



INSTRUCTIONAL PACKAGE

CRJ 230

Criminal Investigations I

2018-2019

INSTRUCTIONAL PACKAGE

PART I: COURSE INFORMATION

Effective Term: 2018-2019

COURSE PREFIX: CRJ 230

COURSE TITLE: Criminal Investigation I

CONTACT HOURS: 3.0

CREDIT HOURS: 3.0

RATIONALE FOR THE COURSE:

Criminal Investigation is designed to introduce the student to the accepted processes and conduct of both preliminary and follow-up investigations and the proper documentation of such inquiries. The student will also be exposed to the capability of criminal laboratory services, sources of investigative information, and other techniques available to assist the investigator.

COURSE DESCRIPTION:

This course is a study of the fundamentals of interviewing witnesses and interrogating suspects. Different methods of conducting crime scene searches and methods used in investigating various crimes are studied in the course.

PREREQUISITES/CO-REQUISITES:

CRJ 101 – Introduction to Criminal Justice (corequisite)

CRJ 120 – Constitutional Law with a grade of “C” or better (prerequisite)

REQUIRED MATERIALS:

Brandl, S. (2014). Criminal Investigations. Thousand Oaks, California: SAGE Publications.

Please visit the Bookstore online site for most current textbook information. Use the direct link below to find textbooks.

[BOOKSTORE](#).

Enter the semester, course prefix, number and section when prompted and you will be linked to the correct textbook.

ADDITIONAL REQUIREMENTS:

American Psychological Association. (2010). Publication manual of the American Psychological Association. Washington, DC: Author

TECHNICAL REQUIREMENTS:

All criminal justice courses whether traditional on-the-ground, hybrid or online, require students to access the course in D2L through a personal computer. Therefore, students should have a reliable access to a computer with a dependable Internet connection to be successful in this course or any criminal justice course. Students will be required to access, download, and/or print material from the course in D2L, which is accessible through My Courses and the student's WaveNet account. Students should pay particular attention to the course outline under Content as well as the course calendar. Students will be able to monitor grades and attendance through the course in D2L.

Criminal justice courses, whether traditional, hybrid, or online ***require*** students to complete some, if not all, course work – assignments, exams, and other activities - through an online environment in D2L. Traditional on-the-ground and hybrid require students to complete a portion of the required work online. The amount of online activity depends on the format of the course; therefore, students should pay particular attention to the course information and documents. Courses with an online component move very rapidly with graded requirements typically due each week. Students ***must*** be aware of the calendar and mindful of updates and announcements; therefore, a student ***must*** have access to a reliable computer and a dependable Internet connection. Criminal justice courses use D2L as a platform for course activities.

When having technology problems find another computer. Computers are open to students at numerous locations on all three campuses including open computer labs and the libraries. There are computers available for use in other public locations including the public libraries. A final option would be to contact a friend or relative to borrow a computer. When technology issues are related to the system (i.e., D2L and WaveNet), and not the result of a broken computer, you should contact Student Online Support OIT Help Desk at (843) 349-5340 or through their link on the WaveNet homepage. Technology issues or technical problems are not an acceptable excuse should there be a course requirement that ***must*** be completed through D2L. When having difficulty with accessing the course or its components, or e-mail function, it is a good idea to notify your professor about the problem or difficulty.

STUDENT IDENTIFICATION VERIFICATION

Students enrolled in online courses will be required to participate in a minimum of one (1) proctored assignment and/or one (1) virtual event to support student identification verification. Please refer to your Instructor Information Sheet for information regarding this requirement.

CLASSROOM ETIQUETTE:

All students are expected to conduct themselves in a ***professional and courteous*** manner at all times, and toward all members of the class, whether online or on-the-ground in a traditional classroom setting. The standards of professional behavior will be enforced. Any violation associated with inappropriate behavior including statements or remarks in class or in e-mails as well as postings or other communications will ***not*** be tolerated. At the discretion of the professor of record, the inappropriate behavior may be reported in writing as a violation of the Student Code of Conduct under Proscribed Conduct, which could result in disciplinary action as described in College Catalog and Student Handbook (HGTC, 2014-2015, pp. 31-37).

PART II: STUDENT LEARNING OUTCOMES

COURSE LEARNING OUTCOMES and ASSESSMENTS:

March 2018

Unit I – Historical Origin and Inv. of Crime Concepts

Materials Covered: Historical Origin and Inv. of Crime Concepts

Week 1

Read Chapters 1 - 2, pages 1-34 and

Review MS PowerPoint Presentations - Chapters 1-2

Chapters 1-2

Student Outcome: Examine and Describe the Development of the Detective and Criminalistics

Student Outcome: Examine and Describe the Investigator

Student Outcome: Examine and Describe Types of Criminal Investigations

Student Outcome: Examine and Describe Criminal Investigations and the Criminal Justice System

Student Outcome: Examine and Describe the Evolution of the Investigative Task

Assessment(s): Week #1 - Assignment #1

Unit II – Investigative Methods, the Law, and Criminal Investigation

Materials Covered: Investigative Methods, the Law, and Criminal Investigation

Week 2

Read Chapter 3 & 4, pages 36-86

Review MS PowerPoint Presentations - Chapters 3 & 4

Chapter 3-4

Student Outcome: Examine and Describe Investigative Methods

Student Outcome: Examine and Describe Types of Evidence

Student Outcome: Examine and Describe Phases of the Investigation

Student Outcome: Examine and Describe Basic Legal Terminology

Student Outcome: Examine and Describe Constitutional Constraints

Assessment(s): Week #2 - Assignment #2

Unit III – Scene and Evidence Collection

March 2018

Interviewing and Eyewitness Identification

Materials Covered: Scene and Evidence Collection
Interviewing and Eyewitness Identification

Week 3

Read Chapter 5-6, pages 88-186

Review MS PowerPoint Presentations - Chapters 5-6

Chapter 5-6

Student Outcome: Examine and Describe the Scene

Student Outcome: Examine and Describe Recording and Documentation

Student Outcome: Examine and Describe Evidence Collection

Student Outcome: Examine and Describe Crime Scene Equipment/Crime Lab

Student Outcome: Examine and Describe Types of Interviews

Student Outcome: Examine and Describe Recording the Interview

Student Outcome: Examine and Describe Criminalistics Applications

Assessment(s): Exam #1 - Chapters 1-4 (Online through course in D2L)

Unit IV – Interrogations, Confessions, and Behavioral Analysis

Materials Covered: Interrogations, Confessions, and Behavioral Analysis

Week 4

Read Chapter 7-8, pages 188-246

Review MS PowerPoint Presentations - Chapters 7-8

Chapter 7-8

Student Outcome: Examine and Describe and Defined Interrogations

Student Outcome: Examine and Describe Steps in the Interrogation

Student Outcome: Examine and Describe Behavioral Analysis and Evidence

Assessment(s): Week #4 - Assignment #3

Crime Scene Walk through Incident Report (Submitted to the Dropbox)

Unit V – Information from the Public, Media, and Electronic Networks

Materials Covered: Information from the Public, Media, and Electronic Networks

Week 5

Read Chapter 9, pages 248-280 and

Review MS PowerPoint Presentation - Chapter 9

Chapter 9

Student Outcome: Examine and Describe Role of the Public and Media in Investigations

Student Outcome: Examine and Describe Confidential Informants

Student Outcome: Examine and Describe Crime Mapping

Student Outcome: Examine and Describe Electronic Databases and Information Networks

Assessment(s): Week #5 - Assignment #4

Unit VI – Death Investigation

Materials Covered: Death Investigation

Week 6

Read Chapter 10, pages 282-323

Review MS PowerPoint Presentation - Chapter 10

Chapter 10

Student Outcome: Examine and Describe Issues in the Investigation of Death

Student Outcome: Examine and Describe Investigative Consideration with Death/Homicide

Student Outcome: Examine and Describe Major challenges in Homicide Investigations

Assessment(s): Evidence List (Submitted in Drop-box)

Exam #2 - Chapters 5-9 (Online through course in D2L)

Unit VII – Sex Offenses, Assaults, and Child Abuse

Materials Covered: Sex Offenses, Assaults, and Child Abuse

Week 7

March 2018

Read Chapter 11, pages 324-358

Review MS PowerPoint Presentation - Chapter 11

Chapter 11

Student Outcome: Examine and Describe Rape and Sexual Assault

Student Outcome: Examine and Describe the Investigative Procedures

Student Outcome: Examine and Describe the Crime Scene

Student Outcome: Examine and Describe Investigative Procedures Evidence Collection

Student Outcome: Examine and Describe Varieties and Characteristics of Assaults

Student Outcome: Examine and Describe Domestic Violence and Child Abuse

Assessment(s): Week #7 - Assignment #5

Crime Scene Photographs (Submitted to the Dropbox)

Unit VIII – Robbery, Burglary, Arson, and Larceny Investigations

Materials Covered:

Week 8

Read Chapter 12-13, pages 360-429

Review MS PowerPoint Presentations - Chapters 12-13

Chapter 12-13

Student Outcome: Examine and Describe Investigating Robbery in General

Student Outcome: Examine and Describe Investigative Considerations with Robbery (MO)

Student Outcome: Examine and Describe Evidence

Student Outcome: Examine and Describe Investigating Burglary

Student Outcome: Examine and Describe Thefts Involving Motor Vehicles

Student Outcome: Examine and Describe Arson

Student Outcome: Examine and Describe Larceny in General

Student Outcome: Examine and Describe Shoplifting

Student Outcome: Examine and Describe Fraud, Confidence Swindling

Student Outcome: Examine and Describe Identity Theft

Assessment(s): Week #8 - Assignment #6

Unit XI – Digital Evidence, Fraud, Computer Crimes, and Documentation and Presentation of Evidence

March 2018

Materials Covered: Digital Evidence, Fraud, Computer Crimes, and Documentation and Presentation of Evidence

Week 9

Read Chapters 14-15, pages 430-482

Review MS PowerPoint Presentation - Chapter 14-15

Chapter 14-15

Student Outcome: Examine and Describe Fraud Investigation

Student Outcome: Examine and Describe Computer Crime Investigation

Student Outcome: Examine and Describe the Adversarial Process

Student Outcome: Examine and Describe Digital Evidence

Student Outcome: Examine and Describe Investigative Reports

Student Outcome: Examine and Describe Investigative Testimony

Assessment(s): Week #9 - Assignment #7

Case File Project (Submitted in On-line)

Unit X – Terrorism, Technology, and the Future of Criminal Justice

Materials Covered: Terrorism, Technology, and the Future of Criminal Justice

Week 10

Read Chapters 16, pages 484-505

Review MS PowerPoint Presentation - Chapter 16

Chapter 16

Student Outcome: Examine and Describe History as a Guide to the Future

Student Outcome: Examine and Describe the Future of Policing and Criminal Investigations

Student Outcome: Examine and Describe Technology, Crime Detection, and Criminal Inv.

Assessment(s): Exam #3 - Chapters 10-16 (In-class)

PART III: GRADING AND ASSESSMENT

EVALUATION OF REQUIRED COURSE MEASURES/ARTIFACTS*

Students' performance will be assessed and the weight associated with the various measures/artifacts are listed below.

EVALUATION*

Exam #1	20%
Exam #2	20%
Exam #3	21%
Assignments	14%
Crime Scene Sketch	5%
Crime Scene Photographs	5%
Evidence List	5%
Case File Project	<u>10%</u>
Total	100 %

****Students, for the specific number and type of evaluations, please refer to the Instructor's Course Information Sheet.***

EVALUATION OF REQUIRED COURSE MEASURES/ARTIFACTS

Test

Students will exhibit knowledge gained from each unit through written exams based on chapter material through the lectures, handouts, and textbook. Tests may include material from the lecture notes, study sheets, textbook, handouts, or any material provided by the professor. Tests will consist of true/false, multiple choice and/or short answer questions requiring discussion, description, identification and/or listing. Any additional assignments will be announced in advance. Participation in class and attendance may be used as an evaluation method. No course artifacts will be collected for this course.

Assignments

There are assignments every week with this semester course, except during College holidays or breaks. These assignments are designed to encourage students to use Internet as a research tool. For each assignment, students will be assigned topics to investigate and research. Students will then analyze information collected and report on their findings. The assignments are based on the process typically used in criminal justice of investigating, collecting, analyzing and reporting. Assignments will be announced online through the course on D2L under course Content link. Assignments will only be accepted for credit in MS Word. All assignments must be submitted to the "Course Drop Box." Assignments sent through an e-mail or as an e-mail attachment will not be accepted for credit, unless the course drop box option is not available and the professor has given you permission.

Lab Projects

There is one (1) four hour sessions (4 hr.) of lab each week in this course, and as a result, students will be required to complete lab assignments. These lab assignments will include applying techniques acquired and/or learned in previous crime scene investigations classes successfully completed, coupled with the techniques and methods introduced in this course. These lab assignments will be at the discretion of the assigned professor. Therefore, students will be required to complete assigned projects deemed appropriate for the assigned subject matter, and are required to complete any and all homework assignments. Such assignments will be announced in advance. Failure to complete a homework assignment will result in a ½ absence for the assignment due date.

WARNING:

Some activities in the CSI classes can cause the student to get dirty during the performance of required practical exercises. Students should take appropriate precautions to insure that clothing and/or shoes are not soiled, damaged, and/or permanently affected. The college is not responsible for any soiled clothing as a result of this class.

There are activities in the CSI classes that involve viewing trauma, injury, blood, and other disturbing images. Furthermore, CSI students will be required to handle evidence involving simulated blood during required practical crime scene and lab applications. The activities simulate circumstances required for employment in the field of law enforcement including crime scene processing and crime lab analyses; therefore, students who cannot perform such activities because of the materials involved should consider another field of employment. Additionally, the inability to participate in such class/lab activities involving biological evidence as required in a CSI course will prevent the student from successfully completing the course with a passing grade.

Non-class related photography is not permitted in the CSI facilities. Cell phones and other devices that can be used as a camera must remain in a pocket or purse. Photographing the classroom, students, instructors or equipment will result in the violator being asked to leave the class.

Grades earned in courses impact academic progression and financial aid status. Before withdrawing from a course, be sure to talk with your instructor and financial aid counselor about the implications of that course of action. Grades of D, F, W, WF and I (Incomplete), also have a negative impact on a student's academic progression and financial aid status.

The Add/Drop Period is the first 5 days of the semester for **full-term** classes. Add/Drop periods are shorter for accelerated format courses. Please refer to the academic calendar for deadlines for add/drop (<http://www.hgtc.edu/academics/academiccalendars.html>). You must attend at least one meeting of all of your classes during that period. If you do not, you will be dropped from the course(s) and your Financial Aid will be reduced accordingly.

PART IV: ATTENDANCE

According to the Horry-Georgetown Technical College Catalog (2016-2017) "College Students are responsible for all course work and class assignments; so, they are expected to regularly and promptly attend all meetings of classes in which they are enrolled. Students should limit absences to those that are unavoidable and, with professor's consent, should make up all missed work, if permitted. Per SC Technical College Policy, HGTC maintains a general attendance policy requiring students to be present for a minimum of 80% of classes to be eligible to receive credit for any course. However, a more rigid attendance policy may be required by the program of study. At a minimum, a student may be withdrawn from a course after he/she has been absent in more than 10% of the total contact hours for a course. Professors define absentee limits for their classes at the beginning of each term. Students withdrawn from a course due to excessive absences will receive a grade of Withdraw ("W") up to the 2/3 point of the semester. Thereafter, a Withdraw ("W") or Withdraw Failure ("WF") will be assigned, depending upon his/her academic status at the time of the last date attended. Students may be required to repay source of financial assistance for non-attendance, excessive absences or withdrawals. Attendance records begin the first day of class for ALL students, regardless of registration date. Online and hybrid classes also require attendance and each instructor defines the method for students to indicate their class attendance by logging onto the class, participating in chats and/or submitting documents. Each student is responsible for awareness of the attendance requirements for each class" (p.45).

The attendance for ***traditional*** courses will be determined by each student attending and participating in a traditional classroom meeting for the amount of time scheduled. Whereas, attendance for ***hybrid*** criminal justice courses will be determined by each student attending and participating in a traditional classroom meeting for the amount of time scheduled as well as completing all online graded requirements and/or participating in the schedule activities for each particular week.

Online attendance, whether completely online or a hybrid, is demonstrated through the student completing the graded requirements and/or participating in the schedule activities for each particular week. Participation in the scheduled activities includes but are not limited to posting an assignment to the Dropbox, responding to a question in the discussion forum, completing an exam, test, or quiz or as directed by the professor of record. ***However, an e-mail cannot be counted as attendance for online criminal justice courses.***

Beginning with the first week of class, the number of class meetings online or on-the-ground will be determined based on the 80% attendance requirement. If a student misses 20% of scheduled meetings, whether online or on-the-ground, he/she) may be withdrawn by the professor of record for excessive absences without further notice. Please remember the graded requirements or activities are recorded for a score and attendance. Any student missing more than two (2) weeks without notification will be withdrawn for excessive absences.

Please be advised that simply logging into the course does not constitute participating for the purposes of attendance.

The attendance policy and requirements are published in the instructor's addendum to course Instructional Package (IP) as well as in the course in D2L.

Again, should any student **not** follow the announced attendance guidelines, which is in compliance with the College Attendance Policy, he/she will be withdrawn from the course. A grade of “W” or “WF” will be assigned in accordance with course withdrawal procedures of Horry-Georgetown Technical College” (HGTC, 2015-2016, pp. 44-45). Again, students withdrawn due to excessive absences will **not** be readmitted to the course regardless of reason or excuse.

Since the College maintains an attendance policy for all courses, including program offerings through an online format, technology issues are **not** an excuse for **not** participating or missing a deadline for a graded requirement. Therefore, if for some reason access to the course or its functions is **not** available, immediately notify the Help Desk via the Live Help at <http://www.hgtc.edu/>, e-mail to HelpDesk@hgtc.edu, or telephone at (843) 349-5340. The Help Desk hours of operation are posted on WaveNet. Also, notify your course professor; so, he/she is aware of the technology problems. Nevertheless, please be aware that technology issues or problems are **not** an acceptable excuse for **not** participating as **required** for attendance, **not** completing an exam during the required time period (testing window), or failing to respond to a discussion assignment before the required due date.

Part V: Student Resources

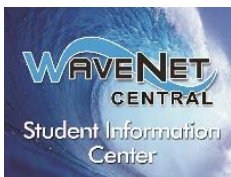


The Student Success and Tutoring Center (SSTC)

The SSTC offers to all students the following **free** resources:

1. **Academic coaches** for most subject areas, **Writing Center Support**, and **college success skills**.
2. **On-line student success and academic support resources**.

Visit the SSTC website: [Student Success & Tutoring Center](#) and visit the student services tab in your WaveNet account to schedule appointments using TutorTrac. For more information, call: SSTC Conway, 349-7872; SSTC Grand Strand, 477-2113; and SSTC Georgetown, 520-1455. Room locations and Live Chat is available on the SSTC website.



Student Information Center: WaveNet Central (WNC)

WNC offers to all students the following **free** resources:

1. **Getting around HGTC**: General information and guidance for enrollment!
2. Use the [Online Resource Center \(ORC\)](#) for COMPASS support, technology education, and online tools.
3. **Drop-in technology support or scheduled training** in the Center or in class.
4. **In-person workshops, online tutorials and more services** are available.

Visit the WNC website: [Wavenet Central](#). Live Chat and Center locations are posted on the website. Or please call one of the following locations: WNC Conway, 349-5182; WNC Grand Strand, 477-2076; and WNC Georgetown, 520-1473.

Student Testing: (If course is offered in multiple format include this section, delete if only F2F sections are offered.)

Testing in an **online/hybrid** course may be accomplished in a variety of ways:

- Test administered within D2L
- Test administered in writing on paper
- Test administered through Publisher Platforms

Further more tests may have time limits and/or require a proctor.

Proctoring can be accomplished either face-to-face at an approved site or online through RPNOW, our online proctoring service. To find out more about proctoring services, please visit the [Online Testing](#) section of the HGTC's Testing Center webpage.

The **Instructor Information Sheet** will have more details on test requirements for your course.

Disability Services

HGTC is committed to providing an accessible environment for students with disabilities. Inquiries may be directed to Jocelyn Williams, Director of Student Development on the Conway Campus Jaime Davis, Counselor/Advisor on the Georgetown Campus or Kristin Griffin, Counselor on the Grand Strand Campus. These individuals will review documentation of the student's disability and, in a confidential setting with the student, develop an educational accommodation plan.

Note: It is the student's responsibility to self-identify as needing accommodations and to provide acceptable documentation. After a student has self-identified and submitted documentation of a disability, accommodations may be determined, accepted, and provided.

Statement of Equal Opportunity/Non-Discrimination Statement

Horry Georgetown Technical College prohibits discrimination and harassment, including sexual harassment and abuse, on the basis of race, color, gender, national or ethnic origin, age, religion, disability, marital status, veteran status, sexual orientation, gender identity, or pregnancy in educational programs and/or activities.

Title IX Requirements

Horry Georgetown Technical College prohibits the offenses of domestic violence, dating violence, sexual assault, and stalking. Any student who believe he or she has experienced or witnessed discrimination including sexual harassment, domestic violence, dating violence, sexual assault or stalking is encouraged to report such incidents to one of the College's Title IX Coordinators.

*Faculty and Staff are required to report incidents to the Title IX Coordinators when involving students. The only HGTC employees exempt from mandatory reporting are licensed mental health professionals (only as part of their job description such as counseling services).

Inquiries regarding the non-discrimination policies:	
<p>Student and prospective student inquiries concerning Section 504, Title II, and Title IX and their application to the College or any student decision may be directed to the Associate Vice President for Student Affairs.</p>	<p>Employee and applicant inquiries concerning Section 504, Title II, and Title IX and their application to the College may be directed to the Associate Vice President for Human Resources.</p>
<p>Dr. Melissa Batten, AVP Student Affairs <i>Title IX Coordinator</i></p> <p>Building 1100, Room 107A, Conway Campus PO Box 261966, Conway, SC 29528-6066 843-349-5228 Melissa.Batten@hgtc.edu</p>	<p>Jacquelyne Snyder, AVP Human Resources <i>Section 504, Title II, and Title IX Coordinator</i></p> <p>Building 200, Room 212A, Conway Campus PO Box 261966, Conway, SC 29528-6066 843-349-5212 Jacquelyne.Snyder@hgtc.edu</p>