McLennan COMMUNITY COLLEGE

WACO, TEXAS

COURSE SYLLABUS

AND

INSTRUCTOR PLAN

Criminal Investigation

CRIJ_2314_75

Dennis A. Stapleton

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 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 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/D2L/Brightspace. Assignments and exams will be assigned and submitted in D2L/D2L/Brightspace. Class announcements and handouts will be made through D2L/D2L/Brightspace.

Instructor Information:

Instructor Name: Dennis A. Stapleton
MCC Email: dstapleton@mclennan.edu
Office Telephone Number: 254-299-6524
Office Location: ESEC 228
Office/Teacher Conference Hours: Monday and Wednesday 9:30AM 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:

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 5.will complete a series of practical problems through written assignments. Students will have one (1) information quiz, nine (9) chapter quizzes and two (2) major exams (Mid Term and Final Exam). Quizzes and exams are taken by the student on the student's time. This is an out of class assignment. The four (4) assignments are also out of class assignments.

NOTE from the Professor:

This class is scheduled to be 100% face to face (f2f). In the event of an undetermined event (such as an outbreak of COVID-19), the class may be offered as f2f, 100% on-line, or any combination thereof. The professor will notify the students of how the class will be offered via student email.

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.
29 classes plus 1 (80 minute classes and three EXAMs at 80 minutes. 120 minutes for final EXAM)

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Class #	Date	NOTES
1	Monday, January 10, 2022	Course orientation/Information Quiz OPEN
2	Wednesday, January 12, 2022	Chapter 1
	Friday, January 14, 2022	**Information Quiz DUE**
	Monday, January 17, 2022	**HOLIDAY**
3	Wednesday, January 19, 2022	Chapter 1. Open Crime Scene Sketch assignment
4	Monday, January 24, 2022	Chapter 2
5	**Wednesday, January 26, 2022**	**Quiz #1 on Chapter 1**. **Crime Scene Sketch DUE.** Chapter 2
6	Monday, January 31, 2022	Chapter 3
7	Wednesday, February 2, 2022	Chapter 3
8	Monday, February 7, 2022	**Quiz #2 on Chapter 2.** . Chapter 4
9	Wednesday, February 9, 2022	Chapter 4
10	**Monday, February 14, 2022**	**Quiz #3 on Chapter 3.** Chapter 4
11	Wednesday, February 16, 2022	Chapter 4
12	Monday, February 21, 2022	Chapter 4
13	Wednesday, February 23, 2022	Chapter 5
14	**Monday, February 28, 2022**	**Quiz #4 on Chapter 4.** Chapter 5
15	Wednesday, March 2, 2022	Chapter 5
	March 7-11, 2022	**SPRING BREAK**
16	Monday, March 14, 2022	**Quiz #5 on Chapter 5.** Review chapters 1-5.
17	**Wednesday, March 16, 2022**	**MID-TERM EXAM**
18	Monday, March 21, 2022	Chapter 6. Open Alibi Interview Assignment
19	Wednesday, March 23, 2022	Chapter 6
20	Monday, March 28, 2022	Chapter 6
21	**Wednesday, March 30, 2022**	Chapter 7 **Alibi Interview Assignment DUE**
22	**Monday, April 4, 2022**	**Quiz #6 on Chapter 6**. Chapter 7
23	Wednesday, April 6, 2022	Chapter 7
24	Monday, April 11, 2022	Chapter 8
25	**Wednesday, April 13, 2022**	**Quiz #7 on Chapter 7.** Chapter 8.
26	Monday, April 18, 2022	Chapter 12 Open SW Assignment
27	Wednesday, April 20, 2022	Chapter 12
28	**Monday, April 25, 2022**	**Quiz #8 on Chapter 8. Search Warrant Assignment DUE** Chapter 12
29	**Wednesday, April 27, 2022**	**Quiz #9 on Chapter 12** Review Chapters 6, 7, 8, 12
30	**Monday, May 2, 2022**	**FINAL EXAM**
		All Grades posted by noon May 04, 2022
		QUIZZES/EXAMS taken in Bright Space under the assessment tab
		QUIZZES/EXAMS taken on students time. Out of class time.
		Submit assignments in Bright Space under the assessment tab

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Course Grading Information:

A. One Information Quiz and 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).

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:

Information and Chapter Quizzes	25%
Mid Term Exam	25%
Final Exam	25%
Practical Problems	25%
	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/lecture/EXAMs, will not be tolerated.

1. Students disturbing the class will be requested to leave the classroom or will have an assigned seat.
2. Continued disregard for classroom decorum will result in the student being dropped from the class rolls.
3. **Caps, hats, and sun glasses will not be worn in the classroom**. Sun glasses that are medically required may be worn.
4. Cheating during an QUIZ will result in the student being given a FAILURE (F) for the course, and dropped from the class rolls.

5. Use of Laptop type computers and tablets is authorized for taking of notes. **Using this device to access social media network sites is prohibited**. This also includes cell phone type devices.
6. E-Cigarette: (Electronic) are not permitted to be used in the classroom/campus. September 1, 2019 New Law: 21 years of age
7. 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.
   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 are asked to quietly enter the classroom in a manner that will not disturb the instructor or other students.
      3. First violation of the policy will result in the student not being able to have their cell phone activated during class.
      4. 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 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.

McLennan COMMUNITY COLLEGE

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.

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

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 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/. 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. 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.

MCC Academic Integrity Statement:
Go to 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.

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 for help.

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.

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.