Class Hours: 3.0
Laboratory Hours: 0.0
Credit Hours: 3.0
Date Revised: Spring 01

Catalog Course Description:

Survey of state and federal law of crimes and criminal procedure; the assistant’s role in criminal cases.

Entry Level Standards:

College-level competencies in logic, reading, and English are required.

Prerequisites:

LAW 1000, 1005

Corequisite:

LAW 1060

Textbook(s) and Other Reference Materials Basic to the Course:

Required Text:

Recommended Sources:
Tennessee Rules of Criminal Procedure
Federal Rules of Criminal Procedure
Shapiro & Ames, Tennessee Criminal Procedure

I. Week/Unit/Topic Basis:

<table>
<thead>
<tr>
<th>Week</th>
<th>Topic</th>
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<tbody>
<tr>
<td>1</td>
<td>Introduction to the Course</td>
</tr>
<tr>
<td>2</td>
<td>Foundations of Criminal Law</td>
</tr>
<tr>
<td>3</td>
<td>Administration of Criminal Justice and the Role of the Paralegal</td>
</tr>
<tr>
<td>4</td>
<td>Components of a Crime</td>
</tr>
<tr>
<td>5</td>
<td>Crimes Against Persons and Crimes Against Habitation</td>
</tr>
<tr>
<td>6</td>
<td>Crimes Against Property, Public Order and Safety, Public Morals, and Justice and</td>
</tr>
</tbody>
</table>
Public Administration

7 Inchoate and Organized Crimes
8 Defenses
9 Intake and Drafting the Complaint
10 Search and Seizure
11 Confessions and Pretrial Identification Procedures
12 Pretrial: Initial Appearance to Preliminary Hearing
13 Pretrial: Grand Jury to Pretrial Conference
14 Trial: Rights, Procedure, Tasks
15 Sentencing, Punishment and Review
16 Final Examination

II. Course Objectives*:

A. Demonstrate a complete and thorough understanding of legal ethics. I, III, V
B. Identify and become familiar with the basic terminology of criminal law. I, II, IV
C. Understand the nature of the role and responsibilities of legal assistants within the area of criminal law. I, II, III, IV, V
D. Demonstrate an adequate understanding of the basic concepts of defenses. I, II, III
E. Demonstrate an adequate understanding of the procedures by which criminal litigation is conducted in the state and federal systems. I, II, III
F. Demonstrate an adequate understanding of the elements of various criminal offenses. I, II, III, IV, V

*Roman numerals after course objectives reference goals of the Paralegal Studies program.

III. Instructional Processes*:

Students will:

1. Practice elements of the work ethic such as professionalism, preparedness, punctuality, honesty, cooperation, dependability, contribution, effectiveness, good manners, etc. Personal Development Outcome, Transitional Strategy

2. Refine reading skills and expand legal vocabularies through completion of weekly guided reading exercises that allows more effective communication with lawyers and legal professionals. Communication Outcome, Transitional Strategy

3. Strengthen analytical skills by locating court cases and statutes in the Educational Resources Center and on Westlaw to determine the application of the rules of law to specific facts. Information Literacy Outcome, Problem Solving and Decision Making Outcome, Technological Literacy Outcome, Transitional Strategy
4. Examine ethical issues related to legal representation, unauthorized practice of law, confidentiality, duty of legal professional to provide legal services, etc. Personal Development Outcome, Cultural Diversity and Social Adaptation Outcome, Transitional Strategy

5. Listen to guest speakers from the legal community to learn the demands for legal assistants who possess basic knowledge of legal topics in the work world. Personal Development Outcome, Transitional Strategy

6. Develop investigative skills using the Internet, library, and governmental agency resources to find relevant information. Problem Solving and Decision Making Outcome, Information Literacy Outcome, Technological Literacy Outcome, Transitional Strategy

*Strategies and outcomes listed after instructional processes reference Pellissippi State’s goals for strengthening general education knowledge and skills, connecting coursework to experiences beyond the classroom, and encouraging students to take active and responsible roles in the educational process.

IV. Expectations for Student Performance*

Upon successful completion of this course, the student should be able to:

1. Recognize and avoid acts that constitute the unauthorized practice of law. A
2. Recognize and avoid acts that constitute the breach of client confidentiality. A
3. Recognize potential and actual conflict of interest situations. A
4. Identify basic terminology of criminal law. B, C, D
5. Recognize and explain the function and purpose of motions to suppress. B, F
6. Identify the function of various federal and state courts having criminal jurisdiction. B, F
7. Draft a Motion to Suppress Evidence. B, D, E, F
8. Draft a Rule 16 discovery motion. B, D, E, F
9. Identify the proper courts that have jurisdiction over criminal matters. B, E
10. Assist in pre-trial litigation and research. B, C, E
11. Understand jury selection process. B, C, D, E, F
12. Recognize potential witnesses. B
13. Interview witnesses. B, C
14. Prepare exhibits. B, C, D, E, F
15. Understand rules and state statutes governing appeals in criminal actions. B, C, D, E, F

*Letters after performance expectations reference the course objectives listed above.

V. Evaluation:

A. Testing Procedures:
Students are evaluated primarily on the basis of tests.

B. Laboratory Expectations:

N/A

C. Field Work:

Students will set up and complete a “System Folder,” which will contain various documents. The instructor will provide a list of such documents to students the first day of class.

D. Other Evaluation Methods:

1. Class participation, group work, and homework will also comprise the final grade for the course. The instructor will provide full details the first week of class via a syllabus supplement.
2. All tests and papers will be graded for spelling and English usage in addition to content and format.
3. Any student encountering academic difficulty during the term is strongly encouraged to meet with the instructor to discuss options and solutions.

E. Grading Scale:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>93-100</td>
</tr>
<tr>
<td>B+</td>
<td>88-92</td>
</tr>
<tr>
<td>B</td>
<td>83-87</td>
</tr>
<tr>
<td>C+</td>
<td>78-82</td>
</tr>
<tr>
<td>C</td>
<td>73-77</td>
</tr>
<tr>
<td>D</td>
<td>65-72</td>
</tr>
<tr>
<td>F</td>
<td>64 and below</td>
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</tbody>
</table>

VI. Policies:

A. Attendance Policy:

Attendance is absolutely essential to perform well in this course. Absenteeism is recorded, not excused. Pellissippi State Technical Community College expects students to attend all scheduled instructional activities. As a minimum, students in all courses must be present for at least 75 percent of their scheduled class and laboratory meetings in order to receive credit for the course. Twelve (12) hours of absences will result in an automatic F for the course.

B. Academic Dishonesty:

Cheating of any type will not be tolerated and will become an automatic zero on that paper or test or for the course.

C. Other Policies:

Late papers will not be accepted nor will make-up tests will be given without specific approval of the instructor.