

# McLennan

C O M M U N I T Y

# COLLEGE

WACO, TEXAS

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## **COURSE SYLLABUS**

**AND**

## **INSTRUCTOR PLAN**

**Criminal Investigation**

**CRIJ 2314 75**

**Norman Townsend**

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

### **COVID 19 Notice:**

McLennan Community College is committed to providing you with every resource you need to reach your academic goals. We are also concerned for your safety. We are working through COVID-19 guidelines to make sure we offer a safe environment for you and our faculty. This will include smaller class sizes to manage social distancing and proper cleaning techniques. You will have the advantage of a physical classroom experience but may also need to work part of the time online as we adjust to limited classroom capacity. This will also allow us the flexibility to move online if so directed by federal, state and/or local COVID 19 guidelines. Faculty and staff are preparing now to ensure that you have the best experience in the midst of these uncertain times.

.AN EQUAL OPPORTUNITY INSTITUTION

Spring 2021

**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 Corequisites:**

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 attending class, that students read each assigned chapter and be familiar with terms located inside each chapter. Students need to be familiar with and be able to navigate D2L/Brightspace. Assignments and exams will be assigned and submitted in D2L/Brightspace. Class announcements and handouts will be made through D2L/Brightspace.

**Instructor Information:**

Instructor Name: Norman Townsend

MCC Email: [ntownsend@mclennan.edu](mailto:ntownsend@mclennan.edu)

Office Location: Adjunct Office ESEC 228

Office/Teacher Conference Hours:

By appointment upon request via email. Due to COVID – 19 conferences will be conducted via Zoom.

**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:**

The primary method of teaching and learning is through classroom lectures and class discussion. Students are expected to complete assigned readings. Classroom discussions will cover topics from the assigned readings and current news as reported in the media and professional publications. Slides will be used and discussed. Students will complete a series of practical problems through written assignments. Students will have nine (9) chapter quizzes and two (2) major exams (Mid Term and Final Exam).

**Course Objectives and/or Competencies:**

The student will develop competency in conducting criminal investigations by learning the meaning the principles of criminal 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 class by the instructor of any changes to the schedule.

	<b>SCHEDULE</b>	<b>Chapter/Lecture</b>
Week #1	Introduction and course overview	Chapter 1
Week #2	Crime Scene Investigation	Chapter 2
Week #3	Report Writing	Chapter 3
Week #4	Searches	Chapter 4
Week #5	Searches	
Week #6	Forensics	Chapter 5
Week #7	Forensics	
Week #8	<b>Mid-Term Exam</b>	
Week #9	Interview and Interrogation	Chapter 6
Week #10	Interview and Interrogation	
Week #11	Identifying and Arresting Suspects	Chapter 7
Week #12	Death Investigations	Chapter 8
Week #13	Robbery Investigations	Chapter 12
Week #14	Robbery Practical Problem	
Week #15	Review	
<b>Finals</b>	<b>Final Exam</b>	

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**Course Grading Information:**

- A. **Nine timed chapter quizzes, each containing 25 objective questions counting 25% of the student's final grade will be given during the semester.**
1. Quizzes will cover the material presented in class and from the textbook.
  2. Quizzes will be given when the appropriate material has been covered in class.
- B. **Mid Term Exam counting 25% of the student's final grade. This exam will be short answer and short essay questions covering material from lecture and textbook.**
- C. **Final Exam counting 25 % of the student's final grade. This exam will be comprehensive and will have short answer and short essay questions covering material from lecture and textbook.**
- D. **Practical Problems (25% of overall grade):** Based on information provided to the students in class they will prepare a **1) crime scene sketch (25 points) 2) conduct an alibi interview with written report (25 points) and 3) prepare a search warrant affidavit (50 points).** Practical Problems submitted late will receive a reduced score. Practical Problems not submitted within one week from the due date without extenuating circumstances will be given a zero.
- E. It is very important that students attend each class meeting and regular participation in class discussions is encouraged. Students are expected to have read the assigned material and quiz/examination questions will come from both the lecture and/or the assigned readings. **Most important, a great deal of the material presented by the Instructor in class may not be covered in the textbook but will be tested in the Mid Term and Final Exams.**

**Assignment of Grades:**

Chapter Quizzes	25%
Mid Term Exam	25%
Final Exam	25%
Practical Problems	25%

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100%

**GRADING:**

The following grading guidelines will prevail for all tests and written assignments.

100 - 90 = A

89 - 80 = B

79 - 70 = C

69 - 60 = D

59 - 00 = F

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

**A student is required to take the exam on the day and time it is scheduled.** Any make-up exam/s will be given the week before finals. The only exception to this rule is if the student makes arrangements before the exam is given and/or the student has documentation of an emergency.

- a. The type of make-up examination will be at the discretion of the instructor.
- b. Failure to take the make-up examination during the week before finals will result in the grade of O (zero) for the missed exam.

**Student Behavioral Expectations or Conduct Policy:**

It is the student's responsibility to read the General Conduct Responsibility Policy in the Highlander Guide (MCC Student Handbook) and the Mental Health Handbook. Any breeches of conduct will result in disciplinary action.

**Disturbances in the classroom, which include talking during class, will not be tolerated.**

1. Students disturbing the class will be requested to leave the classroom. **Sleeping in the classroom is a disturbance!**
2. **Tardiness is a disturbance!** Classes will begin on time. The door for entry to the class room will be closed and locked within 5 minutes after the scheduled start to class. If you arrive and find the door to the class room locked **do not knock on the door.** When convenient for the instructor, the instructor may allow entry. Students knowing in advance that they may be tardy should contact the instructor to make arrangements.
3. **Students may leave the class room to address personal urgencies once class has begun but re-entry will be at the discretion and convenience of the instructor.**

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4. Continued disregard for classroom decorum will result in the student being dropped from the class rolls.
  5. Caps, hats, and sunglasses will not be worn in the classroom. Sunglasses that are medically required may be worn.
  6. Cheating during an exam or written assignment will result in the student being given a FAILURE (F) for the course, and dropped from the class rolls.

**CELL PHONE POLICY: (This policy will be strictly enforced)**

- A. All students with cell phones will be required to place their cell phone on silent before entering the classroom. Text messaging is not allowed in the classroom.
- B. If a student receives an emergency call during class and he or she needs to answer the call:
  1. Quietly leave the classroom before answering the call.
  2. After completing their phone call students at the discretion of the instructor may be allowed to quietly enter the classroom in a manner that will not disturb the instructor or other students.
- C. First violation of the policy will result in the student not being able to have their cell phone activated during class.
- D. Second violation of the policy, the student will have 5 points deducted from their final grade point average.

**Dress Policy**

Students of the college, while on campus and/or participating in any function or activity of the college, are expected to meet acceptable standards of dress and personal hygiene.

A student's dress or personal hygiene shall be considered unacceptable if it inhibits or interferes with the educational responsibility of the college community or if it disrupts the administrative functions of the college, including social-educational activities.

**\* [Click Here for the MCC Academic Integrity Statement](http://www.mclennan.edu/academic-integrity)**  
([www.mclennan.edu/academic-integrity](http://www.mclennan.edu/academic-integrity))

The link above will provide you with information about academic integrity, dishonesty, and cheating.

**\* [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.

*\* You will need to access each link separately through your Web browser (for example: Mozilla Firefox, Chrome, Microsoft Edge or Safari) to print each link's information.*

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## ACADEMIC RESOURCES/POLICIES

### **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. Students can 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).

### **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 contacted/notified through 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.

\* [Click Here for the Minimum System Requirements to Utilize MCC's D2L|Brightspace](https://www.mclennan.edu/center-for-teaching-and-learning/Faculty%20and%20Staff%20Commons/requirements.html)  
(<https://www.mclennan.edu/center-for-teaching-and-learning/Faculty%20and%20Staff%20Commons/requirements.html>)

Click on the link above for information on the minimum system requirements needed to reliably access your courses in MCC's D2L|Brightspace learning management system.



**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.

**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 her/his 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.

**Forwarding Emails:**

You may forward the 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 become lost or placed in junk or spam filters.

**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. Instructors should not provide accommodations unless approved by the Accommodations Coordinator. For additional information, please visit [mclennan.edu/disability](http://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

\* [Click Here for more information about Title IX](http://www.mclennan.edu/titleix)  
([www.mclennan.edu/titleix](http://www.mclennan.edu/titleix))

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 Equity & Inclusion/Title IX) at 299-8645. Individuals also may contact the MCC Police Department at 299-8911 or the MCC Student Counseling Center at MCC by calling 299-8210. The MCC Student Counseling Center is a confidential resource for students. Any student or employee may report sexual harassment anonymously by visiting the following website: <http://www.lighthouse-services.com/mclennan/>.

McLennan's Title IX webpage (<http://www.mclennan.edu/titleix/>) 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.

*\* You will need to access each link separately through your web browser (for example Mozilla Firefox, Chrome, Microsoft Edge, or Safari) to print each link's information.*