

**Tompkins Cortland Community College**  
**Master Course Syllabus**

**Course Discipline and Number: PARC 225**  
**Course Title: Criminal Law and Procedure**

**Year: 2021-2022**  
**Credit Hours: 3**

**Attendance Policy:** *To maintain good grades, regular attendance in class is necessary. Absence from class is considered a serious matter and absence never excuses a student from class work. It is the responsibility of all instructors to distribute reasonable attendance policies in writing during the first week of class. Students are required to comply with the attendance policy set by each of their instructors. Students are not penalized if they are unable to attend classes or participate in exams on particular days because of religious beliefs, in accordance with Chapter 161, Section 224-a of the Education Law of the State of New York. Students who plan to be absent from classroom activity for religious reasons should discuss the absence in advance with their instructors. See college catalog for more information.*

**Services for Students with Disabilities:** *It is the College's policy to provide, on an individual basis, appropriate academic adjustments for students with disabilities, which may affect their ability to fully participate in program or course activities or to meet course requirements. Students with disabilities should contact the Coordinator of Access and Equity Services, to discuss their particular need for accommodations. All course materials are available in alternate formats upon request.*

### **Course Description**

This course introduces the paralegal student to topics, issues, and procedures that a paralegal deals with working in a criminal law environment. The emphasis is on specific pragmatic tasks that a paralegal would likely be engaged in while working for a criminal defense law office, a district attorney's office, in a court, or other similar employment. Some general, philosophical and historical material is considered with a particular focus on legal research, drafting of pleadings, and other related documents, and trial preparation and conduct. Prerequisites: RDNG 116 if required by placement testing; ENGL 101; C or better grade in BUAD 201, PARC 101, and PARC 130. 3 Cr. (3 Lec.) Fall semester.

### **Course Context/Audience**

This course is an elective course for the Post-Bachelor's Paralegal Certificate.

This course teaches the theory and practice of criminal law deemed necessary for a paralegal in a law office or other law environment, with a focus of a district attorney's office, public defender's office, or a private criminal law office.

Further, this course may be of interest to anyone with an interest in criminal law and procedure including pre-law students, criminal justice students, court clerks, county clerks, paralegals, legal secretaries and the like.

### **Basic Skills/Entry Level Expectations**

**Writing:** WC College level writing skills are required. See course co-requisites or pre-requisites.

**Math:** M0 Course requires very little or no math.

**Reading:** R4 Before taking this course, students must satisfactorily complete RDNG 116 or have assessment indicating that no reading course was required.

### **Course Goals**

Specific objectives are to provide a student with the background for and to introduce the student to topics, issues and procedures that a paralegal would deal with working in a criminal law environment. The emphasis will be on specific pragmatic tasks that a paralegal would likely be engaged in while working for a criminal defense law office, a District Attorney's office, in a court, or other similar employment. Other objectives are to provide the student with some general, philosophical and historical material with a particular focus on legal research, drafting of pleadings and other related documents, and trial preparation and conduct emphasizing both criminal law and criminal procedure.

## Course Objectives/Topics

Objective/Topic	% Course
Introduction to legal system	7%
Criminal Law	7%
Elements of All Crimes	7%
Crimes against the Person	7%
Crimes against Property	7%
Crimes against the Public	7%
Parties and Inchoate Offenses	7%
Defenses to Criminal Accusations	7%
Constitutional Aspects of Criminal Procedure	14%
Pretrial Process	7%
Search, Seizure and Arrest	7%
Interrogation, Other Law Enforcement Issues	7%
Trial, Sentencing, Appeal	14%

## General Education Goals - Critical Thinking & Social/Global Awareness

<b>CRITICAL THINKING OUTCOMES</b>	<b>HOW DOES THE COURSE ADDRESS THE OUTCOMES</b> (Include required or recommended instructional resources, strategies, learning activities, assignments, etc., that must or could be used to address the goal/outcomes)
<p>Students will be able to</p> <ul style="list-style-type: none"> <li>➤ develop meaningful questions to address problems or issues.</li> <li>➤ gather, interpret, and evaluate relevant sources of information.</li> <li>➤ reach informed conclusions and solutions.</li> <li>➤ consider analytically the viewpoints of self and others.</li> </ul>	<p>Students will learn to critically read and digest legal information from various legal authority and secondary materials, and will develop understanding about specific pragmatic tasks that a paralegal would likely be engaged in while working for a criminal defense law office, a district attorney's office, in a court, or other similar employment.</p>
<b>SOCIAL/GLOBAL AWARENESS OUTCOMES</b>	<b>HOW DOES THE COURSE ADDRESS THE OUTCOMES</b> (Include required or recommended instructional resources, strategies, learning activities, assignments, etc., that must or could be used to address the goal/outcomes)
<ul style="list-style-type: none"> <li>➤ Students will begin to understand how their lives are shaped by the complex world in which they live.</li> <li>➤ Students will understand that their actions have social, economic and environmental consequences.</li> </ul>	<p>Students will become more aware of social issues by reviewing legal issues while conducting legal research throughout the semester, in particular those relating to teaching the theory and practice of criminal law deemed necessary for a paralegal in a law office or other law environment, with a focus of a district attorney's office, public defender's office, or a private criminal law office</p>

### Instructional Methods

Methods to teach this class include written lecture, reading assignments, which include reading materials in the class, from the text and from outside sources, and weekly assignments and periodic exams. Assignments are a mix of assignments from the texts, legal memos and drafting pleadings and documents. Weekly discussions are conducted throughout the semester.

### Methods of Assessment/Evaluation

Method	% Course Grade
Weekly assignments (typically best 14 of 15)	50%
Three Exams	30%
Participation in module discussions, Current Events discussions, asking questions, and other Web interaction	20%

### Text(s)

Criminal Law and Procedure, Bacigal, Ronald 3rd Edition, © 2009 Cengage Learning, ISBN:9781428317413.  
Criminal Law and Procedure - Subscription Days (180), CaféScribe Format, Bacigal, Ronald, ISBN:9781111802943

### Bibliography

Hall, Daniel Criminal Law and Procedure Delmar

Canudo, Eugene R. Criminal Law Of New York. © 1975

Chamelin, Neil C., Criminal Law for Police Officers, © 1981

Smith, Michael Clay, Coping With Crime On Campus © 1988

Gerstanzang, Peter, Handling The DWI Case In New York, West, © 1992

Katz and Shapiro, New York Suppression Manual, Mather Bender, © 1994

Kamins, New York Search and Seizure, Gould Publications, © 1994

Vinal, Robert W., New York Criminal Practice Handbook, NYS Bar Association © 1991

Rose, James M., New York Vehicle and Traffic Law, Lawyers Cooperative Publishing, © 1994

Callahan's Criminal Law In New York, Lawyer's Cooperative Publishing, © 1994

Callahan's Criminal Procedure in New York, Lawyer's Cooperative Publishing, © 1994

Statsky, Wernet, CASE ANALYSIS and FUNDAMENTALS of LEGAL WRITING, West

Brand, White, LEGAL WRITING, The STRATEGY OF PERSUASION, St. Marin's Press

Block, EFFECTIVE LEGAL WRITING, Foundation Press

Charrow and Erhardt, CLEAR and EFFECTIVE LEGAL WRITING, Little and Brown

### Other Learning Resources

<b>Audiovisual</b> No resources specified
<b>Electronic</b> No resources specified
<b>Other</b> Internet, Westlaw and LESIX