminal justice student with the role and responsibilities of each segment within the justice system - law enforcement, judicial, and corrections. Procedures in each sub-system and how they relate to one another. May include field research.

This is a creditable required course for students pursuing an Associate Degree and/or the vocational Certificate in Administration of Justice, and is transferable as indicated below. This course is also recommended for sociology and paralegal students, and for in-service practicing professionals who desire to broaden and develop their skills and abilities.

Hours: Three lecture/discussion hours per week (3.0 units).

Grading Method: Letter grade.

Recommended: Eligibility for ENGL 836.

Transfer: CSU.

## **STUDENT LEARNING OUTCOMES:**

Upon successful completion of this course, students will be able to:

1. *Demonstrate* their knowledge of the fundamental aspects of the justice system, to include its history, the development of law, legal principles and procedures, and the process of American criminal jurisprudence as it relates to constitutional, statutory, civil, and case law provisions.
2. *Compare, contrast and discuss* various legal and procedural aspects of American criminal jurisprudence, from initial contact to the courtroom, including arrest and detention, search and seizure, trial and pretrial proceedings, courtroom evidence, warrants, verdicts, appeals, and participants' roles during trials.
3. *Apply* knowledge to *describe, analyze and assess* the roles, functions, and effectiveness of the federal and state court systems which are responsible for dispensing justice and ensuring equal protection and due process rights for all Americans.

## **COURSE CONTENT:**

1. Historical Development of the Law and the Justice System
2. Search and Seizure
3. Arrest and Custody
4. Initial Appearance
5. Pretrial Proceedings
6. Place and Time of Trial
7. Trial
8. Confrontation and Assistance of Counsel
9. Pretrial Motions, Hearings, and Plea Negotiations
10. Courtroom Evidence
11. Trial: Roles of Major Participants
12. Jury
13. Trial Procedure
14. Instructions and Deliberation of the Jury
15. Verdict and Appeals
16. Sentencing
17. Collateral Proceedings
18. Victims' Rights

## **TEXT BOOK:**

Textbooks are available at the Skyline College Bookstore, first floor of Building 6, in the Administration of Justice books section located at the left rear of the store.

**Required** textbook: *Procedures in the Justice System*, by Cliff Roberson, Harvey Wallace, and Gilbert B. Stuckey (Pearson Prentice Hall Publishers, 9<sup>th</sup> Ed.), ISBN #0-13-515442-7.

**Optional** (but highly recommended) paper writing reference books: *Rules for Writers* by Diana Hacker; and the *American Heritage Dictionary* by Dell Publishers.

Students are expected to adequately prepare themselves before each class meeting by completing the reading assignments as outlined in the Meeting and Reading Schedule found at the end of this syllabus. Keep the schedule handy for reference.

## **GRADING POLICY:**

Letter grades are given to all course tests and most other work; however, some course work may simply be checked  as having been completed. Final course grades will be rounded to the closest appropriate letter grade, as follows:

- Tests (True-False and/or Multiple Choice) 50%
- Assignments (Short Papers and Activities) 20%
- Attendance and Tardies 15%
- Participation and Conduct 15%
- (Extra Credit - by approval only) (10%)

Total: 100%

### **TESTS:** (50% of final grade)

There will be two tests given during the course: A *Midterm Test* and a *Final Test*. The *Midterm* will test knowledge of the first half of the course, and the *Final* will test knowledge of the second half of the course. Both tests carry the same grading weight. Students have the option of being able to refer to their notes taken during the class, but their test score will be lowered one whole letter grade. Test dates are noted in the syllabus, and students must take tests on those dates only. There is no routine "entitlement" to make up a missed test at another time. No more than one make-up test per class will be permitted. (See "Make-Up Policy.") Make-up tests are routinely lowered one letter grade, and no notes may be used.

Students are expected to prepare for tests by reviewing their class notes and text readings. Tests will consist of 100 True-False and/or Multiple Choice questions which are to be completed in 50 minutes. Extra test time will not be given for students arriving late to class on test days, so be seated and ready. Students must be prepared by having their own Scantron (Form 882-E) and #2 pencil for tests. All rules relating to "academic integrity" will apply to test taking.

For grading method, refer to the "Test Grading Scale" on professor's web page. Students will be informed of test grades at the class meeting following test dates. Students who wish to have a consultation with the professor to review their tests must do so within one week of the test date. (See professor's "Door Card" for office hours and availability.)

**ASSIGNMENTS/PAPERS:** (20% of final grade)

At least one "short paper" will be assigned during the course which will be letter graded. Any other assignments will receive a letter grade or may be simply checked  as completed. Assignments must be properly completed and submitted at the start of class by no later than the due date, but early submissions ahead of the due date are encouraged. Late submissions will be down-graded by one letter grade for each day late. Papers will not be accepted for any reason after one week following their due date. Papers are not to be emailed or slipped under office door.

Grading: Papers are evaluated and graded according to an objective 3-point analytic essay rubric, which is accessible on the instructor's web page. Use this rubric as a guide for writing papers and for reviewing grading policy. Papers are graded on:

1. Focus on Assignment & Topic Prompts ~
2. Development and Support of Position
3. Organization, Coherency, and Use of Language

Format: The following format must be used for all papers, and will be graded:

Typed, black ink on white paper	~	Double-spaced, one inch margins all around
12-point New Times Roman font	~	Number all pages at bottom center of page
Staple pages upper left corner	~	Title Page (correct format) for top page
No paper clips or report covers	~	Type question in <b>bold</b> above each response

Do not simply *summarize, reword, or repeat* information you've obtained about a topic, but rather *analyze, interpret, and logically discuss* your responses fully and in *your own words*. All rules relating to "academic integrity" apply to writing papers.

PLAN and ORGANIZE your thoughts *before* you begin writing your paper.

DRAFT a first copy of what you want to say. Make necessary corrections.

REVISE and EDIT your draft. Eliminate unneeded sentences or information.

PROOFREAD your paper one last time. Correct any grammar errors found.

**ATTENDANCE/TARDY POLICY:** (15% of final grade)

Regular attendance in class is an obligation assumed by every student at the time of registration. To receive credit for completing a course, students must attend the required number of course hours. Summer 5-week (M-T-W-Th) courses have about 20 (140-minute) meetings. Absences and tardies are tracked and graded as below:

A = 0 to 1 absences	C = 4 to 5 absences	F = 8/more absences
B = 2 to 3 absences	D = 6 to 7 absences	

Arriving late or leaving early is disruptive, discourteous, and makes a bad impression. Students with a pattern of excessive or habitual absences or tardies, for any reason, may be dropped from the course. Two tardies are counted as one absence. Students expecting to be absent, tardy, or need to leave class early must give prior notice. Do not just get up and leave class, or disappear from regular attendance. Students who disappear but remain on the enrollment at the end of the course, without prior arrangement, will be given an "F" (not an "Incomplete") for a grade.

All students must sign-in legibly on the attendance sheet at the start of class, including the last four digits of your college ID (G) number next to your name. For courses that exceed 75 minutes, there will be a break. Students must sign-in again next to their name after returning to class from the break. It is dishonest to sign-in and then leave, or to sign-in for another student who is not present. Violators will be dropped from the course. Neglecting to sign-in means being marked absent for that day. Decisions to excuse absences or tardies are at the professor's discretion. If professor is delayed, wait 15 minutes. After that, you may leave.

**PARTICIPATION/CONDUCT:** (15% of final grade)

Student participation, interaction, and conduct in class are graded factors and vital to the learning process. All students are encouraged to demonstrate their interest and knowledge by participating in class discussions and activities. If you are rarely (or never) heard from, an important learning opportunity is missed by all. It will also adversely affect your grade. Please join in class discussions, and courteously afford others their opportunity to be heard and participate, too.

## **BEHAVIORAL STANDARDS POLICY:**

To ensure a safe, peaceful, and non-disruptive teaching and learning environment, standards for acceptable behavior will be enforced. Disruptive, distracting, or offensive behavior of any kind, by whatever means of expression or activity, that is deemed by the professor to be counter-productive to the behavioral standards and policies of the college will not be tolerated, and will be appropriately dealt with. *Refer to the Student Handbook's section on College Policies & Procedures.*

Examples of "disruptive" class behavior include, but are not limited to, the following:

- Laying head down, snoozing, sleeping, or inattentiveness in class.
- Constant gazing out the window, watching the clock, or "doodling".
- Using headphones, cell phones, cameras, gaming devices, or electronics.
- Chatting, reading, daydreaming, rolling of eyes as if bored, or horseplay.
- Chewing gum, eating, or drinking. (Bottled water is ok).
- Constant interrupting of others who are already speaking.
- Rude, disrespectful, discourteous, offensive, or harassing comments or actions.
- Reading, doing work for another class, or engaging in other non-course activity.
- Text messaging or net surfing on any electronic device, (i.e. laptop, cell phone.)
- Computer use for other than taking notes. (Must sit in front half of classroom.)
- Tape recording or photographing of class lectures/activities by approval only.
- Any other disruptive, inappropriate, or similar related conduct.
- I prefer no unnecessary sunglasses or hats that can interfere with eye contact.
- I prefer no attire or display of items having words, pictures, or markings that might reasonably be interpreted to be disturbing, harassing, or offensive, (i.e. relating to violence, gangs, weapons, drugs, sexual content/innuendo, etc.)

## **EXTRA CREDIT POLICY:** (Up to 10% of final grade)

Extra Credit submissions are available to students who are currently doing "C" work or better and by prior approval and arrangement only. Work must be the student's own work effort, specifically done for and of current value to the course. Suggestions may include preparing or arranging from among the following examples:

Guest speaker presentation	~	Video tape or DVD segment
Field trip tour	~	Oral presentation

**ACADEMIC INTEGRITY** (Plagiarism, Cheating, and Dishonesty):

Academic dishonesty of any kind defrauds all those who depend upon the integrity of the college and its instruction. It occurs when a student attempts to show knowledge or skills which he/she does not possess, whether accomplished by intention or by carelessness. Violations will be handled according to college policies. *Refer to the Student Handbook's section on College Policies & Procedures.*

**DSPS STATEMENT:** (Academic Adjustments for Students with Disabilities):

Students must notify the professor at the beginning of the course of any special DSPS needs. Accommodations can only be made through the DSPS office. Contact the Disabled Student Services Program Office, Building 2; or call 650-738-4280. *Refer to the Student Handbook's section on College Policies & Procedures.*

**MAKE-UP POLICY:** (Tests, Assignments, Activities, etc.)

By enrolling in this course, students enter into an implicit contract agreeing to participate in all course activities at their scheduled times. Sometimes, unique circumstances may make this impossible. Make-up accommodations are not a "right" but a privilege, and may be allowed based upon the professor's evaluation of the student's unique circumstance involved. Make-up work will be downgraded one whole letter grade. No make-up tests or assignments after one week of scheduled date. No more than one test and no more than one assignment may be made-up per class.

**Examples of Legitimate reasons:**

Medical	Religious Observance	Court/ or Military Duty
Accident	Family/Personal Emergency	Serious Hardship (temp.)

**Examples of Illegitimate reasons:**

- Lack of timely preparation for the activity by the student.
- It was inconvenient, or the student forgot about the activity.
- Participation in extra-curricular activities (i.e. sports programs/practices.)
- Conflict with another class, or with work.
- Vacation, travel, entertainment, or similar personal endeavor.
- Other plans of personal convenience rather than necessity.

## WITHDRAWAL POLICY:

Students must be properly enrolled in the course to receive credit. Adds and withdrawals must be done according to college policies and procedures. Notify professor of any change in enrollment status. Any student who is absent anytime during the first week of class may be dropped and replaced by a waitlisted student. *Refer to the Student Handbook's section on College Policies & Procedures.*

## NOTE-TAKING:

Students are expected to be attentive and take notes during class. Notes benefit the student during the course for study and reference purposes, and after the course as a resource when applying for or working in the criminal justice field.

## STUDENT CONTACT INFORMATION:



Skyline College has partnered with *Google* to provide students with email accounts. Students are to activate their college email account so that they are reachable. Please ensure that your current email and home addresses, and telephone number, are on file. Notify me and the College of any changes to your contact information.

## MAKING A GOOD IMPRESSION:

It always helps to make a good impression, whether in school or in the work place, or anywhere else for that matter. Putting your best foot forward and displaying your best efforts toward reaching your goals can benefit you in many ways, now and later. So, make a good impression in class. Your success ultimately depends on YOU.

## END-NOTE:

Every student is responsible for printing a **paper copy** of this course syllabus, having it with them in class, and for reading, understanding, and complying with its contents.

Steven Aurilio  
Professor, Skyline College  
Administration of Justice Program

**MEETING AND READING SCHEDULE:**

(Note: Actual page numbers may vary slightly from instructor's text edition)

<b><u>MEETING #:</u></b>	<b><u>DAY / DATE:</u></b>	<b><u>READINGS &amp; ACTIVITIES:</u></b>
Meeting 1	Mon. Jun. 8	Registration and Orientation Course Summary & Expectations  <u>First assignment by next class:</u> Go to my web page and review all information. Print out a paper copy of the syllabus and bring it with you to next class meeting. Review yellow handout sheet. Complete and return biography.
Meeting 2	Tue. Jun. 9	<b><u>Chapter 1:</u></b> (Read Pg. 1-45) <b><u>Historical Development of Law and the Justice System</u></b> Overview Justice Syst. Structure/Process Early Development of Laws Common Law Modern Criminal Law Classif. of Crimes & Punishment Justice System Court Structures State/Federal Court Systems Venue and Jurisdiction All Pages thru End of Chapter
Meeting 3	Wed. Jun. 10	<b><u>Chapter 2:</u></b> (Read Pg. 46-69) <b><u>Search and Seizure</u></b> History & Purpose of 4 <sup>th</sup> Amend. Exclusionary Rule Fruits of the Poisonous Tree Protected Areas & Interests

Expectation of Privacy Zone  
Exceptions to 4<sup>th</sup> Amendment  
Inspections & Reg. Searches  
Independent State Grounds  
Probable Cause  
Search with a Warrant  
All Pages thru End of Chapter

Meeting 4 Thu. Jun. 11

**Chapter 3:** (Read Pg. 70-98)  
**Arrest and Custody**  
Arrest of the Law Violator  
Arrests and Warrants  
Stop and Frisk Detentions  
Territorial Jurisdiction - Arrest  
Force in Effecting an Arrest  
Miranda and its Effect  
Immunity from Arrest  
Booking  
Issuance of a Citation  
Summons  
All Pages thru End of Chapter

Meeting 5 Mon. Jun. 15

**Chapter 4:** (Read Pg. 99-122)  
**Initial Appearance**  
Purpose of Initial Appearance  
Complaint  
Bail  
Bounty Hunters  
All Pages thru End of Chapter

Meeting 6 Tue. Jun. 16

**Chapter 5:** (Read Pg. 123-145)  
**Pretrial Proceedings**  
Preliminary Hearing  
Arraignment  
Grand Jury  
Grant of Immunity: Witnesses  
Medical Examiner  
All Pages thru End of Chapter

Meeting 7	Wed. Jun. 17	<p><b><u>Chapter 6:</u></b> (Read Pg. 146-161)  <b><u>Place and Time of Trial</u></b>  Pretrial Action  Competency to Stand Trial  Place of the Trial  Time of the Trial  All Pages thru End of Chapter</p>
Meeting 8	Thu. Jun. 18	<p><b><u>Chapter 7:</u></b> (Read Pg. 162-185)  <b><u>Trial</u></b>  Bench Trial Versus Jury Trial  Public Trial  All Pages thru End of Chapter</p>
Meeting 9	Mon. Jun. 22	<p><b><u>Chapter 8:</u></b> (Read Pg. 186-209)  <b><u>Confrontation and Assistance of Counsel</u></b>  Presence of Defendant at Trial  Right to Counsel  All Pages thru End of Chapter</p>
Meeting 10	Tue. Jun. 23	<p><b><u>Chapter 9:</u></b> (Read Pg. 210-229)  <b><u>Pretrial Motions, Hearings, and Plea Negotiations</u></b>  Introduction  Pretrial Right of Discovery  Motion: Suppress Evidence  Motion: Dismiss Charges  Motion: Continuance  Motion: Severance, Offenses  Motion: Severance, Defendants  Motion: Determine Competency  Pretrial Conference  Plea Negotiation  All Pages thru End of Chapter</p>
Meeting 11	Wed. Jun. 24	<p><b><u>MIDTERM TEST (Chap's. 1-9)</u></b></p>

**Assignment Paper #1 Due Today!**  
"Prosecutorial Exercise" in class.  
Test: Last 50 minutes of class.

Meeting 12 Thu. Jun. 25

**Chapter 10:** (Read Pg. 230-248)  
**Courtroom Evidence**  
Introduction  
Hearsay Rule  
Rulings on Evidence  
Judicial Notice  
Relevant Evidence  
Rape Shield Laws  
Witnesses  
Documents  
All Pages thru End of Chapter

Meeting 13 Mon. Jun. 29

**Chapter 11:** (Read Pg. 249-269)  
**Trial: Role of Participants**  
Adversary System  
Judge  
Victim  
Perpetrator  
Prosecutor  
State Attorney General  
Defense Counsel  
Clerk of the Court  
Bailiff  
Court Reporter  
Court Commissioner  
All Pages thru End of Chapter

Meeting 14 Tue. Jun. 30

**Chapter 12:**(Read Pg. 270-292)  
**Jury**  
Introduction  
A Jury of One's Peers  
Jury Panel or Jury List  
Exemption from Jury Duty  
Challenging Jurors for Cause

Peremptory Challenge  
Alternate Jurors  
Sequestering the Jury  
Future of the Jury System  
All Pages thru End of Chapter

Meeting 15            Wed. Jul. 1

**Chapter 13:**(Read Pg. 293-318)

**Trial Procedure**

Opening Statements  
Reasonable Doubt  
Witnesses  
Subpoena  
Examination of Witnesses  
Defense Presentation  
Rebuttal by the Prosecution  
Not Guilty by Reason of Insanity  
Closing Arguments  
All Pages thru End of Chapter

Meeting 16            Thu. Jul. 2

**Chapter 14:** (Read Pg. 319-334)

**Instructions and Deliberation  
by the Jury**

Instructions to the Jury  
Deliberations  
All Pages thru End of Chapter

Meeting 17            Mon. Jul. 6

**Chapter 15:** (Read Pg. 335-349)

**The Verdict and Appeals**

Verdict  
Appeals  
Appellate Court Citations  
All Pages thru End of Chapter

Meeting 18            Tue. Jul. 7

**Chapter 16:** (Read Pg. 350-379)

**Sentencing**

History of Punishment  
Types of Sentencing/Sentences  
Death Penalty

Meeting 19

Wed. Jul. 8

Fines

All Pages thru End of Chapter

**Chapter 17:** (Read Pg. 380-386)

**Collateral Proceedings**

Introduction

Extradition

Writs

All Pages thru End of Chapter

AND . . .

**Chapter 18:** (Read Pg. 387-408)

**Victim's Rights**

Historical Perspective

Restitution

Compensation

Victim Impact Statements

All Pages thru End of Chapter

Appendix A - Outline of Trial  
Procedure (Pg. 409)

Appendix B - Motion for the  
Production and Inspection of  
Evidence and Information That  
May Lead to Evid. (Pg. 410-411)

Glossary of Terms (Pg. 412-417)

Meeting 20

Thu. Jul. 9

**FINAL TEST (Chap's. 10-18)**

**FINAL TEST:**

10:45 a.m. to 11:35 a.m.

You will have 50 minutes to  
complete the Final Test.

**BREAK:**

11:35 a.m. to 12:05 p.m.

(While I grade your tests)

CLASSROOM:

12:05 p.m. to 12:30 p.m.

Grades for Final Test returned.

Essay papers returned.

Course grades will not be available until they are posted by the college on Websmart, which will take about two weeks (see Semester Class Schedule for date). I cannot give out course grades before they are posted, nor give individual grades via email.

It was a pleasure having you in my class this semester and hope to see you again in my other Administration of Justice classes next semester. Please REGISTER EARLY for next semester to ensure your space in class. See you then!

Prof. A. ☺