



WACO, TEXAS

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**COURSE SYLLABUS**  
**AND**  
**INSTRUCTOR PLAN**  
**CRIMINAL INVESTIGATION**  
**CRIJ\_2314\_87**

**DENNIS A. STAPLETON**

**NOTE: This is a 16-week On-line course.**

**COVID 19 Notice:**

McLennan Community College is committed to providing you with every resource you need to reach your academic goals including your safety. We will continue to monitor the evolving situation with COVID 19 and adjust our safety guidelines to make sure we offer a safe environment for you and our faculty. Please make sure to consult your faculty and the MCC website at <https://www.mclennan.edu/crisis-management/coronavirus-updates/index.html> on any changes to these guidelines.

## CRIMINAL INVESTIGATION

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### **Course Description:**

Presents investigative theory, collection and preservation of evidence, sources of information, interview and interrogation, uses of forensic science and case trial preparation.

### **Prerequisites and/or Co-requisites:**

Prerequisite: CRIJ 1301 with a grade of C or better or approval of program director.

### **Course Notes and Instructor Recommendations:**

It is recommended that before taking chapter quizzes, that students read each assigned chapter. The first page of each chapter has a list of words under the “Can You Define” section and important questions in the “Do You Know” section. Students should be familiar with the definitions of the words and the answers to the questions in these sections before attempting the quizzes. It is recommended that students check for new Announcements each day.

### **Instructor Information:**

Instructor Name: Dennis Stapleton

MCC E-mail: [dstapleton@mclennan.edu](mailto:dstapleton@mclennan.edu)

Office Phone Number: 254.299.6528

Office Location: ESEC 234

Office/Teacher Conference Hours: : Monday and Wednesday: 9:30AM to 11:00AM;

Tuesday and Thursday: 8:00AM to 9:15AM

By appointment upon request via email. Due to COVID-19, conferences will be conducted via ZOOM.

Other Instruction Information: Advising by appointment only call 254.299.6502 to make an appointment.

- I will not respond to any voice mail, email or message after 9:00 p.m. and before 8:00 a.m. I am not available on Sunday mornings before noon. Please do not attempt to contact me during these hours. I will respond at my earliest availability.
- I *do not* use Bright Space Instant messenger.
- Email is the best communication method. I do monitor email via my cell phone.

This is the PREFERRED communication method.

### **Required Text & Materials:**

Title: Criminal Investigation

Author: Karen M. Hess, Christine Hess Orthmann and Henry Lim Cho

Edition: 11<sup>th</sup>

Publisher: Cengage Publishing

ISBN: 978-1337127875 (Loose –leaf binder Edition for MCC)

**MCC Bookstore Website:** <http://www.mclennan.edu/bookstore/>

### **Methods of Teaching and Learning:**

Online instruction will include video presentations (lectures) by the instructor; quizzes over chapter reading assignments; discussion boards for each chapter with feedback via the announcements section; three practical problems, and Mid Term and Final Exams.

Class Assignment feedback: Each week, under the Announcements tab, I will post feedback to the Discussion board assignments, mid-term exam, and practical exercise. These are clues and hints to improve grades, and forecasting what is coming up in the course. Most students find this information very helpful.

### **Course Objectives and/or Competencies:**

The student will develop competency in conducting criminal investigations by learning the meaning of complete investigation, the proof required of various crimes, and the employment of technical methods and services available in the investigation of a criminal act.

### **Course Outline or Schedule:**

Additions and deletions may be made to the following schedule as necessary. Students will be advised in the announcements section by the instructor of any changes to the schedule:

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### **Each assignment unit will have an opening and closing date**

The course will be broken down into 7 Units. Each unit will have a designated number of chapters assigned to them. Each unit will have a start date and a completion date (usually a two week period). If a student fails to complete an assignment within the allotted time he or she will receive a zero for that assignment. There will be a graded Discussion Board and graded quiz for each chapter covered in the units. Units open at midnight on a Monday and Close on a Tuesday at 11:55PM.

**UNIT #1** – will be over the Coffeehouse discussion board posting, the information quiz and Chapter #1. The unit will open on the first day of class at midnight

**UNIT #2** - will be over Chapter #2 and Chapter #3. **Practical Problem #1 (Rough Crime Scene Sketch)** will be completed in this Unit.

**UNIT #3** -will be over Chapter #4 and Chapter #5.

**UNIT #4** - will be over Chapter #6. **The Mid-term Exam** will also be taken in this Unit

**UNIT #5**- will be over Chapter #7 and Chapter #8. **Practical Problem #2 (Alibi Interview)** will be completed in this Unit.

**UNIT #6** - will be over Chapter #12. **Practical Problem #3 (Search Warrant Affidavit)** will be completed in this Unit.

**UNIT #7** - will be over Chapter #20. **The Final Exam** will be taken during this Unit.

Your class attendance will be documented by logging into the course through Brightspace each week and completing all the assignments for that week or unit. Regular attendance through logging in to the course is necessary for successful completion of this course. Before the official "Last Day to Withdraw" date, failure to log in for four (4) calendar weeks of the semester (one week for Summer Sessions), whether consecutive or not, will be considered evidence that the student does not intend to complete the course and the student may be dropped by the instructor.

The instructor may reinstate the student if satisfied that the student will resume regular attendance and will complete the course. After the official "Last Day to Withdraw" date, the student will not be dropped from the course for any reason and will receive the grade earned by the end of the semester.

**Note: If you do not plan on finishing the course and want to be dropped send the Instructor an email requesting to be dropped do not assume the Instructor will drop you because of your lack of participation.**

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**Course Grading Information:**

**Information Quiz Grade:**

The information quiz will be the first quiz you will take. Quiz questions will come from all the information you have read inside the “Course Information” link.

- I. The information quiz will consist of 25 questions worth 4 point each for a total of 100 points. This quiz ***WILL NOT BE*** timed.
- II. The information quiz will count as a quiz grade.
- III. The information quiz will be taken within the first week of class.

**Course Chapter Assignments:**

I. Course Chapter assignments will be broken down into seven (7) different units. Each unit of assignment will have a STARTING date and a COMPLETION date. Opens on a Monday at midnight and Closes on a Tuesday at 11:55PM.

II. When a student completes a course unit they may start reading the next unit of assignments, but will not be able to take the quiz or post to the discussion board until the start date for that course unit. Please do not ask me to open the next course unit early because I want all students to move forward together as they do in a face to face class.

**Chapter Quiz Grades:**

All unit chapter assignments will have a completion date and must be completed by that date. All quizzes will be taken online by logging into the course. The quizzes will be open book but subject to a 30-minute time limit. The quizzes can only be taken once. A student may not retake a completed quiz for any reason. Each quiz can be found inside each chapter link, which is located inside the Course Unit link. If a student is unable to complete a quiz for some reason, the student must send me an email message explaining why you were unable to complete the quiz. Arrangements will be made for you to take the quiz. No student will be given extra time to complete a quiz after the completion date, unless there is an ADA accommodation for that student posted.

I. You will have 10 open book chapter quizzes, one over each selected chapter in the textbook. Each chapter quiz will be worth up to a total of 100 points toward your final quiz grade.

II. Each quiz will consist of twenty-five (25) multiple choice and true/false questions worth (4) points each.

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III. Students will not be allowed to take a quiz in a unit that is not open. Unit assignments will be opened on the posted start day.

IV. Students will have 30 minutes to take the quiz. Even though it is open book, students should have already read and reviewed the chapter and be familiar with all key terms and questions as found on the first page of each chapter.

### **If a student gets locked out of a quiz:**

I. The student must send the Instructor an email message explaining why they were locked out of the quiz.

II. The Instructor will only unlock one quiz for a student during the semester. (Please do not ask a second time).

III. Students will not be able to retake a quiz after receiving a grade for that quiz. **(NO RETAKES)**

IV. Once you start the quiz do not leave for an extended period of time. Example: (starting the quiz and leaving it open while going to the store) If this happens, for any reason Bright space may lock you out of that quiz. You only have 30 minutes to take the quiz.

### **Discussion Board Posting Grades:**

Discussion Board (DB) postings will be 10% of your overall course grade.

Discussion Board assignments are located in the Bright Space course under the Discussion tab and also under the Content tab for each Unit/Chapter.

All course requirements must be completed no later than the due date (close date/time) for each Discussion Board Assignment. All postings will be done online by logging into the course. Each assignment must be completed within the allotted time. Assignments have an open and close date/time. It is the student's responsibility to ensure that these assignments are completed during the open timeframe. If the student failed to complete the Discussion Board assignment, the student will receive a ZERO.

- *Number of Discussion Board Assignments: one Coffeehouse Discussion Board Assignment and selected Chapter Discussion Board assignments.*
- *Students are required to post to the original discussion question and post to no less than two (2) other student's replies. Remember to read the question closely and answer it completely. Grading is based on how well the student explains their*

*response. I require substance for better grades. In other words, more is better. Short responses gain lower grades.*

- *Hint: Each student must post well-thought out and supported posts. It is considered a violation of academic integrity to copy another student's discussion board post and then post it to the discussion board. Substance and following the directions is important in the grading aspect.*
- *Hint: One, two and/or three sentences on a post are not considered acceptable for a "B" or "A" grade.*
- *Hint: use the textbook is paramount to Discussion Board assignments. Note page numbers when directed in the assignment. Failure to note page numbers will gain a lower grade for not following instructions. If a video was provided, making note of the information from the video will gain higher grades.*
- *Hint: Higher grades are also given to students who post and reply post early. Those who wait until the due date/time will receive a lower grade because by waiting you penalize those who work ahead by not allowing all students the opportunity to complete the assignment. Be mindful of your fellow classmates, even though this is an on-line course.*
- *Reply posts: Simply agreeing with another student's posting is not sufficient. Substance in reply posts are also considered for the overall grade.*
- *Hint: At the beginning of the semester, I leave comments with your grade. Read those comments for clues as to how to improve your grade. If you disregard those comments, expect your grade to continue the downward spiral.*

## **Netiquette:**

One of the shortcomings of an all text-based medium is the lack of facial expressions, body gestures, and tone of voice (nonverbal communication) that we all rely on to impart meaning into the words we speak. Emoticons are a poor substitute. Try to remember that others may read your messages with a different tone than in which you wrote them. Also remember that a message may have been intended to have a different tone than the one you have read into it.

Always try to resolve disputes about the appropriateness of a post within the discussion forum. Keep such posts as neutral as possible; ask for clarification on a messages intention and meaning. If you are uncomfortable confronting a fellow student in such a manner, you may e-mail me directly and me alone. Do not email the fellow student directly, especially without a CC: to me. If you do not feel comfortable coming to me then talk with your coordinator.

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I do not tolerate “flame wars.” I will remove any abusive and inappropriate posts. Such postings will not count toward attendance. Under certain circumstances a more formal inquiry and/or administrative action may be warranted.

### **Discussion Board Rubric**

The follow rubric illustrates how each discussion session will be graded. The number of post represented in your posting history will be calculated. The quality of your posts is a subjective assessment by your instructor of how much your post adds to the discussion. One and two sentence posts will get you a lower grade.

Metrics	Post 1	Reply 1	Reply 2	Quality of Post	Quality of Reply 1	Quality of Reply 2
<b>Maximum Points Earned</b>	25 Points	10 points	10 points	25 Points	15 Points	15 Points

*Posting the evening the assignment closes will always gain lower grades. The closer to the close time, the lower the grade. Please note the following:*

- *Posting between 8:00PM and 9:00PM on the close date/time, will gain no better than a “B”*
- *Posting between 9:00PM and 10:00PM on the close date/time will gain not better than a “C”.*
- *Posting between 10:00PM and 11:55PM on the close date/time will gain a “D” at best.*
- *The grade could be lower if there is no substance, and if the student did not reply to two other students.*
- *Two reply posts are required. Substance in reply posts is also important.*

### **The following grading guidelines will prevail:**

- I. The average of your Information Quiz and 10 Chapter quizzes will be your overall quiz grade which **will be 20% of your total course grade [1-100]**.
- II. The average of 10 discussion board postings **will be 10% of your total Course grade [1-100]**.

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III. You will complete three practical problems 1) Rough Crime Scene Sketch {25 points} 2) Alibi Interview {25 points} and 3) Robbery Practical Problem - Search Warrant Affidavit {50 Points} the points awarded will be added together **which will be 20% of your course grade [1-100]**.

IV. A Mid Term Exam will be taken through the Brightspace course. It will be 25% of your course grade [1-100].

V. A Final Exam will be taken through the Brightspace course. It will be 25% of your course grade [1-100].

VI. The averages of the five forms of evaluation will be weighted as stated above and calculated for your following grade scale:

90 to 100 = A 80 to 89 = B 70 to 79 = C 60 to 69 = D 0 to 59 = F

My email: [dstapleton@mclennan.edu](mailto:dstapleton@mclennan.edu) is the only way students should contact me. I check it multiple times per day and will get back with you as soon as possible.

### **Student Withdrawals from the course:**

I. A student should consult with their instructor before dropping a course. If you know you want to drop the course contact your Instructor by email requesting that you be dropped and providing a reason which could include personal reasons, illness, work conflict, not enough time etc.

II. Failure to participate in class (by not taking quizzes and completing other assignments) is not tantamount to dropping a course. Do not assume your Instructor is going to drop you for non-participation.

III. If a student does not withdraw from the course before the final drop day, he or she will be given the earned grade at the end of the semester.

IV. If a student decides to withdraw from the class they may do so at the Registrar's Office, they must withdraw before the final drop date to receive a "W" for the course.

V. If a student is withdrawn by the instructor, they will receive an e-mail from MCC advising the student that they have been dropped.

### **Late Work, Attendance, and Make Up Work Policies:**

All chapter quizzes, exams and discussion boards must be completed within the designated unit periods (dates). Assignments (Practical Problems) submitted after the due date will be down-graded. A student with an emergency or other extenuating circumstances for failing to complete an assignment, quiz or exam on time must contact the Instructor as soon as possible to make appropriate arrangements. If I have not heard from a student within a week of a missed, assignment, quiz or exam a zero will be recorded for the grade. Discussion Boards cannot be made up.

### **Student Behavioral Expectations or Conduct Policy:**

Students are expected to maintain classroom decorum in the course just as they would in a face- to-face class. That includes respect for other students and the instructor, prompt and regular attendance, and an attitude that seeks to take full advantage of the education opportunity.”

*Since this is an on-line class, most of the interaction between students will occur during the discussion board. Students are required to be respectful of one another during the discussion and inappropriate comments will result in disciplinary action including loss of points on the assignment.*

\* [Click Here for the MCC Attendance/Absences Policy](https://www.mclennan.edu/highlander-guide/policies.html)  
(<https://www.mclennan.edu/highlander-guide/policies.html>)

Click on the link above for the college policies on attendance and absences. Your instructor may have additional guidelines specific to this course.



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## ACADEMIC RESOURCES/POLICIES

### **Accommodations/ADA Statement:**

Any student who is a qualified individual with a disability may request reasonable accommodations to assist with providing equal access to educational opportunities. Students should contact the Accommodations Coordinator as soon as possible to provide documentation and make necessary arrangements. Once that process is completed, appropriate verification will be provided to the student and instructor. Please note that instructors are not required to provide classroom accommodations to students until appropriate verification has been provided by the Accommodations Coordinator. For additional information, please visit [www.mclennan.edu/disability](http://www.mclennan.edu/disability).

Students with questions or who require assistance with disabilities involving physical, classroom, or testing accommodations should contact:

[disabilities@mclennan.edu](mailto:disabilities@mclennan.edu)

254-299-8122

Room 319, Student Services Center

### **Title IX:**

We care about your safety, and value an environment where students and instructors can successfully teach and learn together. If you or someone you know experiences unwelcomed behavior, we are here to help. Individuals who would like to report an incident of sexual misconduct are encouraged to immediately contact the Title IX Coordinator at [titleix@mclennan.edu](mailto:titleix@mclennan.edu) or by calling Dr. Drew Canham (Chief of Staff for Diversity, Equity & Inclusion/Title IX) at (254) 299-8645. Individuals also may contact the MCC Police Department at 299-8911 or the MCC Student Counseling Center at MCC at (254) 299-8210. The MCC Student Counseling Center is a confidential resource for students. Any student or employee may report sexual harassment anonymously by visiting <http://www.lighthouse-services.com/mclennan/>.

Go to McLennan's Title IX webpage at [www.mclennan.edu/titleix/](http://www.mclennan.edu/titleix/). It contains more information about definitions, reporting, confidentiality, resources, and what to do if you or someone you know is a victim of sexual misconduct, gender-based violence or the crimes of rape, acquaintance rape, sexual assault, sexual harassment, stalking, dating violence, or domestic violence.

**Student Support/Resources:**

MCC provides a variety of services to support student success in the classroom and in your academic pursuits to include counseling, tutors, technology help desk, advising, financial aid, etc. A listing of these and the many other services available to our students is available at <http://www.mclennan.edu/campus-resource-guide/>

College personnel recognize that food, housing, and transportation are essential for student success. If you are having trouble securing these resources or want to explore strategies for balancing life and school, we encourage you to contact a Success Coach by calling (254) 299-8226 or emailing [SuccessCoach@mclennan.edu](mailto:SuccessCoach@mclennan.edu). Students may visit the Completion Center Monday-Friday from 8 a.m.-5 p.m. to schedule a meeting with a Success Coach and receive additional resources and support to help reach academic and personal goals. Paulanne's Pantry (MCC's food pantry) provides free food by appointment to students, faculty and staff based on household size. Text (254) 870-7573 to schedule a pantry appointment. The Completion Center and pantry are located on the Second Floor of the Student Services Center (SSC).

**MCC Foundation Emergency Grant Fund:**

Unanticipated expenses, such as car repairs, medical bills, housing, or job loss can affect us all. Should an unexpected expense arise, the MCC Foundation has an emergency grant fund that may be able to assist you. Please go to <https://www.mclennan.edu/foundation/scholarships-and-resources/emergencygrant.html> to find out more about the emergency grant. The application can be found at [https://www.mclennan.edu/foundation/docs/Emergency\\_Grant\\_Application.pdf](https://www.mclennan.edu/foundation/docs/Emergency_Grant_Application.pdf).

**MCC Academic Integrity Statement:**

Go to [www.mclennan.edu/academic-integrity](http://www.mclennan.edu/academic-integrity) for information about academic integrity, dishonesty, and cheating.

**Minimum System Requirements to Utilize MCC's D2L|Brightspace:**

Go to <https://www.mclennan.edu/center-for-teaching-and-learning/Faculty-and-Staff-Commons/requirements.html> for information on the minimum system requirements needed to reliably access your courses in MCC's D2L|Brightspace learning management system.

**Minimum Technical Skills:**

Students should have basic computer skills, knowledge of word processing software, and a basic understanding of how to use search engines and common web browsers.

**Backup Plan for Technology:**

In the event MCC's technology systems are down, you will be notified via your MCC student email address. Please note that all assignments and activities will be due on the date specified in the Instructor Plan, unless otherwise noted by the instructor.

**Email Policy:**

McLennan Community College would like to remind you of the policy (<http://www.mclennan.edu/employees/policy-manual/docs/E-XXXI-B.pdf>) regarding college email. All students, faculty, and staff are encouraged to use their McLennan email addresses when conducting college business.

A student's McLennan email address is the preferred email address that college employees should use for official college information or business. Students are expected to read and, if needed, respond in a timely manner to college emails. For more information about your student email account, go to [www.mclennan.edu/student-email](http://www.mclennan.edu/student-email).

**Instructional Uses of Email:**

Faculty members can determine classroom use of email or electronic communications. Faculty should expect and encourage students to check the college email on a regular basis. Faculty should inform students in the course syllabus if another communication method is to be used and of any special or unusual expectations for electronic communications.

If a faculty member prefers not to communicate by email with their students, it should be reflected in the course syllabus and information should be provided for the preferred form of communication.

**Email on Mobile Devices:**

The College recommends that you set up your mobile device to receive McLennan emails. If you need assistance with set-up, you may email [Helpdesk@mclennan.edu](mailto:Helpdesk@mclennan.edu) for help.

You can find help on the McLennan website about connecting your McLennan email account to your mobile device:

- [Email Setup for iPhones and iPads](https://support.microsoft.com/en-us/office/set-up-an-outlook-account-in-the-ios-mail-app-b2de2161-cc1d-49ef-9ef9-81acd1c8e234?ui=en-us&rs=en-us&ad=us) (<https://support.microsoft.com/en-us/office/set-up-an-outlook-account-in-the-ios-mail-app-b2de2161-cc1d-49ef-9ef9-81acd1c8e234?ui=en-us&rs=en-us&ad=us>)
- [Email Setup for Androids](https://support.microsoft.com/en-us/office/set-up-email-in-android-email-app-71147974-7aca-491b-978a-ab15e360434c?ui=en-us&rs=en-us&ad=us) (<https://support.microsoft.com/en-us/office/set-up-email-in-android-email-app-71147974-7aca-491b-978a-ab15e360434c?ui=en-us&rs=en-us&ad=us>)

**Forwarding Emails:**

You may forward emails that come to your McLennan address to alternate email addresses; however, the College will not be held responsible for emails forwarded to an alternate address that may be lost or placed in junk or spam filters.

For more helpful information about technology at MCC, go to [MCC's Tech Support Cheat Sheet](#) or email [helpdesk@mclennan.edu](mailto:helpdesk@mclennan.edu).

**Disclaimer:**

The resources and policies listed above are merely for informational purposes and are subject to change without notice or obligation. The College reserves the right to change policies and other requirements in compliance with State and Federal laws. The provisions of this document do not constitute a contract.