



WACO, TEXAS

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. 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.

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

Office Phone Number: 254.299.6528

Office Location: ESEC 234

Office/Teacher Conference Hours: Monday to Friday 8:00AM to 11:00AM

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, so this is the **PREFERED** communication method.

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Required Text & Materials:

Title: Criminal Investigation

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

Edition: 11th

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 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 questions: Each week in the Announcements section of the course I will post times where students will be able to contact me and interact with me and other students via Zoom Conferencing. Students can ask me questions about material covered in my video lectures, assignments, quizzes and exams.

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:

Each assignment unit will have an opening and closing date

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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 to finish 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 AA 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 Brightspace may lock you out of that quiz. You only have **30 minutes** to take the quiz.

Discussion Board Posting Grades:

Discussion board (DB) posting should be completed before taking the assignment unit quiz. All postings will be done online by logging into the course. Each chapter discussion board question will be found inside the chapter unit assignment and in the Discussions section.

I. You will have one discussion board posting for each of the selected 10 chapters in the textbook.

II. Your discussion posting should be well thought out and professional in presentation.

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

Course Grading Information:

The following rubric illustrates how each discussion board session will be graded. Students can earn up to 100 points on each discussion board. Professional presentation (grammar, spelling and promptness) will be graded. The quality of your post is a subjective assessment by the Instructor. Students are encouraged to respond or comment respectfully to the posts of their

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classmates. **Students who wait until the last day of the posting period to make an original post is not considered being prompt.**

Metrics	Professional Presentation and Prompt (grammar and spelling)	Quality of Post
Points earned	25 points	75points

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].**

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

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My email: 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 downgraded. 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 Academic Integrity Statement](#)**

(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>)

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.**

McLennan

C O M M U N I T Y

COLLEGE

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.

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.

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

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)

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 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.*