

**Administration of Justice  
Course Syllabus**

**AJ 103  
COURTS AND SOCIETY  
Spring Semester 2004**

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**Office Hours:** MW 10-10:30 a.m.,  
11:45 a.m.-12:15 a.m.,  
or by appointment.

**Class Meeting Times:** MW 10:30 – 11:45 a.m.  
MacQuarrie Hall 523

**COURSE DESCRIPTION**

This course explores how courts in the United States, and the people who work in them, process criminal cases. We begin with an introduction to the sources of criminal law and the structure of state and federal trial courts. We then proceed to examine the basic steps of a criminal case, including arrest and charge, initial appearance and bail, preliminary hearings and grand juries, discovery and investigation, pretrial motions including motions to suppress illegally obtained, plea bargaining, jury trial, evidence, sentencing and appeal. We will examine juvenile courts in comparison to adult courts, and consider drug courts and alternatives to incarceration. We will also examine controversial topics such as three strikes and the death penalty. Along the way, we will consider the roles of the major actors in criminal courts in the United States including prosecutors, defense attorneys, and judges.

**COURSE REQUIREMENTS**

All requirements must be completed to pass the course.

1. Come to class having done the reading prior to lecture;
2. Observe a minimum of six (6) hours of court proceedings;
3. Complete two (2) short papers (approximately 5 pages each) based on your court observations;
4. Present these papers to the class and lead a discussion;
5. Take three (3) in class, closed book exams; the Final Exam is optional.

**REQUIRED TEXT**

David W. Neubauer (2002). *America's Courts and the Criminal Justice System* (7<sup>th</sup> ed.). Belmont, CA: Wadsworth/Thomson Learning. (includes sentencing CD). ISBN 0-534-56340-6. There will also be periodic handouts in class. Study guide for the required text is optional.

## EXAMINATIONS & GRADING

1. Exams: there will be three exams (midterm and final), consisting entirely of objective questions (multiple choice and true/false). The exams are each worth 30% (all three exams equal 90%) of the overall grade and the final exam will be optional. The optional final exam is comprehensive.

Exams are closed-book, closed note and cover assigned readings, handouts, in-class discussions and any material covered in class. Some material discussed in class will not be in the readings; similarly, not everything discussed in the readings will be covered in class. Thus it is very important that you keep up with the reading and attend class regularly. There will be review sessions

2. Papers: you must write two short papers (typed, approx. 5 pages each), one concerning pre-trial proceedings and the second concerning trial and post-trial proceedings, that detail the students astute courtroom observations and analyze the course materials in light of those observations.
3. Class Participation: Points for participation are given for the two presentations and contributions to class discussions (questions, comments, criticisms, etc.) and *not* simply for attendance. Each student will be required to give two brief in-class presentation (5-10 minutes) on the topic of their courtroom observation papers. Class participation is worth 5% of your overall final grade.

Students will be excused from class for legitimate emergency and medical reasons. Whenever possible, if you must miss class please inform the instructor ahead of time.

4. Extra Credit: There is NO EXTRA CREDIT in this course!!!
5. Grading: scores for each exam and participation will be added together and the total points at the end of the semester will determine your final grade. Final grades will be curved (you will be measured against the performance of the rest of the class). The exam and participation grades are weighted and the final grade will be calculated accordingly:

Exam 1	30%
Exam 2	30%
Exam 3	30%
Court Papers	5%
Participation & Presentations	5%
	= 100%

+ Optional Final Exam. The points (equal to the other exams) from the final exam (if taken) will be added on to the overall point total and factored into the final grade accordingly.

## COURSE SCHEDULE

- Feb. 2 - Feb. 4                    **Introduction to the course; class procedures (M)**  
Reading Assignment: Chapter 1  
Handout: Bill of Rights
- Sources of Law, Basic Structure of Criminal Law**  
Reading Assignment: Chapter 2 (W)  
Handout: sample criminal laws
- Feb. 9 - Feb. 11                   **Trial Courts: Federal & State Courts**  
Reading Assignment: Chapter 3 (M)  
   Chapter 4 (W): pp. 89-102, 104-110  
   and review chart in Chap. 1 (pg. 7)
- Feb. 16 – Feb. 18                 **The Lower Courts (M)**  
Reading Assignment: Chapter 18
- Juvenile Courts (W)**  
Reading Assignment: Chapter 19
- Feb. 23 – Feb. 25                 **Judges & Court Staff (M)**  
Reading Assignment: Chapter 8
- The Dynamics of the Courthouse (W)**  
Reading Assignment: Chapter 5: pp. 112 - 125
- Mar. 1 – Mar. 3                    **The Prosecution, Arrest & Charging (M)**  
Reading Assignment: Chapter 6 & 10: pp. 245-255
- Defense Attorneys and Defendants (W)**  
Reading Assignment: Chapter 7 & 9: pp. 220-223
- Mar. 8 – Mar. 10                 **Review (M) & EXAM #1 (W)**
- Mar. 15 – Mar. 17                 **Arraignment on Misdemeanors, Initial Appearance on  
Felonies, & Bail (M)**  
Reading Assignment: Ch. 10: p. 251, Ch. 18: p. 481 (box),  
   & Ch. 11  
Handouts: Misdemeanor Advisement of Rights; Sample  
   Bail Schedule
- Delay, Due Process & the Right to a Speedy Trial (W)**  
Reading Assignment: Ch. 5: pp. 126-136  
Handout: The Right to Speedy Trial in California

Mar. 22 – Mar. 24	<b>Preliminary Hearings, the Grand Jury &amp; Felony Arraignment (M)</b> Reading Assignment: Ch. 10 256-270 Handouts: Transcript of Prelim; Complaint (Information)
	<b>Courts Through the Eyes of Victims &amp; Witnesses (W)</b> Reading Assignment: Ch. 9: pp. 223-242
Mar. 29 – Mar. 31	<b>Presentation of First Papers</b> Paper #1 Due
Mar. 24 – Mar 25	<b>SPRING BREAK – NO CLASSES!!!</b>
Apr. 5 – Apr. 7	<b>Discovery, Defense Investigation &amp; Motions</b> Reading Assignment: Ch. 12 Handouts: California Discovery Statutes, Sample Suppression Motion
Apr. 12 – Apr. 14	<b>Plea Bargaining</b> Reading Assignment: Ch. 13 Handouts: Limitation on plea bargaining, Penal Code §1192.7
Apr. 19 – Apr. 21	<b>Review (M) &amp; EXAM #2 (W)</b>
Apr. 26 – Apr. 28	<b>The Right to Trial by Jury &amp; Jury Selection</b> Reading Assignment: Ch. 14 & Review Ch. 2: pp. 33-35
May 3 – May 5	<b>Sentencing I &amp; II</b> Reading Assignment (M): Ch. 15, Review Ch. 9: pp. 236-237 (box), and Ch. 2: pp. 4, 42-43 (box) (forfeiture and restitution). Reading Assignment (W): Ch. 16 Handout: Cal. Rules of Court, rule 4.420 and California's Three Strikes Law.
May 10 – May 12	<b>Appeals, Appellate Procedure, and Writs</b> Reading Assignment: Ch. 3: pp. 69-72, Ch. 4: pp. 95-99, and Ch. 17
May 17 – May 19	<b>Presentation of Second Papers</b> Paper #2 Due
May 24 – May 26	<b>Review (M) &amp; EXAM #3 (W)</b>
T. B. A.	<b>FINAL EXAM</b>