

The logo for Horry Georgetown Technical College features a blue arch above the text. The text is arranged in four lines: "HORRY" in a large serif font, "GEORGETOWN" in a larger serif font, "TECHNICAL COLLEGE" in a smaller blue sans-serif font, and "INSTRUCTIONAL PACKAGE" in a large black sans-serif font.

HORRY
GEORGETOWN
TECHNICAL COLLEGE
INSTRUCTIONAL PACKAGE

CRJ 230

Criminal Investigations I

2020-2021

INSTRUCTIONAL PACKAGE

PART I: COURSE INFORMATION

Effective Term: 2020-2021

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)

Online/Hybrid courses require students to complete the DLI Online Student Orientation prior to completing an online course. The DLI Online Student Orientation can be found in WaveNet, under the My Student tab.

REQUIRED MATERIALS:

Brandl, S. (2019). 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

April 2020

TECHNICAL REQUIREMENTS:

All criminal justice courses, whether traditional, hybrid, or online, require students to access the course in D2L through a personal computer. Therefore, students should have 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, or print material from the course in D2L, which is accessible through MyCourses 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 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 of Horry-Georgetown Technical College, including open computer labs and libraries. There are computers available for use in other public locations, including 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 TECH Central at (843) 349-8324 or https://www.hgtc.edu/admissions/student_information/index.html. 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 email function, it is a good idea to notify the course 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.

COURSE ETIQUETTE AND ETHICAL BEHAVIOR:

According to the Student Code for the South Carolina Technical College System (3-2-106.1), there are numerous forms of academic misconduct including, but not limited to, cheating on tests, plagiarism, collusion, and fabrication of information (HGTC Catalog, 2020, p. 35).

Furthermore, as described under Section III, Student Conduct Regulations, inappropriate behavior can include but is not limited to (1) abuse of privilege of freedom of speech or assembly, (2) falsification of information and other acts intended to deceive, (3) actions which endanger students and the college community, (4) infringement of rights of others, and (5) other acts which call for discipline (HGTC Catalog, 2020, p. 35).

All criminal justice students are expected to conduct themselves in a **professional and ethical** manner at all times in word or action. The standards of professional and ethical behavior will be enforced. Any violation associated with inappropriate behavior including but not limited to statements or remarks made in class, during internships, or through emails, postings including Facebook or social media sites, text messages, or other communications will **not** be tolerated.

At the discretion of the professor of record, academic misconduct or inappropriate behavior may be reported in writing as a violation of the Student Code under Section IV, which could result in disciplinary action (HGTC Catalog, 2020, p. 37).

All alleged acts of sexual violence or sexual harassment **must** be reported to the Title IX Coordinator or designee. Per the South Carolina Technical System Student Code Procedures for Addressing Alleged Acts of Sexual Violence and Sexual Harassment (3-2-106.2), "students may also contact any responsible employee, who has an obligation to report any claim of sexual harassment or sexual assault to the Title IX Coordinator, or designee" (HGTC Catalog, 2020, p. 40).

PART II: STUDENT LEARNING OUTCOMES

COURSE LEARNING OUTCOMES and ASSESSMENTS:

Unit I – Historical Origin and Inv. of Crime Concepts

Materials Covered: Historical Origin and Inv. of Crime Concepts

Week 1

Read Chapters 1 - 2

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 Discussion Topic Assignment

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

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 Discussion Topic Assignment

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

Unit III – Scene and Evidence Collection Interviewing and Eyewitness Identification

Materials Covered: Scene and Evidence Collection
Interviewing and Eyewitness Identification

Week 3

Read Chapter 5-6

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): Week # 3 Discussion Topic Assignment

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

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 Discussion Topic Assignment

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

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

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 Discussion Topic Assignment

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

Unit VI – Death Investigation

Materials Covered: Death Investigation

Week 6

Read Chapter 10

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): Week # 6 Discussion Topic Assignment

Assessment(s): Crime Scene Walk through Incident Report & Search Warrant (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

Read Chapter 11

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 Discussion Topic Assignment

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

Assessment(s): Crime Scene Photographs (Submitted to the Dropbox)

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

Materials Covered:

Week 8

Read Chapter 12-13

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 Discussion Topic Assignment

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

Assessment(s): Evidence List (Submitted to the Dropbox)

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

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

Week 9

Read Chapters 14-15

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
- Assessment(s):** 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

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 (Online)

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*

Exams	30%
Discussions	20%
Assignments	30%
Case File Project	20%
Total	100%

****Students – please refer to the Instructor’s Course Information sheet for specific information on assessments and due dates.***

GRADING SYSTEM:

State the College’s or departmental grading system as delineated in the Catalog. Please note the College adheres to a 10 point grading scale A = 100 – 90, B = 89- 80, C = 79 – 70, D = 69 – 60, F = 59 and below. You must have your Dean’s approval if changes in the scale are made.

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

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. Ds, Fs, Ws, WFs and Is also negatively impact 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. 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

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 the professor's consent, should make up all missed work, if permitted.

Horry-Georgetown Technical College maintains a general attendance policy requiring students to be present for a minimum of 80 percent (80%) of their classes in order to receive credit for any course. Due to the varied nature of courses taught at the college, some faculty may require up to 90 percent (90%) attendance. Pursuant to 34 Code of Federal Regulations 228.22 - Return to Title IV Funds, once a student has missed over 20% of the course or has missed two (2) consecutive weeks, the faculty is obligated to withdraw the student and a student may not be permitted to reenroll. **Instructors define absentee limits for their class at the beginning of each term; please refer to the Instructor Course Information Sheet.**

For online and hybrid courses, check your Instructor’s Course Information Sheet for any required on-site meeting times. Please note, instructors may require tests to be taken at approved testing sites, and if you use a testing center other than those provided by HGTC, the center may charge a fee for its services.

Attendance records begin the first day of class for ALL students, regardless of registration date.

Online and hybrid classes require attendance. Attendance is defined as the submission of or participation in an academic-related activity. An academic activity can include participation in a discussion forum, submission of assignment, or completion of an exam or quiz. Each instructor defines the method for students to indicate class attendance, and students are responsible for meeting the attendance requirements for each class.

This course is being offered in an online format, which requires each student to attend 100% in a virtual classroom. Therefore, this course has an attendance policy, which is as follows.

- **Attendance will be determined through a student completing a graded requirement for each week. Weekly graded requirements, which are essential to student engagement, demonstrate participation. Weekly graded requirements include posting to a discussion, posting an assignment, submitting a term paper, or completing an exam or quiz.**
- **Students can only miss 80% of the online activities or graded weekly requirements or two (2) weeks. After missing the maximum allowable absences, upon missing any additional meetings or online activity, the student will be withdrawn without further notification.**
- **Any student missing two (2) weeks in a row will be withdrawn for excessive absences.**
- **Missing graded requirements not only affect attendance but also result in the loss of points. Points are crucial for a satisfactory final grade, and absences can result in a grade being less than the required "C."**
- **Again, after a student has missed the maximum allowable absences, upon missing any additional meetings or online activity, the student will be withdrawn without further notification.**

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Part V: Student Resources



THE STUDENT SUCCESS AND TUTORING CENTER (SSTC):

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

1. **Academic tutors** for most subject areas, **Writing Center support**, and **college success skills**.
2. Online **tutoring** and academic support resources.
3. Professional and interpersonal communication **coaching** in the EPIC Labs.

Visit the [Student Success & Tutoring Center](#) website for more information. To schedule tutoring appointments using TutorTrac, visit the Student Services tab in WaveNet. Email ssc@hgtc.edu or call

SSTC Conway, 349-7872; SSTC Grand Strand, 477-2113; and SSTC Georgetown, 520-1455, or go to the [Online Resource Center](#) to access on-demand resources.



CENTRAL STUDENT INFORMATION CENTER: TECH Central

TECH Central offers to all students the following **free** resources:

1. **Getting around HGTC:** General information and guidance for enrollment!
2. Use the [Online Resource Center \(ORC\)](#) including scheduled technology training, Office 365 support, password resets, and username information.
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.
5. **Chat with our staff on TECH Talk**, our live chat service. TECH Talk can be accessed on the student portal and on TECH Central's website, or by texting questions to (843) 375-8552.

Visit the [Tech Central](#) website for more information. Live Chat and Center locations are posted on the website. Or please call (843) 349 – TECH (8324).

STUDENT TESTING:

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 HGTC's [Accessibility and Disability Service webpage](#). The Accessibility and Disability staff 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, sex, national or ethnic origin, age, religion, disability, marital or family status, veteran status, political ideas, sexual orientation, gender identity, or pregnancy, childbirth, or related medical conditions, including, but not limited to, lactation in educational programs and/or activities.

TITLE IX REQUIREMENTS:

All students (as well as other persons) at Horry-Georgetown Technical College are protected by Title IX—regardless of their sex, sexual orientation, gender identity, part- or full-time status, disability, race, or national origin—in all aspects of educational programs and activities. Any student, or other member of the college community, who believes that he/she is or has been a victim of sexual harassment or sexual violence may file a report with the college’s Chief Student Services Officer, campus law enforcement, or with the college’s Title IX Coordinator, or designee.

*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/TITLE IX POLICIES:

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 Vice President for Student Affairs.

Dr. Melissa Batten, VP Student Affairs

Title IX Coordinator

Building 1100, Room 107A, Conway Campus

PO Box 261966, Conway, SC 29528-6066

843-349-5228

Melissa.Batten@hgtc.edu

Employee and applicant inquiries concerning Section 504, Title II, and Title IX and their application to the College may be directed to the Vice President for Human Resources.

Jacquelyne Snyder, VP Human Resources

EEO and Title IX Coordinator

Building 200, Room 212A, Conway Campus

PO Box 261966, Conway, SC 29528-6066

843-349-5212

Jacquelyne.Snyder@hgtc.edu