

Kennesaw State University
Criminal Justice
CRJU 3320 Criminal Investigations
Fall 2014: August 18 – December 05
Fridays: 11:00AM – 1:45PM

Instructor: Ms. Jacqueline Smith
Office Hours: Fridays: 2:00PM – 3:00PM Room 4057
Contact: 770 423-6739
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Course Description and Objective:

This course examines the historical, theoretical, and technological aspects of the investigation of crime. The topic areas include crime scene examinations, the collection and preservation of evidence, forensic and behavioral sciences, inter-views/interrogations, and the use of technology by law enforcement agencies.

- Overall, the objective of this course is to give the student the opportunity to
- Increase his or her understanding of the criminal justice systems, the professionals, and their credibility;
- Viewing of preparation and presentation of court cases to court systems (grand juries, suppression hearings, court/jury trials, etc.) using recognition, documentation and preservation techniques;
- Express his or herself coherently in orally and in writing while using analytical data, concepts and principles;
- Engage in critical thinking, reading, and writing about law enforcement convictions throughout the time the crime is committed and the court testimony;
- Understanding the crime scene and the need to preserve it throughout the entire stages of investigations.

Required Reading Text:

Criminal Investigation (2012) Eleventh Edition, Neil C. Chamelin, Charles R. Swanson, Robert W. Taylor, and Leonard Territo.

ISBN: 978-0-07-811152-5

www.mhhe.com

Class Conduct & Information:

Be on time and don't miss class: Please show respect to the professor, guest speakers, and your classmates by being ON TIME. Class will begin promptly at 6:30PM. Be sure to turn off all cell phones. Do not surf the Internet, text, or do anything that is not related to class while class is taking place. If any behavior disrupts the learning environment I reserve the right to ask you to leave. I expect professional behavior at all times during class.

Communications: The best way to get in touch with me is via email. Please email me if you have any questions about course material. In order to ensure privacy I will only respond to emails that are from official US email addresses. Please be sure to send emails that are professional, which means including a proper subject heading (e.g., CJ 3320 Class), a proper introduction (e.g., Ms. Smith: This is Jane Doe from your CJ 3315); and finally your question or comment about the class. I will respond to your email within 48 hours (excluding holidays and weekends).

Attendance/Participation: Plan to attend the entire scheduled time for each day per your course schedule. Although attendance is not required; attending class will often give insights to exam material and other valuable information during class time. I *strongly* advise that you do not miss class. Excessive absences due to medical reasons must be verified through the Office of Student Affairs. If you miss class for any reason **you** are responsible for getting class notes and any related information from another student in class. Under no circumstances do I give out my own notes or PowerPoint presentations. I will also show educational movies and have guest speakers throughout the semester. The dates for these presentations will be worked into class time and within the appropriate sections of class. I will not know when these presentations will occur, due to the scheduling nature of such events, so it is imperative that you attend all classes, as I cannot re-create guest lectures or movies. Questions concerning such presentations will be included on tests within a given section.

Attendance: All students are expected to attend scheduled classes and should be punctual. Students are responsible for turning in and obtaining all work that takes place in class, even if you are not present for class. Students are expected to conduct themselves in a professional manner. Rude and obnoxious behavior will not be tolerated

Participation is not only expected; it is required. The professor is the emcee of your education. This class can be an "easy A" class if you (the student) participate within receiving your needed information to education. If you participate within class discussion, there is a strong possibility that you will receive another point. The desire is to cultivate respectable discussion among others.

Students are **expected to read** and follow the schedule in the course syllabus, to read assigned text chapters and to seek and read additional suggested resources as provided by the textbook and Instructor. In addition, students are expected to be alert and attentive with note taking in class and have a **demonstrated desire** to participate in any discussion. Exams are to be completed within the deadlines given by the

Instructor, and any special instructions for the paper and/or writing assignment(s) are to be followed **precisely**. The Instructor will announce all deadlines and instructions as well as provide reminders about the pace or flow of the course either in class on the assigned dates or through Desire to Learn (D2L).

Exams: There will be three (3) multiple choice, true/false and essay exams given. Each exam is comprehensive and will cover the material that was discussed from the end of last test beginning. There will be a final. The final will NOT be comprehensive. There will be NO makeup exams or quizzes unless approved by the Instructor.

Grading Scale:

Three (3) Exams	= 100 points
Final	= 100 points
Attendance	= 20 points
<u>Project</u>	<u>= 100 points</u>
Total	= 520 points

All types of electronic devices (e.g. cell phones, pagers, personal digital assistance, laptops, iDevices or any other electronics) are prohibited during the class and during exams. Promptness is necessary for examinations. Students will not be allowed to take exams if they arrive **after the first person finished has turned in their exam**. The student arriving late will receive a **ZERO** for that test. This is to ensure academic honesty.

Content Delivery: If there are disagreements, problems learning, or any lack of conformity in the application of the study; please do not hesitate to contact the instructor within the semester. It does neither of us (the student or the Instructor) to learn at the end of the semester that you (the student) did not learn anything as you would have hoped to in this class or me (the Instructor) did not facilitate learning instructions for you. This class has two participants: you and me and we must all play our parts.

Any issue in learning the subject matter, immediately consult me for clarification. Additionally if you are not having an optimal learning experience; please contact me immediately.

PHOTOGRAPHY OF THE POWER POINT SLIDES ARE STRICTLY PROHIBITED.

Syllabus adjustments will be announced in class and/or posted on Desire 2 Learn as necessary.

Expectations

This is a 3000-level course and I expect junior/senior-level work from you. If you feel you are not yet ready to tackle this level of coursework, then I advise you to enroll for this class at a later date. There will be writing assignments due throughout the semester. I expect clear writing with adequate style, correct grammar, and (when applicable) proper use of scholarly references. All turned in work must be typed in 12 point, Times New Roman font, double spaced, on standard paper with one inch margins.

In class, you should be ready to think critically about the topics we cover and to participate in class discussions. I expect you to read all assigned materials prior to the beginning of class and to arrive in class prepared to actively learn and participate.

CONCLUSION OF THE COURSE:

I can be reached by email. I will try to direct you to the correct answer without answering it for you. One of the skills students must learn is how to answer questions themselves. I am eager to receive questions but answering them will be part of the learning process for you. Communication with me outside of the classroom (either during breaks or via email) is not counted for your grades so don't worry about hurting yourself by asking. The only way you get hurt is by not asking and not learning.

At this stage of the semester, you are undoubtedly eager to learn the material in this course and hopeful that the practice of law and criminal procedure, no matter what field you choose, will be interesting and rewarding. If at the end of the semester you have the same enthusiasm and goals, and a solid foundation in criminal investigations, I will consider that a success. I look forward to learning with and from all of you.

Academic Integrity and Dishonesty

Every KSU student is responsible for upholding the provisions of the Student Code of Conduct, as published in the Undergraduate and Graduate Catalogs. Section II of the Student Code of Conduct addresses the University's policy on academic honesty, including provisions regarding plagiarism and cheating, unauthorized access to University materials, misrepresentation/falsification of University records or academic work, malicious removal, retention, or destruction of library materials, malicious/intentional misuse of computer facilities and/or services, and misuse of student identification cards. Incidents of alleged academic misconduct will be handled through the established procedures of the University Judiciary Program, which includes either an "informal" resolution by a faculty member, resulting in grade adjustment, or a formal hearing procedure, which may subject a student to the Code of Conduct's minimum one semester suspension requirement.

No student shall receive, attempt to receive, knowingly give, or attempt to give unauthorized assistance in the preparation of any work required to be submitted for credit (including examinations, laboratory reports, essays, themes, term papers, etc.).

Unless specifically authorized, the presence and/or use of electronic devices during an examination, quiz, or other class assignment is considered cheating. Engaging in any behavior which a professor prohibits as academic misconduct in the syllabus or in class discussion is cheating. When direct quotations are used, they should be indicated, and when the ideas, theories, data, figures, graphs, programs, electronic-based information or illustrations of someone other than the student are incorporated into a paper or used in a project, they should be duly acknowledged. No student may submit the same, or substantially the same, paper or other assignment for credit in more than one class without the prior permission of the current professor(s).

(<https://web.kennesaw.edu/scai/content/ksu-student-code-conduct>)

Do not copy anything off the Internet, out of books/articles, from friends, or from any other source or person. This includes direct cutting-and-pasting, summarizing or quoting without citing, and changing the original wording just enough so that you think you can pass it off as your own. If I find that you have engaged in plagiarism, you will receive an F in the entire course and I reserve the right to take further disciplinary action(s) at the university level. Do Not Do It!

Academic Honesty: Plagiarism and other forms of academic misrepresentation are viewed as extremely serious matters. Misrepresentation of another's work as one's own is widely recognized as among the most serious violations. The violation is clearly flagrant when it occurs as plagiarism on a required paper or as cheating on an examination. The punishment for such offenses can involve expulsion from Kennesaw State University.

Academic dishonesty is representing another's work as one's own active complicity in such falsification violating test conditions and plagiarism -- stealing and passing off the ideas and words of another as one's own or using the work of another without crediting the source. The sanctions for academic dishonesty are:

The minimum sanction for the first offense is an F for the test or assignment, but the usual sanction is an F in the course which the violation took place. The minimum sanction for the second offense is an F in the course, but the usual sanction is suspension of the student from Kennesaw State University.

It is the responsibility and obligation of each student personally, to uphold the Academic Honor Code. Students are required to report any observed instance of academic dishonesty to your professor.

Make-up Policy

Any make-up opportunities are allowed **only at the discretion of the instructor and immediate notification from the student is imperative.** Tests and quizzes for Criminal Procedure are excluded from this policy. There are NO make-up tests and/or quizzes or case brief summaries. Obviously, missed attendance cannot be made up at a later date. However, notification must be made BEFORE exams.

Note: University policy does allow excused absences in certain situations such as: school sponsored events, jury duty, and military service (consult the university catalog for all rules and procedures). All of these excuses require proper documentation. Family emergencies, illnesses, births, deaths, incarceration or other events and calamities are NOT excused absences and decisions regarding such absences are left to the **professor's discretion**.

Incompletes will be given only when circumstances beyond the student's control cause a substantial amount of course work to be unfinished by the end of the semester. Whenever possible, you are expected to make extra efforts to prevent this situation from occurring. The instructor will be the sole judge of whether an incomplete is warranted. As a member of an academic community that places a high value on truth and knowledge, Kennesaw State University students are expected to be honest in every phase of their academic life and to present as their own work. Each student is expected to read and understand the Academic Honor Code in the Kennesaw State University Catalog.

For this course, cheating and plagiarism will result in an immediate and irrevocable failing grade for that assignment, pop quiz, or test/exam.

Students with Disabilities:

I am committed to assisting students with documented disabilities to succeed in this course. The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you have a disability requiring an accommodation, please contact:

Office of Student Disability Resources and Services
disAbleD Student Support Services:
(Office) 770 423 6443
(Fax) 770 423 6667 (TDD) 770 423 6480

NOTE: This syllabus is for planning purposes. It is tentative and subject to change at the discretion of the Instructor. However, every effort will be made to keep changes to a minimum. Students should regularly check Desire 2 Learn (D2L) for announcements.

**Course Outline
Fall 2014**

**Criminal Investigations
Topic of Discussion**

Week 1

Introduction

*Chapter 1:

The Evolution of Criminal Investigations

Week 2
 *Chapter 2: Legal Aspects of Investigations
 Week 3:
 *Chapter 3: Investigators, Investigator's Process, Crime Scene
 Week 4:
 *Chapter 4: Physical Evidence

*******Exam One** **September 12*******

Week 5:
 *Chapter 5: Interviews & Interrogation
 Week 6:
 *Chapter 6: Field Notes and Reporting
 Week 7:
 *Chapter 7: Follow-up Investigations & Resources
 Week 8:
 *Chapter 8: The Crime Lab & Crime

*******Exam Two** **October 3rd*******

*******Last Day to Withdraw without penalty** **October 8th*******

Week 10:
 *Chapter 9: Injury & Death Notification
 Week 11:
 *Chapter 10: Sex Related Offenses
 Week 12:
 *Chapter 11: Crimes vs. Children

*******Exam Three** **October 31st*******

Week 12: **November 14** **Project Day**
 Week 13:
 *Chapter 12: Robbery
 *Chapter 13: Burglary
 *Chapter 14: White-Collar Crime & Larceny
 *Chapter 15: Vehicle Thefts & Related Offenses

*******Project Paper Due: November 21, 2014*******

Week 16: December 05, 2014 FINAL EXAM

Course Project and Paper

The Instructor will give the class a scenario. There are three roles that a student will choose from to investigate the scenario. It is up to you (the student) to choose a role in

the investigation of the scenario. The roles consist of (1) Police Officer, (2) Crimes Scene Unit and; (3) Investigator.

Once you choose your role, you are to write a 500 word or 3-page paper that does NOT include the title page and reference page (both are required) and turned in to the instructor at the end of the semester or the designated date: **November 21, 2014 BY 2350HOURS**). The paper should be 12-font, double-spaced, and free from grammatical errors. The paper allows you to express your creativity within the realms of the topics covered in the course.

Grading will be based upon the content, the apparent effort put forth, the data reported, the accuracy of information, the composition, style and grammar used. Special attention should be given to sentence structure and vocabulary.

In the social sciences (sociology, criminology, psychology, etc.) the preferred style of writing papers is the American Psychological Association (APA) Style. For students interested in learning this style, the manual for writing in the APA style is available at local bookstores. If you have questions about style contact your instructor or faculty in the writing lab.

Some suggestions in writing your paper for the different roles are

Police Officer Role and Questions:

From the police officers viewpoint, what did you notice on call? Are there any suspects on scene? Have you interviewed all victim(s) and witness (es)? Is there evidence at the scene that needs to be collected? Where should the crime scene tech to take pictures? Is medical attention needed? How much of the medical information will you put in the report?

Crime Scene Unit Role and Questions:

From the Crime Scene Unit viewpoint, what evidence will be collected to support the case? What pictures or video will be taken to support the theory? What steps will be taken to confirm your theory that the suspect in custody is the person who committed the crime? List in detail all collected evidence and how it will support your theory?

Investigator Role and Questions:

What did you notice on scene, or follow up, that can contribute to the conviction of the suspect? Who will be interviewed and who will be interrogated? What questions will you ask and what will you determine from the answers to lead you to a suspect if one is not in custody.