Course Prefix/Number: CJL 3510  
Course Title: Judicial Process  
Course Credit Hours: 3  
Professor’s Name and Contact Information:  
Professor Kimberly M. Tatum, Associate Professor and Assistant Dean  
Email: ktatum@uwf.edu  
Phone: 857-6198 (office)  
Phone: 474-2036 (main Justice Studies office)  
Office: Building 85, room 158; Main office: Building 85/ room 160; My Dean’s Office 85/120  
Office hours: Tuesday 2:00-4:00 and Thursday 2:00-4:00; Other times available by appointment  

Course Description:  
This course will introduce students to the American court system. It will focus on the role of the courts in the criminal justice system, the major components of the American court system, and the actors in this system. In addition, the course will cover the criminal court process and the interaction of the members of the court with each other and other criminal justice agencies. The course will also examine the role of the jury in some detail.

About this Online Course:  
This course is delivered completely online. You must have consistent access to the Internet. Learning at a distance may be a very different environment for many of you. You will generally set your own schedules, participate in class activities at your convenience, and work at your own pace. Online classes are a lot of work and require good time management skills. This course will require a lot of dedication because it meets for just 6 weeks but covers an entire semester of content.

You should be prepared to spend approximately 6 - 8 hours per week online completing lessons, activities, and participating in class discussions. Finally, you may want to incorporate these tips to help you get started:

Set a time each week (schedule) to:

- Ask questions when you need answers. If you have problems, contact your professor or teaching assistant, Lisa Jamison, as soon as possible. Please contact the UWF Help Desk with all technical questions at 474-2075. When you email me or my teaching assistant about this course, please include “Judicial Process” in the title of the email. Check the course web site to determine your tasks for the week.
- Check the course web site frequently throughout the week for updates. Always check the front “News” page for updates.
- Within the first week, become familiar with the site and how to use it.
- Team up with your classmates to discuss class assignments and questions you might have.
Topics covered in course:
- Structure and function of the United States court system
- Overview of the American trial process
- Adversarial System
- Federal Courts
- State Courts
- Judicial Participants
- Courtroom Workgroups
- Role of the jury
- Plea Bargaining
- Sentencing

Student Learning Outcomes:
After successfully completing this course, students should be able to:
- Discuss the adversarial process and American legal theory
- Identify key judicial actors and their roles
- Describe the general judicial process
- Discuss the dual system of courts
- Critically analyze the realities of American judicial process

Educational Goals:
The purpose of this course is to provide students with a basic understanding of the courts and the judicial process. Students will be introduced to judicial organization and procedures. Analysis of the daily operation of the courts will be provided. Through critical analysis, students will develop an informed view of American courts, judicial actors and the judicial process in the United States.

Texts and Reading Materials:

Grading / Evaluation:
The course grade will be determined as follows:

Weekly Discussions 10%
Quizzes (5) 15%
Midterm Examination 15%
Final Examination 20%
Trial Report 20%
Short Research Papers (2) 20%

Weekly Discussions: In order to master the material in the online classroom, you must participate meaningfully in weekly discussions. These discussions take place of discussions you would participate in if we had face-to-face class meetings. There will be two types of discussion questions this semester. In some cases, I will post discussion questions, based on the readings
and lectures, which you must address fully. In other weeks, I will ask you to draft your own relevant discussion question. You must also post responses to the posts of others in your discussion group. I will grade these posts for content, grammar, and critical analysis. There will be a total of fifteen weekly discussion questions for this course, and you must participate in all of them. Your initial post is due each week no later than Wednesday at 11:59 p.m., and your two response posts are due by Sunday at 6:00 p.m.

**Quizzes**: There will be a total of six (5) quizzes given during the term. The quizzes will cover the lecture material and the readings. The format for the quizzes will consist of short answer or multiple choice questions. The dates for the quizzes are indicated on the syllabus. They will always be given on **Tuesday** of the assigned quiz week. You will have a limited time (20 minutes) to take each quiz, and the quizzes will be open from 7:00-11:00 p.m. Unless you have a documented medical emergency, or obtain prior permission from me, you will NOT be allowed to make up a quiz.

**Examinations**: You will have one midterm exam and one final exam in this course. The exam dates are indicated on the attached schedule. The exam format will consist of multiple choice questions, short answer questions, and longer essays. The final exam will primarily focus on the chapters covered after the midterm exam. Unless you have a documented medical emergency, or obtain prior permission from me, you will NOT be allowed to make up an examination. You will have a limited time (2 hours) to take each exam during the exam period.

**Trial Report**: You must attend one jury trial, and submit a double-spaced, typewritten report (6-7 pages) based upon your observations. The trial may be either criminal or civil, and in may be either a state or federal court case, so long as it is a jury trial. You should note, however, that criminal trials are typically concluded in less than one day, and will likely feature more objections, and evidentiary rulings by the judge than a civil trial. You should be prepared to discuss your trial report at the end of the course. I will post a detailed description of this assignment what information should be included in the report. I will also post a weekly trial schedule for Escambia County, Florida.

Trial reports are due according to the schedule, and late papers will not be accepted absent exceptional circumstances. If you are absolutely unable to attend a jury trial, you will be required to complete an alternative trial assignment. If you fall into this category, you should contact me for more details as soon as possible. You are strongly encouraged to attend court, and I offer this alternative for students who are simply unable to attend court due to extreme circumstances.

**Short Research Papers**: You will be required to write 2 short research papers (2-3 pages each) based on a topic from the course. I will provide the topics for these papers in advance. Each paper will be worth a total of 10% of your final grade. Be sure to proofread these papers carefully, since I will deduct points for grammatical, punctuation, and spelling errors.
**Grading Scale**
A 92-100 D+ 67-69
A- 90-91 D 60-66
B+ 87-89 F 59 and below
B 82-86
B- 80-81
C+ 77-79
C 70-76

**Special Technology Utilized by Students:** This course is delivered completely online. All instructional content and interaction takes place over the web. If you have any technical problems, please contact the UWF ITS Help Desk at 474-2075 or by email at helpdesk@uwf.edu.

**Expectations for Academic Conduct/Plagiarism Policy:**
In all of my classes, but especially in online classes, I take academic misconduct very seriously. As future members of the legal profession, criminal justice profession, or any other profession, you must adhere to the highest levels of professional ethics. Do not cheat on exams. This means that you CANNOT take exams together, and you cannot compare your answers for the exams. You CANNOT tell someone the questions on your exam. This is cheating. Do not use the work of other students as your own. You have an obligation to report any other student who you know has participated in academic misconduct. Please read the following policies and let me know if you have any questions at all about this very important topic. I will report you for any violations of this policy. If you are in doubt about what constitutes cheating, please ask me for clarification in advance.

Academic Conduct Policy:
https://nautical.uwf.edu/files/module/groupMail/BOT_Approved_Academic_Misconduct_Policy_and-Student_Code_of_Conduct_20071.pdf

Student Handbook:
http://www.thezonelive.com/zone/02_SchoolStructure/FL_UniversityofWestFlorida/handbook.pdf

**SPECIAL ASSISTANCE:**
Students with a documented disability who require specific examination or course related academic accommodations should contact the Student Disability Resource Center (SDRC) by e-mail at sdrc@uwf.edu or by phone at (850) 474-2387.