

Principles of Criminal Investigation

5019B894 - CJ202

Instructor: Dr. Kelli Callahan, Ph.D.

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Phone: 425.564.2703 (Office)

Dates: 09/16/19 - 12/06/19

Office location: D200C

Office Hours: M/W: 7:30am-8:30am, TH: 10:00am-2:00pm

Office hours also available online and by appointment

Live Class: M/W: 8:30am-10:20am in Room D102

Course Information

Presents fundamental investigative techniques used within the criminal justice system. Topics include discovery, preservation, and presentation of evidence, methods of obtaining information and developing sources, and functions of a criminal laboratory.

Course Outcomes

Upon successful completion of the course, students should be able to:

- Conduct a basic crime scene investigation within the parameters set forth in the United States Constitution and the Washington State Constitution.
- Identify and gather evidence relevant to a criminal investigation.
- Use basic interrogation and interviewing techniques.
- Maintain the chain of custody for evidence that will meet legal requirements.
- Apply inductive and deductive reasoning to evidence in order to reconstruct the crime scene.
- Use the appropriate vocabulary for criminal investigations.

How Outcomes Will be Met

Course outcomes will be met via a variety of academic delivery strategies to include participation in live lectures, writing assignments, eExercises, quizzes, online discussion forums, in-class and group critical thinking exercises, and a timed, comprehensive final exam.

Grading

Activities	Points Description	Total Points
Discussion Forums	10 forums @ 10 points	100
Assignments	10 assignments @ 10 points each	100
Quizzes	4 quizzes @ 25 points each	100
In-Class/Group/eExercises	10 exercises @ 10 points each	100
<u>Final Exam</u>	<u>1 final exam @ 100 points</u>	<u>100</u>
Total		500

Grading Scale

A 94-100% A- 90-93% B+ 87-89%

B 84-86% B- 80-83% C+ 77-79%

C 74-76% C- 70-73% D+ 67-69%

D 60-66% F 0-59%

The College Grading Policy is explained in the current Course Catalog and can also be found at this link: [Grading Policy](#) (Links to an external site.)

Books and Materials Required

Criminal Investigation (12th edition) by Swanson (2017). ISBN: 9781259867941 McGraw Hill Publishers.

Older editions of this text are not to be used since they will have older statistics and will not contain the most current data in the dynamic field of criminal justice.

Note: It is your responsibility to secure the required textbook as soon as possible as it will be needed during the initial week of class in addition to all subsequent weeks of the class.

Help with Canvas

Students can find help with Canvas by following the link here: [Student Canvas Help](#) (Links to an external site.)

Classroom Learning Atmosphere

Instructor's Expectations

Live classes begin promptly at 8:30am on Mondays and Wednesdays in Room D102. Please make every effort to attend each live class and to be on time. If it is unavoidable that you arrive late- or even leave early, please do not disrupt the class. Respect for opinions voiced in class is essential, and I expect all students to treat each other in a courteous manner. Any type of disruptive or discourteous behavior is unacceptable and will not be tolerated; these types of behaviors will result in the student(s) being asked to leave the class. **Cell phones must be turned off for class (or on vibrate for emergency purposes) and stored (phones should be in your bag, purse, NOT ON YOUR DESK), (if they go off you may be leading a class discussion or be asked to leave the class).** Laptops are permitted in the last or back row only. If you are not taking notes, you will be banned from use of your laptop (no Facebook, social media, or checking e-mail, etc. Please have courtesy and respect for your fellow classmates and check these sites on your own time. Not paying attention in class will lead you to miss out on important items in addition to quiz and final exam questions.

Discussion Forum Rubric. Rubric was retrieved from [pbs.org](https://www.pbs.org) (Links to an external site.)

	Excellent (8-10 points)	Satisfactory (5-7 points)	Unsatisfactory (1-4 points)
10 Points Weekly			
Quantity and timeliness	<ul style="list-style-type: none"> Creates an initial post & responds to another post within the weekly time frame Few grammatical and spelling errors (0-1) 	<ul style="list-style-type: none"> Creates an initial post & responds to another post within the weekly time frame Few grammatical and spelling errors (2-3) 	<ul style="list-style-type: none"> Does not Create an initial post and doesn't respond to another post within the weekly time frame Several grammatical and spelling errors (4 or more)
Demonstrates knowledge and understanding of course content	Post demonstrates clear evidence of knowledge and understanding of course material & content <ul style="list-style-type: none"> Post response and comment demonstrates clear understanding of another point of view and how course content applies to it. 	Post demonstrates some evidence of knowledge & understanding of course material & content <ul style="list-style-type: none"> Response elicits some response and reflection from others 	Post does not demonstrate evidence of knowledge & understanding of course materials <ul style="list-style-type: none"> Response seldom elicits responses and reflection for others
Posts generate learning within the community			

- Response elicits responses and reflection for others
- Response provides some resources to aid in deeper critical thinking
- Response seldom provides resources to aid in deeper critical thinking
- Response provides resources to aid in deeper critical thinking.
- Post response does not demonstrate understanding of another point of view and how course content applies to it.
- Post response and comment demonstrates understanding of another point of view and how course content applies to it.

Total Points=10

Accessibility

The online elements of this course are designed to be welcoming to, accessible to, and usable by everyone, including students who are English-language learners, have a variety of learning styles, have disabilities, or are new to online learning. Be sure to let me know immediately if you encounter a required element or resource in the course that is not accessible to you. Also, let me know of changes I can make to the course so that it is more welcoming to, accessible to, or usable by students who take this course in the future.

Affirmation of Inclusion

Bellevue College is committed to maintaining an environment in which every member of the campus community feels welcome to participate in the life of the college, free from harassment and discrimination. We value our different backgrounds at Bellevue College, and students, faculty, staff members, and administrators are to treat one another with dignity and respect.

Affirmation of Inclusion (Links to an external site.)

(<https://www.bellevuecollege.edu/inclusion/> (Links to an external site.))

Reasons of Faith and Conscience

Reasonable Accommodations for Reasons of Faith and Conscience: Students who will be absent from course activities due to reasons of faith or conscience may seek reasonable accommodations so that grades are not impacted. Such requests must be made within the first two weeks of the course to the office of the Associate Vice President of Student Affairs (see

Bellevue College Policy 2950 <https://www.bellevuecollege.edu/policies/id2950/> (Links to an external site.) In the event you feel you are being discriminated against based on faith or conscious, you may refer to the procedures outlined in the college's Discrimination, Harassment and Retaliation Policy 1440P <https://www.bellevuecollege.edu/policies/id-1440p/> (Links to an external site.)

Annual Notice Non-Discrimination

Bellevue College does not discriminate on the basis of race or ethnicity; creed; color; national origin; sex; marital status; sexual orientation; age; religion; genetic information; the presence of any sensory, mental, or physical disability; or veteran status in educational programs and activities which it operates. Bellevue College is prohibited from discriminating in such a manner by college policy and by state and federal law. All college personnel and persons, vendors, and organizations with whom the college does business are required to comply with applicable federal and state statutes and regulations designed to promote affirmative action and equal opportunity.

Equal Opportunity (Links to an external site.) (<http://www.bellevuecollege.edu/equal/> (Links to an external site.))

Spanish and Chinese versions of the anti-discrimination statement are available at [Important Links](#) (Links to an external site.)

Confidentiality and Mandatory Reporting

As an instructor, one of my responsibilities is to help create a safe learning environment on our campus. It is my goal that you feel able to share information related to your life experiences in classroom discussions, in your written work, and in our one-on-one meetings. I will seek to keep information you share private to the greatest extent possible. However, I am required to share with the Title IX Coordinator any and all information regarding sexual assault and other forms of sexual misconduct (e.g. dating violence, domestic violence, stalking) that may have occurred on campus or that impacts someone on campus. Students may speak to someone confidentially by contacting the BC Counseling Center at (425) 564-2212.

The Title IX Office can be contacted at 425-564-2641 and more information can be found at Title IX (Links to an external site.) (<http://www.bellevuecollege.edu/titleix/> (Links to an external site.)). If you have any concerns, you may report to: Report Concerns (Links to an external site.) (<https://www.bellevuecollege.edu/reportconcerns/>).

Division Statements

Schedule

The following schedule is tentative and may be modified with notice. Students are responsible for any and all changes that are made to this schedule, even if not present when changes are discussed. The assigned readings should be completed as soon as possible during the academic

week. Please be sure to get an early start during each academic week in order to avoid any last minute emergencies.

Bellevue College E-mail

All students registered for classes at Bellevue College are entitled to a network and e-mail account. Your student network account can be used to access your student e-mail, log in to computers in labs and classrooms, connect to the BC wireless network and log in to *MyBC*. To create your account, go to: <https://www.bellevuecollege.edu/students/> (Links to an external site.)

Email

All e-mail communication from you should come to me from your BC account (not your g-mail, hotmail, yahoo, etc.). Please e-mail me through CANVAS for the quickest reply. I will respond to you within 24-48 hours (except on weekends). BC offers a wide variety of computer and learning labs to enhance learning and student success. Find current campus locations for all student labs by visiting [Campus Services \(Links to an external site.\)](#).

Attendance

All students are expected to attend every live class. In addition, active participation is expected in the online classroom. If students do not attend the classes regularly, the opportunity to perform well in this course is greatly diminished.

Course Requirements

All students are expected to read the required chapters of the textbook as outlined online and in the schedule section of this syllabus. Students are also expected to read the required chapters to attend class regularly, finish online requirements, take notes, ask questions, and participate in discussions.

Make-Up Policy

The late penalty in this course is strictly enforced to ensure fairness to all students. Late work will be accepted in this course at the rate of -10% per day late. In class and group exercises may not be made up given their synchronous form however. The discussion forums will also automatically close at midnight on the last day of the academic week (Sundays) and cannot be made up once they are closed. Note, immediate, proactive communication and notification from the student is imperative in this course.

Cheating, Stealing and Plagiarizing

Cheating, stealing and plagiarizing (using the ideas or words of another as one's own without crediting the source) and inappropriate/disruptive classroom behavior are violations of the Student Code of Conduct at Bellevue College. All work for this course will be screened for plagiarism. Examples of unacceptable behavior include, but are not limited to: talking out of

turn, arriving late or leaving early without a valid reason, allowing cell phones/pagers to ring, and inappropriate behavior toward the instructor or classmates. The instructor can refer any violation of the Student Code of Conduct to the Dean of Student Services for possible probation or suspension from Bellevue College. Specific student rights, responsibilities and appeal procedures are listed in the Student Code of Conduct, available in the office of the Dean of Student Services.

Information about Bellevue College's copyright guidelines can be found at: [College Copyright Policy \(Links to an external site.\)](#) This link provides a good, short summary of how to avoid plagiarism: [Avoiding Plagiarism \(Links to an external site.\)](#) This 22-minute video also provides a good overview of how to avoid trouble when using sources: From the college home page select SERVICES, then LIBRARY MEDIA CENTER, then DATABASES, then FILMS ON DEMAND. At their site, search by title for PLAGIARISM 2.0: ETHICS IN THE DIGITAL AGE.]

Student Code of Conduct and Academic Integrity

Any act of academic dishonesty, including cheating, plagiarism (using the ideas or words of another as one's own without crediting the source), and fabrication and inappropriate or disruptive classroom behavior are violations of the Student Code of Conduct at Bellevue College. Examples of unacceptable behavior include, but are not limited to, talking out of turn, arriving late or leaving early without a valid reason, allowing cell phones/pagers to ring, and inappropriate behavior toward the instructor or classmates. The instructor can refer any violation of the Student Code of Conduct to the Dean of Student Success for investigation. Specific student rights, responsibilities, and appeal procedures are listed in the Student Code of Conduct at: [Student Code \(Links to an external site.\)](#)

Withdrawal from Class

College policy states students must formally withdraw from a class by the end of the seventh week of the quarter (Registration Office, B125). If a student has not withdrawn by that date, an appropriate letter grade will be assigned for the course.

Hardship Withdrawal

Instructors may assign the grade of "HW" (hardship withdrawal) at their discretion in the event that a student cannot complete the coursework due to extreme circumstances. Students may also contact the Enrollment Services office BEFORE grades are assigned in cases of hardship.

Distribution of Grades

Grades will not be posted in the Social Science Division or in faculty offices, and secretaries will not give out grades. Students should access their grades online through Canvas.

Return of Papers and Tests

Paper and/or Scantron score sheet returns will be arranged in the following ways ONLY: by mail, if students supplies the instructor with stamped, self-addressed envelope (with appropriate postage); or by the instructor designating a time and place whereby the student may retrieve his/her papers. Unclaimed papers and/or Scantron score sheets must be kept by the instructor for a minimum of sixty (60) instructional days following the end of the quarter.

Public Safety

The Bellevue College (BC) Public Safety Department's well trained and courteous non-commissioned staff provides personal safety, security, crime prevention, preliminary investigations, and other services to the campus community, 24 hours per day, 7 days per week. Their phone number is 425.564.2400. The Public Safety website is your one-stop resource for campus emergency preparedness information, campus closure announcements and critical information in the event of an emergency.

Public Safety is located in D-171 and on the internet:

<https://www.bellevuecollege.edu/publicsafety/> (Links to an external site.)

Incomplete

If a student fails to complete all the required work for course, an instructor may assign the grade of Incomplete ("F"). The student must complete the coursework by the end of the next quarter, or receive the assigned letter grade (usually an ("F").

F Grade

Students who fail a course will receive a letter grade of "F."

Important Links

See "Important Links" page online for more information about BC E-mail, access to MyBC, the Disability Resource Center (DRC), Public Safety, the Academic Calendar, the Academic Success Center, and more.

Disability Resource Center (DRC)

The Disability Resource Center serves students with disabilities. Common disabilities include physical, neurological (e.g. Autism, ADD/ADHD), and mental health (e.g. depression, anxiety). If you are a student who has a disability or if you think you may need accommodations in order to have equal access in your classes, programs, activities, and any other services, please contact the DRC.

If you require assistance in an emergency, please meet with your individual instructors to develop a safety plan for while in class and contact the DRC to develop a safety plan for while you are elsewhere on campus.

The DRC office is located in building B Room 132. You can contact the DRC by stopping by the office at B132, calling our front desk phone number (425) 564-2498, emailing drc@bellevuecollege.edu. Deaf students can reach us by calling TTY: (425) 564-6189, or by Skype (account name DRCatBC). For more information about the services we offer, including our Initial Access Application, visit our website at Disability Resource Center <http://www.bellevuecollege.edu/drc> ([Links to an external site.](#))

Service Animals are allowed in this classroom. Emotional Support Animals need to be approved through the DRC. All other animals will be asked to leave. If you believe you need your animal with you, please connect with the DRC and refrain from bringing your animal until a decision has been made.

Final Examination Schedule

[\(Links to an external site.\)Final Exam Schedule \(Links to an external site.\)](#)

The Social Science Division will adhere to the final examination schedule as stated in the BC schedule. Final examinations will be held at the end of each quarter at fixed times. Instructors will not give examinations in advance of the regular schedule. A student who is absent from any examination held at any time during the quarter may forfeit the right to make up the examination. If, for illness or some other circumstances beyond the student's control, the student is unable to be present at any scheduled examination and has contacted the instructor on a timely basis, the student may be permitted to take such examination at a time designed by the instructor.

Course Calendar

Week 1: [09/16/19 - 09/22/19]

Read: Chapter 1 - The Evolution of Criminal Investigation and Forensic Science

Participate: Week 1 Forum - Introduction to Class

Complete: In-Class Exercises

Week 2: [09/23/19 - 09/29/19]

Read: Chapter 2 - Legal Aspects of Investigation

Participate: Week 2 Forum

Complete: In-Class Exercises

Complete: Assignment

Complete: eExercise

Week 3: [09/30/19 - 10/06/19]

Read: Chapter 3 - Investigators, The Investigative Process, and the Crime Scene

Participate: Week 3 Forum

Complete: In-Class Exercises

Complete: Assignment
Complete: eExercise
Complete: Quiz

Week 4: [10/07/19 - 10/13/19]

Read: Chapter 4 - Physical Evidence
Participate: Week 4 Forum
Complete: In-Class Exercises
Complete: Assignment
Complete: eExercise

Week 5: [10/14/19 - 10/20/19]

Read: Chapter 5 - Interviewing and Interrogation
Read: Chapter 6 - Field Notes and Reporting
Participate: Week 5 Forum
Complete: In-Class Exercises
Complete: Assignment
Complete: eExercise
Complete: Quiz

Week 6: [10/21/19 - 10/27/19]

Read: Chapter 7 - The Follow Up Investigation and Investigation Resources
Participate: Week 6 Forum
Complete: In-Class Exercises
Complete: Assignment
Complete: eExercise

Week 7: [10/28/19 - 11/03/19]

Read: Chapter 8 - The Crime Laboratory
Participate: Week 7 Forum
Complete: In-Class Exercises
Complete: Assignment
Complete: eExercise
Complete: Quiz

Week 8: [11/04/19 - 11/10/19]

Read: Chapter 9 - Injury and Death Investigations
Participate: Week 8 Forum
Complete: In-Class Exercises
Complete: Assignment
Complete: eExercise

Week 9: [11/11/19 - 11/17/19]

Read: Chapter 10 - Sex Related Offenses
Participate: Week 9 Forum
Complete: In-Class Exercises

Complete: Assignment
Complete: eExercise
Complete: Quiz

Week 10: [11/18/19 - 11/24/19]

Read: Chapter 11 -Crimes Against Children
Read: Chapter 12 - Human Trafficking
Participate: Week 10 Forum
Complete: In-Class Exercises
Complete: Assignment
Complete: eExercise

Week 11: [11/25/19 - 12/01/19]

Read: Chapter 13: Robbery
Read: Chapter 14: Burglary
Complete: In-Class Exercises
Complete: Assignment
Complete: eExercise

Finals Week: [12/02/19 - 12/06/19]

Final Exam - Friday 12/06/19 @ 7:30am - 9:20am. Comprehensive final exam. Room D102 (same classroom).

[Final Exam Schedule \(Links to an external site.\)](#)

Additional Information

A note about accessing Canvas from the People's Republic of China: some users have reported that they do not have full access to all Canvas functionality from within the People's Republic of China. This appears to be due to Canvas' parent company, Instructure, not fully committing to Chinese government requirements regarding internet operations within the country. The Chinese government does not inform foreign entities of their policy updates; therefore, Bellevue College cannot anticipate access to Canvas.

If you will be in China during the quarter, you should prepare for intermittent and uncertain access to Canvas. Source: Access to Canvas in China
(<https://support.canvas.fsu.edu/kb/article/1157-access-to-canvas-in-china/>)