

ARIZONA WESTERN COLLEGE
SYLLABUS

HLS 260 FEDERAL PROCEDURE

Credit Hours: 3 Lec: 3

PREREQUISITE: Successful completion of a Federal Law Enforcement Training Academy. Current or past employment as a Federal Law Enforcement Officer.

COURSE DESCRIPTION

The course establishes criminal procedure and civil procedure for the federal courts. In addition, there is discussion of the Supreme Court and the Rules Enabling Act. The Supreme Court, pursuant to the Rules Enabling Act and upon recommendation from the Judicial Conference of the United States, promulgates the more detailed Federal Rules of Civil Procedure and the Federal Rules of Criminal Procedure general provisions and process.

1. COURSE GOALS

- 1.1 Explain the process of Federal Rules of Procedure and their application to the Department of Homeland Security.
- 1.2 Discuss current policies and practices of the Department of Homeland Security in regards to the procedures of federal law and court process.

2. OUTCOMES

Upon completion of this course, students will be able to:

- 2.1 identify the general provisions of the Federal Rules of Civil Procedure as well as Federal Criminal Procedure.
- 2.2 describe the theory and practical application the Federal Rules as well as the decisions by the Federal Court System have upon Federal Rules of Procedure.
- 2.3 examine the legal issues involving evidence whether documentary or witness or physical.
- 2.4 explain civil aspects of Federal Court regarding class action suits, pending actions, or judicial sales.
- 2.5 explain the process of the Federal Court System from arrest to punishment in criminal cases and from filing of civil suits to appeals regarding civil case.
- 2.6 increase analytical, research and writing skills through exposure to academic, research and practitioner writings.

3. METHOD OF INSTRUCTION

- 3.1 Lecture
- 3.2 Instructional technology
- 3.3 Group discussion
- 3.4 Individual research

4. LEARNING ACTIVITIES

- 4.1 Group discussion
- 4.2 Participation
- 4.3 Writing activities

5. EVALUATION

- 5.1 Essays
- 5.2 Participation
- 5.3 Presentations

6. STUDENT RESPONSIBILITIES

- 6.1 Under AWC Policy, students are expected to attend every session of class in which they are enrolled.
- 6.2 If a student is unable to attend the course or must drop the course for any reason, it will be the responsibility of the student to withdraw from the course. Students who are not attending as of the 45th day of the course may be withdrawn by the instructor. If the student does not withdraw from the course and fails to complete the requirements of the course, the student will receive a failing grade.
- 6.3 Americans with Disabilities Act Accommodations: Arizona Western College provides academic accommodations to students with disabilities through AccessABILITY Resource Services (ARS). ARS provides reasonable and appropriate accommodations to students who have documented disabilities. It is the responsibility of the student to make the ARS Coordinator aware of the need for accommodations in the classroom prior to the beginning of the semester. Students should follow up with their instructors once the semester begins. To make an appointment call the ARS front desk at (928) 344-7674 or ARS Coordinator at (928) 344-7629, in the College Community Center (3C) building, next to Advising.
- 6.4 Academic Integrity: Any student participating in acts of academic dishonesty—including, but not limited to, copying the work of other students, using unauthorized “crib notes”, plagiarism, stealing tests, or forging an instructor’s signature—will be subject to the procedures and consequences outlined in AWC’s Student Code of Conduct.
- 6.5 Texts and Notebooks: Students are required to obtain the class materials for the course.
- 6.6 Arizona Western College students are expected to attend every class session in which they are enrolled. To comply with Federal Financial Aid regulations (34 CFR 668.21), Arizona Western College (AWC) has established an Attendance Verification process for “No Show” reporting during the first 10 days of each semester. Students who have enrolled but have never attended class may be issued a “No Show” (NS) grade by the professor or instructor and receive a final grade of “NS” on their official academic record. An NS grade may result in a student losing their federal financial aid.
- For online classes, *student attendance in an online class is defined as the following* (FSA Handbook, 2012, 5-90):
- Submitting an academic assignment
 - Taking an exam, an interactive tutorial or computer-assisted instruction
 - Attending a study group that is assigned by the school
 - Participating in an online discussion about academic matters
 - Initiating contact with a faculty member to ask a question about the academic subject studied in the course