Welcome to Criminal Procedure! I am looking forward to working with you this semester. This section of Criminal Procedure is a 3-credit online course. This document summarizes our course objectives and policies and is divided into the following sections:

- Part I: Course Overview;
- Part II: Successfully Navigating this Course;
- Part III: Technology Matters;
- Part IV: Communication Standards; and
- Part V: Related University Policies/Information.

You are responsible for all of the information contained in this document. Please contact me if you have questions.

Part I. Course Overview

Instructor Basics:
Course Instructor: Valencia Davis, Adjunct Professor
E-mail Address: vmdavis@uwf.edu
Instructor Availability: Email (response normally within 48 hours)
LiveRoom Chat on eLearning (available by appointment)

Course Description:
The study of criminal procedure is a fascinating one which involves an examination of the power of the government to enforce the criminal law versus the right of individuals to be free from government intrusions as guaranteed by the United States Constitution and the Florida Constitution. This course will help you develop critical analysis skills by examining the legal framework for the enforcement of criminal law. You will learn about the scope of the criminal court process and the variety of roles that are played throughout.

Student Learning Outcomes:
After successfully completing Criminal Procedure, you should be able to:
1. Explain the constitutional, statutory, and common law provisions implicated in enforcing the criminal law.
2. Identify the constitutional, statutory, and common law limits on the application
and enforcement of the law.

3. Explain the search and seizure clause of the Fourth Amendment.
4. Identify when government action constitutes a seizure.
5. Analyze situations when warrants are required and when exceptions exist.
6. Explain the requirements for lawful interrogations and identifications.
7. Explain the criminal court procedure, from the charging decision to the appeals process.
8. Understand the roles of police officers, judges, prosecutors, defense attorneys, juries, and legislators in the application of criminal law.
9. Distinguish the rules of evidence from the rules of criminal procedure.

Required Text & Materials:

Materials: 
Supplemental readings and postings provided by the instructor.
Internet access.
Activated UWF ArgoNet email account.

Part II.
Successfully Navigating this Course

Class Participation:
Class participation is mandatory. Because this class is completely online, your participation is crucial to your learning and that of your fellow students. The class discussion format for this class requires you to be prepared to intelligently discuss the readings and assigned materials. Participation includes the obligation to satisfactorily complete reading and other assignments and provide thoughtful contributions to our discussion board.

You are responsible for the timely completion/submission of all assignments, including discussion board posts, quizzes, written motions, and exams. Check your student email account regularly, as any important announcements regarding our class, such as assignment changes, etc., will be emailed to that email address. Additionally, I will periodically post supplemental reading materials to the eLearning website.

Course Requirements:
Successful completion of Criminal Procedure requires satisfactory completion of all assignments, including quizzes, motions, and exams. This section describes the course requirements. More detailed information will be provided as these assignments approach, but please feel free to contact me with any questions.
Grading:
Your grade will be based on a total of 500 points that may be earned as follows:

- Instructor Email & Class Post 20 points
- Quizzes 80 points (20 points each)
- Discussion Board Assignments 100 points (25 points each)
- Motion to Modify Bond 50 points
- Motion to Suppress 50 points
- Motion for Change of Venue 50 points
- Midterm Exam 50 points
- Final Exam 100 points

Grades will not be rounded up. Extra credit opportunities may be offered but such opportunities are at my sole discretion and should not be considered a way to cure a severe grade deficiency. Grades of incomplete will not be awarded except as required by the University. After determining the total number of points you earn this semester, your grade will be based on the following percentages:

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Discussion Board Assignments: There will be four discussion board weeks this semester. Each discussion board assignment will be worth 25 points. A rubric is posted on our eLearning site that will show you what is required to earn maximum points for each discussion board assignment. Each week’s assignment will be completed within designated small groups via eLearning. I will post rather broad topics and prompts for these discussions to provide you with a balance between guidance on what to talk about and sufficient freedom to respond. The discussion will engage you in critically analyzing specific issues of a course topic. These assignments are designed to enhance your critical thinking abilities and give you an opportunity to engage in open, honest, and respectful discussion about a variety of topics. You will post your initial response to the discussion topic by 11:59 p.m. CST on Wednesday of our discussion weeks. Then, by 11:59 p.m. CST on Saturday of the same week, you are required to interact with other students by posting thoughtful, value-added responses to at least two other members of your group. Note on the rubric that waiting until the last minute to post your comments will affect your ability to earn maximum points on each assignment. Also note that posting the minimum total of three posts will not earn you the maximum points available.
Quizzes: There will be four (4) quizzes, including a Syllabus quiz. The remaining quizzes may cover the reading assignment for the week of the quiz, the week before the quiz, or both.

- **Quiz #1** is the Syllabus quiz. It will be posted at the end of the first week of classes and must be completed no later than 11:59 p.m. CST on Sat., Jan. 19.

- **Quiz #2** must be completed no later than 11:59 p.m. CST on Sat., Jan. 26.

- **Quiz #3** must be completed no later than 11:59 p.m. CST on Sat., Feb. 9.

- **Quiz #4** must be completed no later than 11:59 p.m. CST on Sat., Mar. 23.

Motions: You will be required to write three (3) substantive motions. You will receive instruction on both the substantive law necessary to write the motions as well as the formatting requirements. A template for the motion will be provided, and you should use the template provided in order to maximize your opportunity for full credit. The assignment will be posted when we begin our coverage of the substantive law to be addressed in the motion, which will provide you with about two class weeks to review and complete each assignment.

- **Motion to Modify Bond** is due no later than 11:59 p.m. CST on Sat., Feb. 2.

- **Motion to Suppress** is due no later than 11:59 p.m. CST on Sat., Mar. 30.

- **Motion for Change of Venue** is due no later than 11:59 p.m. CST on Sat., Apr. 20.

Midterm and Final Exams: You will have one midterm examination and one final examination. Your final examination will be cumulative. It will test material covered throughout the semester. Unless you have a documented medical or other emergency, you will not be allowed to make up an examination.

Your midterm examination will be administered online. Your final examination will be a proctored examination administered at the UWF Main Campus on Tues., April 30, 2013, from 6 to 8:30 p.m. Details about the room location for the final will be announced before the exam.

If you live more than 50 miles from UWF Main Campus, you may opt to take the final exam online through eLearning, and proctored by ProctorU. Online exams taken via ProctorU require a computer with a webcam and microphone for visual and audio proctoring by a trained proctor and will involve a cost to you, the student, of
approximately $22.50 per online exam. This cost must be paid online via credit/debit card at the time of the exam.

If you meet the criteria to take the Criminal Procedure final via ProctorU, you must advise me no later than February 1, as arrangements must be made far in advance of the exam.

Assignment Submission:
Any work submitted after the deadline will receive a score of zero (0) points. The time observed by the eLearning system provides the official time for the purpose of determining whether your assignment is timely. I recommend that you avoid waiting until the last minute to submit your assignments so that you will be sure that you meet the deadline.

Document Formatting according to the established rules is an essential part of your grade. With formal writing, it is crucial that you comply with the applicable formatting requirements. The failure to do so may have serious consequences, such as rejection of your document. Compliance with the stated formatting rules reflects on your integrity and will be enforced. All of your motions must adhere to the detailed formatting rules that are provided.

Unless instructed otherwise, use the following directions for all documents:
- word-processed document, preferably in Word or Rich Text Format;
- double-space your text;
- use a one-inch margin on the top, bottom, left and right;
- left-justify your text;
- use 12-point Times New Roman font;
- starting with the second page, number each page, centered at the bottom.

Part III. Technology Matters

This course is totally online. All instructional content and interaction takes place over the world wide web. In addition to baseline word processing skills and sending/receiving email with attachments, you will be expected to search the internet and upload/download files. In addition, you may need one or more of the following plug-ins:

• Windows Media Player:  
  http://www.microsoft.com/windows/windowsmedia/download/

• QuickTime Player: http://www.apple.com/quicktime/download/

• Real Player: http://www.real.com/realplayer/search

• Adobe Flash Player: http://get.adobe.com/flashplayer/

• For students using Screen Readers: Download Elluminate's Java Bridge:  
  https://www.elluminate.com/Support/Other_Resources/Java_Accessibility_Bridge/?id=368

• eLearning's Accessibility Resource Guides for users:  
  http://www.desire2learn.com/access/resources/

If you develop technology-related issues, the UWF ITS Help Desk is available to help you. The Help Desk is located online at http://uwf.edu/helpdesk/ and may be reached at 850-474-2075. The Help Desk is fully staffed from 8 a.m. to 5 p.m. CST on weekdays and has limited staffing on weekdays from 5 p.m. to 10 p.m. CST. The eLearning for Students page, http://uwf.edu/helpdesk/support/stuelearning.cfm may be especially helpful to you as we use eLearning this semester.

**Part IV.**

**Communication Standards**

I expect everyone to act respectfully at all times in this class. Please refer to the policies set forth in the current University of West Florida Student Handbook regarding classroom behavior and student conduct. I will apply the standards established by the University and I expect each of you to abide by these standards. Please see me if you have any questions or concerns regarding these important policies.

**Netiquette Standards:**

Especially because this is a fully online course, it is important that we all observe basic rules when communicating with each other. This applies not only to discussion board posts but to email communications.

1. **Be clear.**
   • Use Standard English and do not abbreviate.
   • Spell check, revise and edit your messages before sending them.
   • Spell check, revise and edit your messages before sending them.
   • Use appropriate subject lines that reflect the content of the message.

2. **Be polite and careful.**
• Do not use ALL UPPERCASE LETTERS!!! or multiple exclamation marks, as it is sometimes difficult to understand the tone of the message.
• Typing in all capital letters is synonymous to yelling at someone.
• Similarly, avoid sarcasm and irony, which can be misinterpreted by the reader.
• Do not begin a message or an email with “Hey” or other informal greeting.
• When emailing me, please address me by name, as I will do the same.

3. Demonstrate respect for the opinions of others when responding to your classmates.

4. Disagree respectfully and with facts, not gossip.

5. Be inclusive.
   • Send group messages to all members as well as to the instructor to ensure that all lines of communication stay open.

Part V.
Related University Policies/Information

University of West Florida Honor Code:
"As Argonauts we act with integrity. We do not lie, cheat, steal or tolerate those who do."

You are expected to adhere to the highest standards of integrity in all of your academic work. The University’s Academic Misconduct Code specifically defines acts of academic misconduct and procedures for resolving alleged acts of misconduct.

All students at this University must abide by the University’s plagiarism policy and honor code set forth in the current University of West Florida Student Handbook. Please read the code fully. You may not give assistance or receive assistance from other students on your examinations or written assignment in this course. Do not share your written work with other students. You should also report any other student who violates the code. I will report any student who violates this code to the proper UWF authorities and I will impose additional penalties. Please do not put me in that position.

For more information, refer to the UWF 2012-13 Student Planner and Handbook at:

University Schedule:
This course will be subject to the University's schedule. This includes situations where the University may be closed, such as during a weather event. Official closures and
delays are announced on the UWF website and broadcast on WUWF-FM. See http://uwfemergency.org/ for more information on emergency procedures.

Assistance for Students With Disabilities:
The Student Disability Resource Center (SDRC) at the University of West Florida supports an inclusive learning environment for all students. If there are aspects of the instruction or design of this course that hinder your full participation, such as time-limited exams, inaccessible web content, or the use of non-captioned videos, please contact the SDRC at 850-474-2387. Appropriate academic accommodations will be determined based on the documented needs of the individual. If you are provided any hard copy documentation to submit to me, please submit the letter to Office Manager Deborah Davis, in the Department of Justice Studies (Bldg. 85, Room 160). She will ensure that a copy of the documentation is provided to me.

Looking forward to a great semester!