

CJL3510 COURTS

University of West Florida

Department of Criminology, Criminal Justice, & Legal Studies

FALL 2025

Course Number: CJL3510

Course Credit Hours: 3.0

Course Modality: In-person

Prerequisites/Corequisites: none

Meeting Times: Mondays & Wednesdays 11:00am-12:15pm

Location: Building 70, Room 127

Instructor Information

Professor: Dr. Matthew Crow

Office: Building 85, Room 152

Office Phone: 850-898-0835

E-mail: mcrow@uwf.edu

NOTE: PLEASE INCLUDE “CJL3510” IN THE SUBJECT LINE OF ALL EMAILS TO THE PROFESSOR. Conform to proper email etiquette and include your name in all emails.

Office Hours

Mondays & Wednesdays – 10:30am-11:00am; 12:15pm-2:30pm; 3:45pm-4:00pm; By appointment

Course Description

Examination of the judicial component of the criminal justice system. Analysis of structure, procedures, and personnel of American courts. General discussion of the political and social influences on the judicial process and organization.

Topics: Adversarial System, Federal Courts, State Courts, Judicial Participants, Courtroom Workgroups, Plea Bargaining

Required Texts/Materials

Carp, R. A., Manning, K. L., Holmes, L. M., & Stidham, R., (2023). *Judicial process in America*, (12th edition). CQ Press. (ISBN: 9781071821930)

Additional required readings are located on the course eLearning website (elearning.uwf.edu) in the modules.

Required textbooks for 1000-4000 level courses are available on Reserve at the Circulation Desk at the UWF Education Research Library in Building 86 for a 2-hour loan period (book must stay in the Library). Please keep in mind that copies of textbooks for each course are limited and may be used by another student, particularly right before an assignment or reading is due, so plan use accordingly. This service is available for print format textbooks only.

Course Goals and/or Student Learning Outcomes (SLOs)

Upon successful completion of this course, students will 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 relationship between the courts and society
- Describe the major challenges, including ethical issues, faced by the courts

Attendance Policy

As adult learners, the decision about whether to attend class is ultimately yours to make. Research demonstrates, and my experience supports, that students who attend class regularly earn significantly higher grades and gain a better understanding of the material. As such, it is highly recommended that you attend all class meetings. As outlined below, unannounced quizzes will be administered.

Grading/Evaluation

Students' grades will be based upon three (3) exams worth 75% total and multiple announced and/or unannounced quizzes/homework worth a total of 25%.

Each exam will cover the material discussed and assigned prior to that exam and after the previous exam. Exams may be any combination of the following: multiple choice, true/false, matching, short answer, and essay.

Quizzes will be administered at the discretion of the professor. Quizzes may be either announced or unannounced and may include multiple choice, true/false, matching, short answer, and essay questions. The purpose of quizzes is to ensure that students are attending class, completing assigned readings, and critically thinking about the information. Each quiz will cover the material discussed during the previous and/or current class meeting and/or the reading(s) assigned for week.

Make-up exams will be granted only when prior arrangements are made with the professor and as a result of an [excused absence](#)*. Students who arrive late to any exam will NOT be permitted to take the exam and will not be offered a make-up exam. There will be NO MAKE-UP QUIZZES. Please do not ask for exceptions. Quizzes missed as a result of an excused absence will be dropped from the calculation of the final grade.

Grading Scheme

Letter Grade	Range
A	93% to 100%
A-	90% to 92%
B+	88% to 89%
B	83% to 87%
B-	80% to 82%
C+	78% to 79%

C	70% to 77%
D+	68% to 69%
D	63% to 67%
F	0% to 62%

Generative AI Use Prohibited

The use of generative AI tools (such as ChatGPT, DALL-E, etc.) to produce any writing in the course is strictly prohibited. If you use AI tools to help organize your thoughts (e.g. outlining) or refine your writing mechanics (e.g. Grammarly or other proofreading tools), you must submit the prompts you used and/or the original writing that was submitted to the proofreading tool as an attachment to the assignment or via email to the professor. All writing submitted for this course is subject to review by AI detection tools. Any suspected AI use, including Grammarly and similar writing improvement tools without the aforementioned submission of original writing, will be treated as Academic Misconduct, referred to the Office of Student Rights and Responsibilities (OSSR), and will result in an “F” in the course.

Important Information and Updates

Faculty members must sometimes update course elements such as schedules or assignment details in response to student needs and external events (e.g., severe weather or public health emergencies). If updates become necessary as the course progresses, students will be notified through email and/or during class meetings.

The primary instructional technique utilized in this course will be instructor-led discussion. Students are encouraged to participate in class discussion and raise and/or answer questions accordingly. Orderly and respectful discussions are required. Please raise your hand when you wish to ask a question or provide a comment. Students are expected to be courteous and respectful of others. Disrespectful and/or disruptive students will be asked to leave the class. Failure on the part of the class to participate in class discussions when asked may result in unannounced quizzes. Students are responsible for all assigned readings unless otherwise noted. However, not all required readings will be discussed during class.

Tardiness: Excessive and/or multiple tardiness to class is unacceptable. Students are expected to be in class and prepared to participate and take notes by the starting time. Being in class on time is part of your preparation for future careers. Excessive and/or multiple tardiness may result in you being asked to leave class and/or referred to administration.

Leaving Early: Students leaving class early are a distraction to the professor and to fellow students. If you must leave early, please notify the professor prior to class and sit near an exit.

Mobile Phones: Mobile phones and other electronic communication devices should be turned to “off” or “vibrate” during class and placed in your pocket or bag. The professor may ask you to leave class if this request is not followed.

Laptops and Tablets: Laptops or tablets are permitted for notetaking and in-class research purposes only. Evidence of any other use of these devices in class will result in a revocation of permission to use them in class.

Communication: All UWF students have access to a free UWF email address and must use that e-mail address throughout the course for all correspondence. Any necessary changes to the syllabus,

assignments, etc. will be distributed electronically through the UWF student email account or will be announced in class. It is the student's responsibility to make sure he/she gets this information. Emails sent to the professor and graduate assistant should be considered professional communication. You should begin your emails with a professional greeting (e.g. "Dear Dr. Crow," or "Dr. Crow,") and close your emails with a professional sign-off (e.g. "Thanks, Joe" or "Sincerely, Sue"). Emails should also be written with proper grammar. Consider emails to the professor and graduate assistant as practice for how you will communicate with your supervisors and coworkers in your career and not as informal communication with your friends.

Additional information regarding key policies and processes relevant to all courses at UWF can be found on the [Additional Syllabus Statements](#) page.