

1. General Information

1a. Submitted by the College of: ARTS & SCIENCES

Date Submitted: 4/2/2015

1b. Department/Division: Political Science

1c. Contact Person

Name: Steve Voss

Email: dsvoss@uky.edu

Phone: 333-0423

Responsible Faculty ID (if different from Contact)

Name: Ellen Riggle

Email: e.riggle@uky.edu

Phone: 257-7036

1d. Requested Effective Date: Semester following approval

1e. Should this course be a UK Core Course? No

2. Designation and Description of Proposed Course

2a. Will this course also be offered through Distance Learning?: No

2b. Prefix and Number: PS 363

2c. Full Title: Criminal Courts & Process in the U.S.

2d. Transcript Title:

2e. Cross-listing:

2f. Meeting Patterns

LECTURE: 3

2g. Grading System: Letter (A, B, C, etc.)

2h. Number of credit hours: 3

2i. Is this course repeatable for additional credit? No

If Yes: Maximum number of credit hours:

If Yes: Will this course allow multiple registrations during the same semester?

2j. Course Description for Bulletin: The course is an introduction to the criminal-court process in the United States. The course covers how the criminal process is organized, outlines the steps and actors in the criminal process, and explores the impact of criminal justice on society.

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OFFICE OF THE
SENATE COUNCIL

2k. Prerequisites, if any: UN2 status

2l. Supplementary Teaching Component:

3. Will this course taught off campus? No

If YES, enter the off campus address:

4. Frequency of Course Offering: Spring,

Will the course be offered every year?: Yes

If No, explain:

5. Are facilities and personnel necessary for the proposed new course available?: Yes

If No, explain:

6. What enrollment (per section per semester) may reasonably be expected?: 75

7. Anticipated Student Demand

Will this course serve students primarily within the degree program?: No

Will it be of interest to a significant number of students outside the degree pgm?: Yes

If Yes, explain: Anyone in Sociology with an interest in Criminal Justice would be a logical choice, as would anyone thinking of a law-enforcement career or students in majors such as History, English, or Classics considering Law School. Also note, because we couldn't put this information under #5: We've already successfully offered it a few times as a topics course, under the guidance of two different instructors, both of whom remain on the faculty; we have another faculty member who could teach it in a pinch and we're expected to hire a fourth in the relevant subfield.

8. Check the category most applicable to this course: Traditional – Offered in Corresponding Departments at Universities Elsewhere,

If No, explain:

9. Course Relationship to Program(s).

a. Is this course part of a proposed new program?: No

If YES, name the proposed new program:

b. Will this course be a new requirement for ANY program?: No

If YES, list affected programs:

10. Information to be Placed on Syllabus.

a. Is the course 400G or 500?: No

b. The syllabus, including course description, student learning outcomes, and grading policies (and 400G-/500-level grading differentiation if applicable, from 10.a above) are attached: Yes

Distance Learning Form

Instructor Name:

Instructor Email:

Internet/Web-based: No

Interactive Video: No

Hybrid: No

1. How does this course provide for timely and appropriate interaction between students and faculty and among students? Does the course syllabus conform to University Senate Syllabus Guidelines, specifically the Distance Learning Considerations?

2. How do you ensure that the experience for a DL student is comparable to that of a classroom-based student's experience? Aspects to explore: textbooks, course goals, assessment of student learning outcomes, etc.

3. How is the integrity of student work ensured? Please speak to aspects such as password-protected course portals, proctors for exams at interactive video sites; academic offense policy; etc.

4. Will offering this course via DL result in at least 25% or at least 50% (based on total credit hours required for completion) of a degree program being offered via any form of DL, as defined above?

If yes, which percentage, and which program(s)?

5. How are students taking the course via DL assured of equivalent access to student services, similar to that of a student taking the class in a traditional classroom setting?

6. How do course requirements ensure that students make appropriate use of learning resources?

7. Please explain specifically how access is provided to laboratories, facilities, and equipment appropriate to the course or program.

8. How are students informed of procedures for resolving technical complaints? Does the syllabus list the entities available to offer technical help with the delivery and/or receipt of the course, such as the Information Technology Customer Service Center (<http://www.uky.edu/UKIT/>)?

9. Will the course be delivered via services available through the Distance Learning Program (DLP) and the Academic Technology Group (ATL)? NO

If no, explain how student enrolled in DL courses are able to use the technology employed, as well as how students will be provided with assistance in using said technology.

10. Does the syllabus contain all the required components? NO

11. I, the instructor of record, have read and understood all of the university-level statements regarding DL.

Instructor Name:

SIGNATURE|EJYANA|Ernest J Yanarella|PS 363 NEW Dept Review|20140923

SIGNATURE|ACSI222|Anna C Harmon|PS 363 NEW College Review|20150403

SIGNATURE|EJYANA|Ernest J Yanarella|PS 363 ZCOURSE_NEW Approval Returned to Dept|20150930

SIGNATURE|JMETT2|Joanie Ett-Mims|PS 363 NEW Undergrad Council Review|20150930

SIGNATURE|JMETT2|Joanie Ett-Mims|PS 363 NEW Undergrad Council Review|20151022

General Course Information

- Full and accurate title of the course
- Departmental and college prefix
- Course prefix, number and section number
- Scheduled meeting day(s), time and place

Instructor Contact Information (if specific details are unknown, "TBA" is acceptable for one or more fields)

- Instructor name
- Contact information for teaching/graduate assistant, etc.
- Preferred method for reaching instructor
- Office phone number
- Office address
- UK email address
- Times of regularly scheduled office hours and if prior appointment is required

Course Description

- Reasonably detailed overview of the course (course description should match on syllabus and eCATS form)
- Prerequisites, if any (should match on syllabus and eCATS form)
- Student learning outcomes
- Course goals/objectives
- Required materials (textbook, lab materials, etc.)
- Outline of the content, which must conform to the Bulletin description
- Summary description of the components that contribute to the determination of course grade
- Tentative course schedule that clarifies topics, specifies assignment due dates, examination date(s)
- Final examination information: date, time, duration and location
- For 100-, 200-, 300-, 400-, 400G- and 500-level courses, numerical grading scale and relationship to letter grades for undergraduate students
- For 400G-, 500-, 600- and 700-level courses, numerical grading scale and relationship to letter grades for graduate students. (Graduate students cannot receive a "D" grade.)
- Relative value given to each activity in the calculation of course grades (Midterm=30%; Term Project=20%, etc.)
- Note that undergraduate students will be provided with a Midterm Evaluation (by the midterm date) of course performance based on criteria in syllabus
- Policy on academic accommodations due to disability. Standard language is below:

If you have a documented disability that requires academic accommodations, please see me as soon as possible during scheduled office hours. In order to receive accommodations in this course, you must provide me with a Letter of Accommodation from the Disability Resource Center (Room 2, Alumni Gym, 257-2754, email address jkarnes@email.uky.edu) for coordination of campus disability services available to students with disabilities.

Course Policies

- Attendance
- Excused absences
- Make-up opportunities
- Verification of absences
- Submission of assignments
- Academic integrity, cheating & plagiarism
- Classroom behavior, decorum and civility
- Professional preparations
- Group work & student collaboration

UGE Review () Comments
Committee Review () Comments

New Course Form

<https://myuk.uky.edu/sap/bc/soap/rfc?services=>

[Open in full window to print or save](#)

Generate R

Attachments:

[Browse...](#)

Upload File

	ID	Attachment
Delete	4798	PS 363 UGC Review Checklist.docx
Delete	5462	PS363 Sample Syllabus (2).pdf

First 1 Last

(*denotes required fields)

1. General Information

- a. * Submitted by the College of: Submission Date: 4/2/2015
- b. * Department/Division:
- c.
- * Contact Person Name: Steve Voss Email: dsvoss@uky.edu Phone: 333-0423
- * Responsible Faculty ID (if different from Contact): Ellen Riggle Email: e.riggle@uky.edu Phone: 257-7036
- d. * Requested Effective Date: Semester following approval OR Specific Term/Year¹
- e. Should this course be a UK Core Course? Yes No
- If YES, check the areas that apply:
- Inquiry - Arts & Creativity Composition & Communications - II
- Inquiry - Humanities Quantitative Foundations
- Inquiry - Nat/Math/Phys Sci Statistical Inferential Reasoning
- Inquiry - Social Sciences U.S. Citizenship, Community, Diversity
- Composition & Communications - I Global Dynamics

2. Designation and Description of Proposed Course.

- a. * Will this course also be offered through Distance Learning? Yes⁴ No
- b. * Prefix and Number: PS 363
- c. * Full Title: Criminal Courts & Process in the U.S.
- d. Transcript Title (if full title is more than 40 characters):
- e. To be Cross-Listed² with (Prefix and Number):
- f. * Courses must be described by at least one of the meeting patterns below. Include number of actual contact hours³ for each meeting pattern type.
- | | | | |
|--|--|---------------------------------|---------------------------------|
| <input type="text" value="3"/> Lecture | <input type="text"/> Laboratory ¹ | <input type="text"/> Recitation | <input type="text"/> Discussion |
| <input type="text"/> Indep. Study | <input type="text"/> Clinical | <input type="text"/> Colloquium | <input type="text"/> Practicum |
| <input type="text"/> Research | <input type="text"/> Residency | <input type="text"/> Seminar | <input type="text"/> Studio |
| <input type="text"/> Other | If Other, Please explain: | | |
- g. * Identify a grading system:
- Letter (A, B, C, etc.)
- Pass/Fail
- Medicine Numeric Grade (Non-medical students will receive a letter grade)
- Graduate School Grade Scale
- h. * Number of credits: 3
- i. * Is this course repeatable for additional credit? Yes No
- If YES: Maximum number of credit hours:
- If YES: Will this course allow multiple registrations during the same semester? Yes No

j. * Course Description for Bulletin:

The course is an introduction to the criminal-court process in the United States. The course covers how the criminal process is organized, outlines the steps and actors in the criminal process, and explores the impact of criminal justice on society.

k. Prerequisites, if any:

UN2 status

l. Supplementary teaching component, if any: Community-Based Experience Service Learning Both3. * Will this course be taught off campus? Yes No

If YES, enter the off campus address:

4. Frequency of Course Offering.

a. * Course will be offered (check all that apply): Fall Spring Summer Winter

b. * Will the course be offered every year? Yes No

If No, explain:

5. * Are facilities and personnel necessary for the proposed new course available? Yes No

If No, explain:

6. * What enrollment (per section per semester) may reasonably be expected? 75

7. Anticipated Student Demand.

a. * Will this course serve students primarily within the degree program? Yes No

b. * Will it be of interest to a significant number of students outside the degree pgm? Yes No

If YES, explain:

Anyone in Sociology with an interest in Criminal Justice would be a logical choice, as would anyone thinking of a law-enforcement career or students in majors such as History, English, or Classics considering Law School.

8. * Check the category most applicable to this course:

Traditional – Offered in Corresponding Departments at Universities Elsewhere

Relatively New – Now Being Widely Established

Not Yet Found in Many (or Any) Other Universities

9. Course Relationship to Program(s).

a. * Is this course part of a proposed new program? Yes No

If YES, name the proposed new program:

b. * Will this course be a new requirement⁵ for ANY program? Yes No

If YES⁵, list affected programs:

10. Information to be Placed on Syllabus.

a. * Is the course 400G or 500? Yes No

If YES, the *differentiation for undergraduate and graduate students must be included* in the information required in 10.b. You must include: (i) identify additional assignments by the graduate students; and/or (ii) establishment of different grading criteria in the course for graduate students. (See SR

b. * The syllabus, including course description, student learning outcomes, and grading policies (and 400G-/500-level grading differentiation if applicable above) are attached.

¹ Courses are typically made effective for the semester following approval. No course will be made effective until all approvals are received.

² The chair of the cross-listing department must sign off on the Signature Routing Log

- Ⓙ In general, undergraduate courses are developed on the principle that one semester hour of credit represents one hour of classroom meeting per week for a semester, exclusive of any laboratory meeting. Laboratory meeting, generally, is two hours per week for a semester for one credit hour. (from SR 5.2.1)
- Ⓚ You must also submit the Distance Learning Form in order for the proposed course to be considered for DL delivery.
- Ⓛ In order to change a program, a program change form must also be submitted.

Rev 8/09

PS363 Criminal Courts and Process in the U.S.

Day/Time/Place: TBD

Instructor: TBD (e.g., Riggle, Coulson) Email: TBD
Office phone: TBD Office address: TBD
Preferred method on contact: TBD Office Hours: days and times TBD

Teaching/Grad. Assist: TBD email: TBD

Bulletin Description

The course is an introduction to the criminal-court process in the United States. The course covers how the criminal process is organized, outlines the steps and actors in the criminal process, and explores the impact of criminal justice on society.

Pre-Requisite

Students signing up for this course must be sophomores or higher. Technically, they must hold "UN2" status, which means that they've *completed* at least 30 credit hours before adding the course.

Student Learning Outcomes

Upon completion of this course, a student should be able to:
Describe the organization of criminal courts in the U.S. and stages in the process.
Explain the jurisdiction of criminal courts over cases and the effects of the criminal court process on criminal justice.
Distinguish different models of criminal justice and their impact on the court system.
Analyze the role of different actors and motivations in the criminal court process.
Apply this information to a discussion of the impact of criminal justice on society.

Course Goals/Objectives:

1. To gain an understanding of the role of law in society; how politics is a part of the law; and the basic functions that courts serve in the U.S. criminal justice system.
2. To be able to distinguish the role of judges from legislators or administrators; distinguish the different functions and goals of judges, prosecutors, defense lawyers, and the police.
3. Have a basic understanding of how the U.S. criminal court system fits into the overall criminal justice system.
4. Be able to explain the basic structure of the Federal and various state court systems and identify the various steps involved in the criminal process.
5. Identify judicial powers, the origins, limits, and constraints of those powers, and how courts interact in our system of checks and balances.

Required materials:

David W. Neubauer and Henry Fradella, *America's Courts and the Criminal Justice System* (10th Ed.). Wadsworth/Cengage Learning.

Grading:

Grades: A sheet explaining the long written assignment is available on the website. Short written assignments are posted on the course website. In class quizzes are part of the short assignment grade.

Exams will be based on both the readings assigned and lecture/discussion in class. Exams are cumulative.

The grade distribution for the class is:

Exam 135%
Exam 2.....35%
Short Written Assignments20%
Long Written Assignment10%

The two exams will consist of multiple-choice and short-answer questions, derived from both the lectures and the readings. Students will complete four short written assignments over the course of the semester, each worth 5% of the course grade. More details will be provided with each assignment, but in general these assignments require students to analyze an actor in the criminal courts process, and then argue persuasively based on course content whether and how that actor's role in the system needs to be reformed. Finally, a tenth of the course grade comes from a long written assignment reporting and evaluating the student's experience either riding along with law-enforcement officers or observing real-life court proceedings; additional details appear below.

The following scale is used for final grades:

90 - 100% = A
80 - <90.0% = B
70 - < 80.0% = C
60 - < 70.0% = D
< 60.0% = E

There will be no I's (incomplete) given for the course, aside from any necessitated by university regulations government excused absences/delays.

Midterm Grade

Mid-term grades will be posted in myUK by the deadline established in the Academic Calendar (<http://www.uky.edu/Registrar/AcademicCalendar.htm>)
Those grades will incorporate Exam 1 only.

Tentative course schedule – topics and readings:

Week 1: Law and Crime, Chapters 1 and 2

Week 2: Court Organization and Jurisdiction, Chapters 3 and 4

Week 3: Lower Courts and Trial Courts, Chapter 18

Week 4: Specialized Courts, Drug Courts and Juvenile Courts, Chapter 19

Short Assignment #1 on Lower Courts due at start of Week 4 [date depends on calendar]

Week 5: Courtroom Actors, Attorneys, Chapters 6 and 7

Week 6: Courtroom Actors, Judges and Defendants, Chapters 8 and 9

Short Assignment #2 on the Legal Profession due at start of Week 6 [date depends on calendar]

Week 7: Courtroom Workgroups, Chapter 5

Week 8: Exam 1; Police and Arrests

Week 9: Pre-Trial, Chapter 10

Short Assignment #3 on Police Officers due at start of Week 9 [date depends on calendar]

Week 10: Bail, Chapter 11

Week 11: Evidence and the Exclusionary Rule, Chapter 12

Week 12: Plea Bargaining, Chapter 13

Week 13: Paper Due; Trails and Juries, Chapter 14

Long Paper Assignment Due at start of Week 13 [exact date depends on semester]

Week 14: Sentencing, Chapter 15

Short Assignment #4 on Prosecuting Attorneys due at end of Week 14 [exact date depends]

Week 15: Appellate Courts and Appeals, Chapter 17

Final (Exam 2): TBA [depends on the semester's Exam Schedule released by the Registrar's Office]

Course Policy on Academic Accommodations due to disability:

If you have a documented disability that requires academic accommodations, please see me as soon as possible during scheduled office hours. In order to receive accommodations in this course, you must provide me with a Letter of Accommodation from the Disability Resource Center (725 Rose St, Multidisciplinary Science Building, Suite 407, 257-2754, email address for director David Beach: dtbeac1@uky.edu).

Course Policy for Attendance:

Short writing assignments must be turned in by the student and cannot be turned-in late, except for excused university absences.

EXCUSED ABSENCES: The following are acceptable reasons for excused absences: 1) serious illness; 2) illness or death of family member; 3) University-related trips; 4) major religious holidays; 5) other circumstances that are "reasonable cause for nonattendance" as determined by the course instructor. Students anticipating absence for a major religious holiday during spring semester must notify instructor in writing in advance of the holiday. Any petition for a university excused absence must be presented in writing accompanied by appropriate documentation and presented to the instructor within a week of the absence, unless the nature of an illness somehow makes this impossible. An email concerning an absence does not constitute appropriate notification of the instructor.

ABSOLUTELY NO make-up exams will be given except for documented excused university absences under excused absences 1, 2, 3, and 4 above (excuses under #5 will not be accepted for exams except in an extreme emergency with appropriate documentation). Students missing the exam due to illness must bring a doctor's excuse or evidence of a visit to the doctor on the day of the exam.

If an assignment is handed in late without a university excused absence, it will not be graded and a grade of zero is assigned. The same is true of the long assignments.

You are responsible for getting lecture notes for missed classes from other students.

Course Policy for Submission of Assignments:

There is one long written assignment that is explained in a separate page. There will also be several shorter graded and ungraded assignments throughout the semester. There might be announced or unannounced quizzes. Assignments to be completed outside of class are posted on the course website. All assignments are due when assigned or at the beginning of the class period for which they are assigned. Short assignments will be collected for grading during the semester. Do not put assignments

under my office door or in my department mailbox - these assignments will be discarded and not graded. When directed by the website, assignments to be submitted via Blackboard must be posted by no later than the beginning of class on the date the assignment is due. Assignments posted later than classtime on the due date will not be graded and will receive a grade of zero. Assignments will not be accepted via email; these emails will be deleted. Late assignments are not accepted and receive a grade of zero except for documented university excused absences. It is the responsibility of the student to pick up returned assignments in class. Classmates may not pick up your assignments. If you are absent with a university excused absence, you must have all assignments completed and ready to submit with documentation of your absence excuse at the beginning of the first class period that you return following your absence. The short assignment grade will be based on between 10 to 12 short assignments and quizzes collected during the semester as determined by the professor.

Course Policy on Academic Integrity:

On written assignments, students shall not plagiarize or cheat. Students shall use professional, non-discriminatory language in written assignments as well as in classroom discussions. **CHEATING AND PLAGIARISM:** Cheating and plagiarism continue to be significant problems on campus (and nationally), and honest students are becoming more vocal about the degree to which they perceive academic infractions occurring on campus. In most cases, students who cheat are either unaware of the potential consequences, or they choose to ignore them and take their chances. You are reminded that the minimum penalty for either of these offenses is an "E" in the course, with suspension and dismissal also possibilities. Plagiarism or cheating on any assignment or exam will result in an "E" for the course. The following is from the Omsbud office: Instances of student plagiarism have increased in recent years. A link to a paper "Plagiarism: What is it?" may be found at the Ombud web site <http://www.uky.edu/Ombud/Plagiarism.pdf>. The Ombud web site also includes a link to a Prentice Hall Companion Website "Understanding Plagiarism" http://wps.prenhall.com/hss_understand_plagiarism_1/0,6622,427064-,00.html. This site includes brief quizzes on related topics. Students are responsible for reading the documents explaining plagiarism on the University Omsbud's website: <http://www.uky.edu/Ombud/> : What is Plagiarism? and How to Avoid Plagiarism. Students who turn in assignments with significant portions of their answers in "quotes" will be considered to be "cheating" by using the words and works of others to answer the assignment questions. Ignorance will not be a defense to this charge.

Course Policy on Classroom civility and decorum:

The university, college and department has a commitment to respect the dignity of all and to value differences among members of our academic community. There exists the role of discussion and debate in academic discovery and the right of all to respectfully disagree from time-to-time. Students clearly have the right to take reasoned exception and to voice opinions contrary to those offered by the instructor and/or other students (S.R. 6.1.2). Equally, a faculty member has the right -- and the responsibility -- to ensure that all academic discourse occurs in a context characterized by respect and civility. Obviously, the accepted level of civility would not include attacks of a personal nature or statements denigrating another on the basis of race, sex, religion, sexual orientation, age, national/regional origin or other such irrelevant factors.

PS 363 Long Paper Assignment

See Syllabus for Paper Due date.

Long Written Assignment Options

What most people know about the judicial system in America they have learned from watching television. Needless to say, this is not always the most accurate representation of how things really happen. One place where we can learn about the actions of the different actors in the judicial process is in the courtroom. Police, lawyers, judges, and citizens all appear in courtrooms and narrate their actions for all to hear. You have two options for your long assignment.

OPTION 1: Observing Court Proceedings

Your long written assignment involves the observation of two courtroom sessions, preferably one in the Criminal (Misdemeanor) Division and one in the Civil Division of Fayette District Court. (You may also attend sessions of Circuit Court, an appellate court, or Federal Court. If you wish to attend a court outside of Fayette County you must ask for permission. Bring a written request of the exact court, date, time and sessions to the instructor after class and ask for signed permission.) You should attend two entire sessions; the sessions must be different (i.e., you cannot attend traffic court on two different days as your two sessions). Then, as a student of the judicial process, you will write a paper describing and analyzing the events that take place in the courtroom. You should describe the chronology of events and the participants in those events. You should also analyze the actions of the participants and the applications of law in light of the course materials. Finally, you should compare and contrast the court proceedings. The mandatory outline is provided below.

Please dress appropriately to attend court. Do not wear hats. Turn off all cell phones and electronic devices during a court observation. Sit as close to the front of the courtroom as possible so that you can hear the proceedings. The bailiff may ask you why you are attending the session. You will receive an E for the course if I am contacted by a court officer about any misconduct during a court visit.

Note: You are a student of the judicial process, an objective observer, and not a participant in the event. You must attend court sessions during this semester.

OPTION 2: POLICE RIDE-ALONG

You have the option of going on a police ride-along. You must call the LFUCG Police Dept number to schedule this (if you want to go on a ride-along with any other dept you must get signed permission from the instructor first; students are not allowed to do their ride-alongs with the campus police). You must go to the police department to sign papers. This may take a couple of weeks to schedule. These are 10 hour shifts and you must go for an entire shift. Friday and Saturday are the best nights although you can go on any shift. You must ride-along the entire shift unless instructed by the police officer to do otherwise.

If you go on a police ride-along, please dress according to the police department rules. Wear flat, closed-toe shoes (no sandals, sneakers, or high heels). There will be a background check for warrants or outstanding tickets. Turn off all cell phones and electronic devices during a ride-along. DO NOT show up for your ride along with alcohol on your breath or person. You will be arrested for public intoxication and you will receive an E for the course if I am contacted by the police about any misconduct during a ride-along.

Evaluation Criteria for paper:

Your paper will be evaluated along the following criteria:

- (1) description of the court sessions or ride-along
- (2) analysis of the actions of participants
- (3) comparison/contrast of criminal and civil court or comparison of calls on ride-along
- (4) use of class materials
- (5) organization, style, mechanics