

Course Syllabus for CRIM 3388-800 (CRN 13143)
Introduction to Criminal Justice
Fall Semester - 2025

I. Instructor

Michael S. Proctor, Psy.D., Senior Lecturer
Office: 348B – Central Academic Building (CAB)
Office Hours: Monday: 9:00 a.m.-10:30 a.m. & 1:00 p.m.-3:00 p.m.
Tuesday: By appointment
Wednesday: 9:00 a.m.-2:30 p.m.
Thursday: By appointment

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Do not attempt to send me an email through Blackboard.

When contacting me by email, text, or voicemail, please indicate your name, University email address, and the class you are attending.

This is a face-to-face class and appropriate steps have been taken to ensure the safety of faculty and students. You are expected to conform to the safety protocols established by the University.

II. Course Designation and Title

Introduction to Criminal Justice – CRIM 3344-800; Credit Hours = 3 – Traditional (CRN 13143). This is a traditional course that meets in class once per week with written assignments to be completed on Blackboard as indicated by the course schedule.

III. Texas A & M University – San Antonio

IV. Specific Time, Location and Duration

Fall Semester - 2025, Monday beginning August 25, 2025, thru December 4, 2025; 5:30 p.m. – 8:15 p.m., Main Campus, Madla Building, Room 210. Study day is December 5, 2025. **Final exam: December 6-12, 2025 (the specific date will be announced on Blackboard and in class).**

V. Course Description

Examines the structure of the court system in the United States, the constitutional basis for criminal procedure, the criminal justice process, including the pretrial process, the role of prosecutors, grand juries and defense attorneys in trial, plea bargaining and guilty pleas, and the appeal process. TSI Restriction(s): Reading, Math, and Writing
Prerequisites: CRIM 1301, CRIM 2330, ENGL 1302, and GOVT 2305.

VI. Learning Objectives

Upon completion of the course, the student will be able to:

- Identify the most important actors in the courthouse.
- Describe how the courts are related to the other components of the criminal justice system.
- Describe the rights of the accused.
- Compare and contrast the tasks of trial and appellate courts.
- List the four primary problems confronting the lower courts in the United States.
- List the five ways in which juvenile courts differ from adult courts.
- Contrast the three major types of cases that are heard in juvenile court.
- Describe why discretion is found in the criminal courts.
- Indicate why ethics is important to the American legal system.
- Analyze the principal factors affecting prosecutorial ethics.
- Discuss how the courtroom work group affects how defense attorneys represent their clients.
- Discuss the role of the judge within the courtroom work group.
- Describe how victims and witnesses view the court process.
- Explain the reasons why the process of discovery exists in both civil and criminal cases but is significantly curtailed in the latter.

VII. Required Text

America's Courts and the Criminal Justice System by David Neubauer & Henry Fradella, 13th ed., 2019, Cengage Learning, ISBN: 978-1-337-55789-4.

VIII. Supplemental Text None

IX. Class Schedule

See Attachment 1.

X. Grading / Means of Assessment

The student learner outcomes will be assessed through students' performance on the examinations and the completion of the discussion questions on Blackboard.

Each examination point total is 120 X two exams	= 240 total points
Discussion questions on Blackboard (8 @ 50 points)	= 400 total points
Maximum Total Points Available	= 640

90 – 100% of total points (576 – 640 points) = A

80 -- 89% of total points (511 – 575 points) = B

70 -- 79% of total points (446 – 510 points) = C

60 -- 69% of total points (381 – 445 points) = D

Less than 60% of total points (380 points or less) = F

NOTE: I do not curve grades. It is your responsibility to manage your course assignments and your grade. If you have concerns about your grade, it is

recommended that you discuss your grade with me **prior to the end of the semester, not a week or two after the semester ends. I will not accept any assignments after the due date, nor by email.**

XI. Examinations

There will be a total of two examinations. The construction of the examination will be multiple choice. If you miss an examination due to an emergency, a make-up test **may** be taken **prior** to the next class meeting at a time and place to be determined by the instructor. **Please be aware that if you miss a review or an exam for any reason, no study guide will be provided, and no make-up exam will be conducted.** The instructor reserves the right to refuse any make-up examination or late assignment.

XII. Written Assignment

Eight discussion questions are posted on Blackboard and the first question will be available to you from 09/08/2025 at 7:00 a.m. until 09/15/2025 at 11:59 p.m. The remainder of the discussion question will be available on Blackboard based on the course schedule. The questions will be available at 7:00 a.m. on Blackboard and remain available to you for eight days and will be discontinued on the due date at 11:59 p.m. The due date for each discussion question is identified on the course schedule. You must support your response with information from the text (properly cited), and/or the PowerPoint, and the lecture/class discussions. If you quote information in your response directly from the text or the PowerPoint, you must include an appropriate APA intext citation and appropriate citation at the end of your response. You are not required to use an outside source in the development of your response to the discussion questions; however, if you do use an outside source, you must cite the source using an intext citation and reference at the end of your response in accordance with current APA standards. **Plagiarism will not be tolerated.** Illness, computer problems, not having access to a computer, forgetting to post a response, etc., or any other excuse will not be accepted as reasons for not completing this requirement. **Finally, responses to the discussion questions will not be accepted late or by email for any reason.** There is sufficient time provided to you to develop a response and post the response on Blackboard. Once a response has been posted on Blackboard and graded, it cannot be changed and regraded. The use of any form of AI (e.g., CHATGPT) to complete an assignment is prohibited.

XIII. Attendance, Punctuality, and Classroom Etiquette

Students are expected to attend classes, be on time, and be prepared by having read the assigned materials. **If you miss 25% (5 classes or more) or more of the regular class sessions you may lose a letter grade.** Respect your fellow students. Courses dealing with issues related to the criminal justice system tend to generate discussion and the expressions of one's opinions. The expression of such for academic discussion is encouraged; however, if you disagree with an opinion expressed by a fellow class member, you must restrict your comments to the opinion and not engage in an attack of the person expressing the opinion. If your job or other legitimate situation requires you

to have a pager or cellphone, please put the device on vibrate or other silent mode while in class. You are encouraged to bring your laptop computer or tablet to class to assist you in class work. However, if your use of technology of any kind becomes disruptive to the class, you will be asked to leave.

XIV. Academic Honesty

Students are expected to complete all individual assignments in a scholarly manner, and reflect both honesty and integrity in this course as well as all other courses. Ensure that you are familiar with the Student Handbook, especially the section addressing academic misconduct. Students who engage in academic misconduct are subject to university disciplinary procedures. Forms of academic dishonesty are:

- **Cheating: deception in which a student misrepresents that he/she has mastered information on an academic exercise that he/she has not mastered; giving or receiving aid unauthorized by the instructor on assignments or examinations.**
- Academic Misconduct: tampering with grades or taking part in obtaining or distributing any part of a scheduled test
- Fabrication: use of invented information or falsified research
- **Plagiarism: unacknowledged quotation and/or paraphrase of someone else's words, ideas, or data as one's own work submitted for credit. Failure to identify information or essays from the Internet and submitting them as one's own work also constitutes plagiarism**

XV. Class Preparation

Students are expected to be prepared for class and are responsible for the materials in the reading assignments as well as additional materials that may be provided.

XVI. Services for the Disabled

Academic Accommodations for Persons with Disabilities: The Americans with Disabilities Act of 1990, as amended, and the Rehabilitation Act of 1973 are federal anti-discrimination statutes that provide comprehensive civil rights protection for individuals with disabilities. Title II of the ADA and Section 504 of the Rehabilitation Act require that students with disabilities be guaranteed equal access to the learning environment through the provision of reasonable and appropriate accommodations of their disability. If you have a disability that may require an accommodation, please contact Disability Support Services (DSS) for the coordination of services. The phone number for DSS is (210) 784-1335 and email is dss@tamusa.edu.

XVII. Career Services

The Office of Career Services prepares students for real life objectives and expectations regarding careers and employment through the use of innovative research and learning techniques. Career Services provides quality counseling in the areas of choosing a major, job search strategies, pursuing employment and graduate school opportunities.

Due to the high demand for services, they are available to currently enrolled A&M-SA undergraduate, and graduate students, and alumni who have graduated within the last year. The phone number is (210) 784-1356 and the email is career.services@tamusa.edu.

XVIII. The Writing Center at Texas A & M University – San Antonio

Jaguar Writing Center: The Jaguar Writing Center provides writing support to graduate and undergraduate students in all three colleges. Writing tutors work with students to develop reading skills, prepare oral presentations, and plan, draft, and revise their written assignments. Students can schedule appointments with the Writing Center in JagWire under the student services tab. More information about what services we offer, how to make an appointment, and how to access your appointment can be found on our website at www.tamusa.edu/Writing-Center. The Writing Center can also be reached by emailing writingcenter@tamusa.edu.

XIX. Nonacademic Misconduct

The university respects the rights of instructors to teach and students to learn. Maintenance of these rights requires campus conditions that do not impede the exercise of those rights. Some examples are: Physical or verbal abuse or threats; sexual misconduct or harassment, theft of property or services; and disruptive activities (see p. 19 of the student handbook for the complete list). Such incidents will be adjudicated by the Dean of Students. Appropriate conduct is essential to the effective functioning of the university. University policy defines unacceptable conduct, both academic and non-academic misconduct, and penalties for such behavior. Please see the Texas A & M University – San Antonio Student Handbook on-line at: <http://www.tamuk.edu/sanantonio/studenthandbook.pdf>, for details about disciplinary procedures.

XX. Sexual Misconduct

Sexual misconduct of students and employers at Texas A & M University – San Antonio is unacceptable and will not be tolerated. Any member of the university community violating this policy will be subject to disciplinary action (see p. 21 of the student handbook for more information).

XXI. Computer Access and Computer Issues/Problems

Do not contact me if you are having problems accessing the Texas A & M University – San Antonio website or Blackboard; contact the IT office at the main campus. If you indicate to me that you could not post a response to a discussion question because of a computer problem or problem with Blackboard you will need to provide me with written confirmation of such provided by the IT staff at the main campus.

XXII. Counseling and Wellness

Counseling Resources: As a college student, there may be times when personal stressors interfere with your academic performance and/or negatively impact your daily

functioning. If you or someone you know is experiencing life stressors, emotional difficulties, or mental health concerns at Texas A&M University – San Antonio, please contact the Student Counseling Center (SCC) located in Modular C, Room 166 (Rear entrance) or call 210-784-1331 between the hours of 8 a.m. and 5 p.m., Monday – Friday. After-hours crisis support is available by calling 210-784-1331. Please contact UPD at 911 if harm to self or harm to others is imminent.

All mental health services provided by the SCC are free, confidential (to the extent permitted by law), and are not part of a student's academic or university record. SCC provides brief individual and group therapy, crisis intervention, consultation, case management, and prevention services. For more information, please visit www.tamusa.edu/studentcounseling

XXIII. Title IX

Title IX of the Education Amendment of 1972 prohibits discrimination on the basis of sex in educational programs and activities at institutions that receive federal financial assistance. Sexual harassment, including sexual violence, is a form of sex discrimination and is therefore prohibited under Title IX. Unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal or physical conduct of a sexual nature constitute sexual harassment when this conduct is so severe, persistent or pervasive that it explicitly or implicitly affects an individual's employment, unreasonably interferes with an individual's work or educational performance, or creates an intimidating or hostile work or educational environment. Phone number for the Title IX coordinator is (210) 784-2061 and email is Janice.parten@tamusa.edu.

XXIV. Library Services

The University Library at Texas A&M University - San Antonio is an integral part of the University's mission to prepare and empower students through a solid foundation for success as the primary learning support service for students on campus. The library is actively engaged in the teaching, research, and public service activities of A&M-SA. The University Library provides research assistance and instruction, curriculum support, access to a wide variety of information resources, and facilities that foster independent study and collaborative engagement. The phone number for the library is (210) 784-1500 and the email is library@tamusa.edu.

XXV. Concealed Carry on Campus

As many of you know, concealed carry on campus is legal. All faculty members have been trained on the laws pertaining to this issue. Based on that training, there are two issues I want to review: The first is that anyone carrying a weapon on campus must keep that weapon concealed (unless a licensed peace officer; badge/credentials should be readily visible if a peace officer's weapon is exposed). The second is that there are legal limitations on what I am allowed to ask a student. My job is to ensure that the law is complied with and that each student's rights are protected, so this will be my classroom policy: 1) If you carry a gun, you must keep it concealed; 2) If I see a gun, I will notify campus police. By law they have the

authority to demand you to present your Permit to Carry; I do not; 3) If you see a gun, please feel free to talk with me. Please do not ask the student whether or not he or she is licensed, etc. Also, please remember that seeing the outline of a gun through clothing is not considered “seeing” the gun; 4) If you hear a student threaten to harm themselves or another person, contact the A&M-SA Police Department immediately. You can also make a report using the CARE program; 5) If you have a permit to carry, please follow all safety recommendations. Our campus police department is stressing the importance of a safe holster and the danger of an unintentional discharge of unholstered guns stored in purses or bookbags.

XXVI. Academic Learning Center

Academic Learning Center: All currently enrolled students at Texas A&M University-San Antonio can utilize the Academic Learning Center for subject-area tutoring. The Academic Learning Center is an appointment-based center where appointments are made through the Navigate platform. Students access Navigate through Jagwire in the Student Services tab. The Center is active on campus, outreaching to students to highlight services offered. You can contact the Academic Learning Center by emailing tutoring@tamusa.edu or calling (210)-784-1332. Appointments can also be made through JagWire under the services tab.

XXVII. Other Important Policies and Resources

Meeting Basic Needs: Any student who has difficulty affording groceries or accessing sufficient food to eat every day, or who lacks a safe and stable place to live, and believes this may affect their performance in the course, is urged to contact the Dean of Students (DOS@tamusa.edu) for support. In addition, you may notify the instructor if you are comfortable doing so.

Military Affairs: Veterans and active-duty military personnel are welcomed and encouraged to communicate, in advance if possible, about special circumstances (e.g., upcoming deployment, drill requirements, disability accommodations). You are also encouraged to visit the Patriots’ Casa in-person, Room 202, or to contact the Office of Military Affairs with any questions at military@tamusa.edu or (210)784-1397.

Religious Observances: Texas A&M University-San Antonio recognizes the diversity of faiths represented among the campus community and protects the rights of students, faculty, and staff to observe religious holidays according to their tradition. Under A&M System policy, students are provided an opportunity to make up any examination, study, or work requirements that may be missed due to a religious observance provided they notify their instructors before the end of the second week of classes for regular session classes.

Respect for Diversity: We understand that our students represent diverse backgrounds and perspectives. When we are equity-minded, we are aware of differences and inequalities and are willing to discuss them so we can act to resolve them. The University is committed to building cultural competencies, or the attitudes, skills, and

knowledge that enable individuals and organizations to acknowledge cultural differences and incorporate these differences in working with people from diverse cultures. Respecting and accepting people different than you is vital to your success in the classroom, on campus, and as a future professional in the global community. While working together to build this community we ask all members to:

- Share their unique experiences, values, and beliefs.
- Be open to the views of others.
- Honor the uniqueness of their colleagues.
- Value each other's opinions and communicate respectfully.
- Use this opportunity together to discuss ways in which we can create an inclusive environment in this course and across the A&M-San Antonio community.

The Six-Drop Rule: Students are subject to the requirements of Senate Bill (SB) 1231 passed by the Texas Legislature in 2007. SB 1231 limits students to a maximum of six (6) non-punitive course drops (i.e., courses a student chooses to drop) during their undergraduate careers. A non-punitive drop does not affect the student's GPA. However, course drops that exceed the maximum allowed by SB 1231 will be treated as "F" grades and will impact the student's GPA.

Statement of Harassment and Discrimination: Texas A&M University-San Antonio is committed to the fundamental principles of academic freedom, equality of opportunity, and human dignity. To fulfill its multiple missions as an institution of higher learning, A&M-San Antonio encourages a climate that values and nurtures collegiality, diversity, pluralism, and the uniqueness of the individual within our state, nation, and world. All decisions and actions involving students and employees should be based on applicable law and individual merit. Texas A&M University-San Antonio, in accordance with applicable federal and state law, prohibits discrimination, including harassment, on the basis of race, color, sex, religion, national origin, age, disability, genetic information, veteran status, sexual orientation, gender identity, or gender expression. Individuals who believe they have experienced harassment or discrimination prohibited by this statement are encouraged to contact the appropriate offices within their respective units.

Texas A&M University-San Antonio faculty are committed to helping create a safe learning environment for all students and for the university as a whole. If you have experienced any form of sex- or gender-based discrimination or harassment, including sexual assault, sexual harassment, domestic or dating violence, or stalking, know that help and support are available. A&M-San Antonio has staff members trained to support survivors in navigating campus life, accessing health and counseling services, providing academic and housing accommodations, and more. The university strongly encourages all students to report any such incidents to the university. Please be aware that all A&M-San Antonio employees (other than those designated as confidential resources such as

counselors and other healthcare providers) are required to report information about such discrimination and harassment to the university. This means that if you tell a faculty member about an incident of sexual harassment or sexual violence, or other related misconduct, the faculty member must share that information with the university's Title IX Coordinator. If you wish to speak to a confidential employee who does not have this reporting responsibility, you can contact the Student Counseling Center at (210) 784-1331, Modular C.

Students' Rights and Responsibilities: The purpose of the following statement is to enumerate the essential provisions of students' freedoms and responsibilities to learn at Texas A&M University-San Antonio. All students are required to follow all policies and regulations as set forth by The Texas A&M University System, including the A&M-San Antonio Student Code of Conduct.

Students' Rights

1. A student shall have the right to participate in a free exchange of ideas, and there shall be no university rule or procedure that in any way abridges the rights of freedom of speech, expression, petition, and peaceful assembly as set forth in the U.S. Constitution.
2. Each student shall have the right to participate in all areas and activities of the university, free from any form of discrimination, including harassment, on the basis of race, color, national or ethnic origin, religion, sex, disability, age, sexual orientation, gender identity, gender expression, genetic information, or veteran status in accordance with applicable federal and state laws.
3. A student has the right to personal privacy except as otherwise provided by law, and this will be observed by students and University authorities alike.
4. Each student subject to disciplinary action arising from violations of university student rules shall be assured a fundamentally fair process.

Students' Responsibilities

1. A student has the responsibility to respect the rights and property of others, including other students, the faculty and staff, and the administration.
2. A student has the responsibility to be fully acquainted and compliant with the University Student Rules found in the Student Handbook, Student Code of Conduct, on our website, and in the University Catalog.
3. A student has the responsibility to recognize that student actions reflect upon the individuals involved and upon the entire University community.
4. A student has the responsibility to recognize the University's obligation to provide a safe environment for learning.

5. A student has the responsibility to check their University email for any updates or official University notifications.
6. We expect that students will behave in a manner that is dignified, respectful, and courteous to all people, regardless of sex, ethnic/racial origin, religious background, sexual orientation, or disability. Behaviors that infringe on the rights of another individual will not be tolerated.

Emergency Preparedness: JagE Alert is Texas A&M University-San Antonio's mass notification system. In the event of an emergency, such as inclement weather, students, staff, and faculty who are registered in JagE Alert, will have the option to receive a text message, email, and/or phone call with instructions and updates. To register or update your information visit: <https://tamusa.bbcportal.com/>.

More information about Emergency Preparedness and the Emergency Response Guide can be found here: <https://www.tamusa.edu/upd/index.html>.

Financial Aid and Verification of Attendance: According to the following federal regulation, 34 CFR 668.21: U.S. Department of Education (DoE) Title IV regulation, a student can only receive Title IV funds based on Title IV eligibility criteria which include class attendance. If Title IV funds are disbursed to ineligible students (including students who fail to begin attendance), the institution must return these funds to the U.S. DoE within 30 days of becoming aware that the student will not or has not begun attendance. Faculty will provide the Office of Financial Aid with an electronic notification if a student has not attended the first week of class. Any student receiving federal financial aid who does not attend the first week of class will have their aid terminated and returned to the DoE. Please note that any student who stops attending at any time during the semester may also need to return a portion of their federal aid.