



CJ 301.001 Criminal Investigation COURSE SYLLABUS: Fall 2012

Professor: Louis Lufkin
Office Location: Ferguson SS 219
Office Hours: T/R 8am-9:15am or by appointment
Office Phone: 903-468-3259
Office Fax: 903-886-5330
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COURSE INFORMATION

Materials – Textbooks, Readings, Supplementary Readings:

Ogle, Jr., R. (2012). *Crime scene investigation and reconstruction*, 3e. Upper Saddle River, NJ: Prentice Hall.

Course Description:

An examination of theories and practices of the investigation process in the criminal justice system. An analysis of information and application of operational techniques relating to crime scenes, forensic sciences, interviews, and interrogations. A study of issues concerning rules of evidence, trial testimony, and other constitutional processes.

Student Learning Outcomes:

1. The student will become knowledgeable about the basic elements of investigation, including general forensic science, forensic photography, crime scene diagrams, physical evidence collection, fingerprint classification and processing, crime scene processing, special case crime scenes, bloodstain pattern documentation and analysis, suspect and live victim, report writing, and courtroom testimony.
2. The student will interact with guest speakers from local, state, and /or federal agencies, who are practitioners in different fields of criminal investigation.
3. As an active participant in a crime scene processing team, the student will perform analysis of a crime scene, set up by the professor or professor's designate.

TECHNOLOGY REQUIREMENTS

The following hardware and software are necessary in order to use eCollege:

Our campus is optimized to work in a Microsoft Windows environment. This means our courses work best if you are using a Windows operating system (XP or newer) and a recent version of Microsoft Internet Explorer (6.0, 7.0, or 8.0).

Your courses will also work with Macintosh OS X along with a recent version of Safari 2.0 or better. Along with Internet Explorer and Safari, eCollege also supports the Firefox browser (3.0) on both Windows and Mac operating systems.

It is strongly recommended that you perform a "Browser Test" prior to the start of your course. To launch a browser test, login to ECollege, click on the 'myCourses' tab, and then select the "Browser Test" link under Support Services.

For those of you who are not familiar with eCollege, I suggest you take the tutorial offered online. Should you have any questions, feel free to contact the folks in Technology Services.

ACCESS and NAVIGATION

This course will be enhanced using eCollege, the Learning Management System used by Texas A&M University-Commerce. To log in to the course, go to:

<https://leo.tamuc.edu/login.aspx>.

You will need your CWID and password to log in to the course. If you do not know your CWID or have forgotten your password, contact Technology Services at 903.468.6000 or helpdesk@tamuc.edu. Once you log in to eCollege, click on My Courses and select CJ 301 – Criminal Investigation.

Please note that this course is combination of face-to-face instruction and on-line instruction; and as such, many aspects of the course (including assignments / discussions / comments / exams, etc.) will be turned in / completed through eCollege. Your grades will also be available in eCollege.

After logging in to the course, students will notice that the weekly/unit content area is located on the left navigation bar. These weekly/unit content areas are identified as Week 1, Week 2, etc. (this corresponds to the course schedule located in the syllabus.)

Student should access course materials by clicking on the proper weekly/unit content area. Students should read the weekly overview that contains information about what is to be covered in class, along with a series of weekly tasks (these tasks correspond to the links available in each weekly unit and to what appears in the syllabus).

Students should then click on the **Lecture** link and take the time to read/view any material/presentations I have posted. The lecture/presentation is an attempt to integrate information from the course readings and includes information from the text/readings as well as other information that I consider important to your understanding of the subject matter.

Students will complete and submit any on-line assignments by clicking on the **Assignments** link that will be visible if an assignment is scheduled for that week. Students should be sure to submit any assignments according to established instructions and to submit any assignments into the properly named / numbered dropbox, if any. Any assignments are answered and grades are calculated within the eCollege system.

Students will complete assigned exams by clicking on the **Exam** link that will be visible, if an exam is scheduled for that week. Exams are answered and grades are calculated within the eCollege system

COURSE REQUIREMENTS

Instructional / Methods / Activities Assessments

This course consists of a series of activities and assessments to assist you in achieving the outcomes for the course. Each week you will work on various combinations of assignments, activities, discussions, guest lectures, readings, practical application activities, etc.

It is recommended that the student wear clothing appropriate for exposure to substances, such as fingerprint powder, soil, mild chemicals used for presumptive blood tests, water, etc. It is **mandatory** that each student bring their own surgical mask, goggles, and latex gloves on the particular days they will be needed. Some exposure to weather elements is probable, such as sun, heat, cold, rain, wind, etc. During the photography portion of the course, the student may use their own digital camera, (but it is not required) or one will be provided by the instructor, for the students' use.

Due to the technical nature of the materials being presented, it is highly recommended that the student take notes over the readings, videos, class lectures, guest speaker discussions, videos and practical application activities.

Attendance is required and class participation will be calculated toward a percentage of the student's overall final grade for the course.

Grading

A total of 400 points are attainable in the course. The breakdown of points is as follows:

Final Exam (practical and written)	1 @150 pts	= 150 points (37.5% of your grade)
Regular Exams	2 @50 pts	= 100 points (25% of your grade)
Reflection Paper	1 @70 pts	= 70 points (17.5% of your grade)
Crime Scene Practicals	6 @5 pts	= 30 points (7.5% of your grade)
In-class Exercises	6 @5 pts	= 30 points (7.5% of your grade)
Guest Speaker Days	4 @5 pts	= 20 points (5% of your grade)

		= 400 points total

The final grades in this course will be calculated according to the following scale:

- A 360-400 points
- B 320-359 points
- C 280-319 points
- D 240-279 points
- F 239 points and below

The student's grade in this course will be a direct result of the student's personal dedication to the course requirements. There will be no curving of grades.

COMMUNICATION AND SUPPORT

Interaction with Professor Statement:

The student may communicate with the professor via university e-mail, by telephone, or in-person according to the noted office hours or appointment requirements of the professor.

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Office: Ferguson SS 219
Office Phone: 903-468-3259
E-mail: Louis.Lufkin@tamuc.edu
Office Hours: **T/R** 8am-9:15am or by appointment

COURSE AND UNIVERSITY PROCEDURES/POLICIES

Course Specific Procedures:

Attendance Policy

The course meeting times are T/R, 9:30am-10:45am, according to the University schedule. It is each student's responsibility to attend the course meetings and complete any exercises, assignments, activities, and exams as outlined in this syllabus.

Exams, Guest Speakers, Practicals, and Assignments

There will be four guest speaker days and attendance is mandatory for receipt of points. There will be six regular crime scene practicals and attendance/participation is mandatory for receipt of points. There will be six in-class exercises and attendance/participation is mandatory for receipt of points. The tentative dates for these activities are listed at the end of this syllabus:

Examination Policy

There will be TWO regular exams, consisting of 50 questions each. The regular exams will be worth a total of 50 points each. They will be completed using the eCollege platform and will be multiple choice and true/false format. It is the student's responsibility to complete these exams by the due dates.

The Final Exam will be worth a total of 150 pts and will consist of a Practical Portion, worth 50pts and a Written portion, worth 100pts. Attendance and participation is mandatory for receipt of points. The written portion will be completed on Blue Scantron and will be multiple choice and true/false format. It is the student's responsibility to provide his/her own scantron and pencils. The written portion of the Final Exam will be administered during "Finals-Week". This written Final Exam will be comprehensive.

Academic Dishonesty

The University will strictly enforce policies regarding academic dishonesty. If you are found in violation of these policies, you will be reported to both the Department Head, as well as the Dean of the College of Arts and Sciences. These administrators may impose penalties, separate of my actions.

Penalties for academic dishonesty include, but are not limited to, receiving a failing grade, failing the course, and/or dismissal from the university.

Examples of academic dishonesty include, but are not limited to the following acts:

- Cheating-** Copying another's work, using unauthorized Materials during assignments or exams, perpetrating the work of another as your own, etc.
- Plagiarism-** Failure to site the work of another in your own submissions, perpetrating the work of another, etc.

Student Behavior

As stated in the student handbook: "All students enrolled at the University shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment". (See Student's Guide Handbook, Policies and Procedures, Conduct, for more information.) Class rules regarding electronic devices: iPods are not allowed during class meetings. Cell phones, pagers, and any other electronic devices should be set to silent or turned off. No texting during class meetings. If you receive an emergency call or text during class and it is of the magnitude that you should take the call or respond, please remove yourself from the class and I will see you the next class meeting date. No cell phones or other electronic devices should be visible or checked during class meetings or examinations. Computers of any sort will not be allowed during class, without expressed permission from the instructor. This means, you take notes the traditional way...with paper and pen/pencil. Please take care of restroom activities prior to class, however if you must go, during class, please make as little disruption as possible. All efforts should be made to keep any and all class interruptions at a minimum, out of respect for your fellow students and myself. At my discretion, you may be asked to leave for any activities deemed distracting to the class.

Make-up Work – Drop Policy

Make-up work will be handled on a case by case basis and ONLY with prior expressed approval from the professor. It is the student's responsibility to drop or withdraw from the course by the appropriate dates, according to the university calendar. **There will be no discussion of make-up work during class time. That is what office hours are for!**

University Specific Procedures:

Students with Disabilities:

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

Texas A&M University-Commerce

Gee Library

Room 132

Phone (903) 886-5150 or (903) 886-5835

Fax (903) 468-8148

StudentDisabilityServices@tamuc.edu

COURSE OUTLINE / CALENDAR

<u>DATE</u>	<u>ACTIVITY</u>	<u>LOCATION</u>	<u>POINTS</u>
8/28	(Teams A,B,C,D) In-Class Lecture Ch. 1	AG/IT 253	n/a
8/30	(Teams A/B) Practical Ch. 2 (Teams C/D) In-Class Ex. Ch. 2	Berry Hall 2-D AG/IT 253	5 pts. 5 pts.
9/4	(Teams A/B) In-Class Ex Ch. 2 (Teams C/D) Practical Ch. 2	AG/IT 253 Berry Hall 2-D	5 pts. 5 pts.
9/6	(Teams A/B) Practical Ch. 3 (Teams C/D) In-Class Ex Ch. 3	Berry Hall 2-D AG/IT 253	5 pts. 5 pts.
9/11	(Teams A/B) In-Class Ex Ch. 3 (Teams C/D) Practical Ch. 3	AG/IT 253 Berry Hall 2-D	5 pts. 5 pts.
9/13	(Teams A/B) Practical Ch. 4 (Teams C/D) In-Class Ex Ch. 4	Berry Hall 2-D AG/IT 253	5 pts. 5 pts.
9/18	(Teams A/B) In-Class Ex Ch. 4 (Teams C/D) Practical Ch. 4	AG/IT 253 Berry Hall 2-D	5 pts. 5 pts.
9/20	(Teams A/B) Practical Ch. 5 (Teams C/D) In-Class Ex Ch. 5	Berry Hall 2-D AG/IT 253	5 pts. 5 pts.
9/21	Exam #1: Due by 11:59pm, Friday 9/21/12	eCollege	50 pts.
9/25	(Teams A/B) In-Class Ex Ch. 5 (Teams C/D) Practical Ch. 5	AG/IT 253 Berry Hall 2-D	5 pts. 5 pts.
9/27	(Teams A,B,C,D) Practical CH. 6 (Teams A,B,C,D) Take-home In-Class Ex	AG/IT 253	5 pts. 5 pts.

<u>DATE</u>	<u>ACTIVITY</u>	<u>LOCATION</u>	<u>POINTS</u>
10/2	(Teams A,B,C,D) In-Class Lecture Ch. 7	AG/IT 253	n/a
10/4	(Teams A/B) Practical Ch. 7 (Teams C/D) In-Class Ex Ch. 7	Berry Hall 2-D AG/IT 253	5 pts. 5 pts.
10/9	(Teams A/B) In-Class Ex Ch. 7 (Teams C/D) Practical Ch. 7	AG/IT 253 Berry Hall 2-D	5 pts. 5 pts.
10/11	(Teams A,B,C,D) In-Class Lecture CH. 8	AG/IT 253	n/a
10/19	Exam #2: Due by 11:59pm, Friday 10/19/12	eCollege	50 pts.
10/16	(Teams A,B,C,D) In-Class Lecture CH. 14a	AG/IT 253	n/a
10/18	(Teams A,B,C,D) In-Class Lecture CH. 14b	AG/IT 253	n/a
10/23	(Teams A,B,C,D) Guest Speaker	AG/IT 253	5 pts.
10/25	(Teams A,B,C,D) Guest Speaker Reflection Paper is due: Bring to class	AG/IT 253	5 pts. 70 pts.
10/30	(Teams A,B,C,D) Guest Speaker	AG/IT 253	5 pts.
11/1	(Teams A,B,C,D) Report Writing Lecture	AG/IT 253	n/a
11/6	(Teams A,B,C,D) Report Writing Practical	AG/IT 253	5 pts.
11/8	(Teams A,B,C,D) Courtroom Testimony Lecture	AG/IT 253	n/a
11/13	(Teams A,B,C,D) Guest Speaker	Ag/IT 253	5 pts.
11/15	(Teams A/B) Skills Check	Berry Hall 2-D	n/a
11/20	(Teams C/D) Skills Check	Berry Hall 2-D	n/a
11/27	(Team A) Final Exam Practical	Berry Hall 2-D	50 pts.
11/29	(Team B) Final Exam Practical	Berry Hall 2-D	50 pts.
12/4	(Team C) Final Exam Practical	Berry Hall 2-D	50 pts.
12/6	(Team D) Final Exam Practical	Berry Hall 2-D	50 pts.
TBA	Written Final Exam	AG/IT 253	100 pts.

*****Print this receipt. Print your name, sign, and date this receipt. Bring this with you on the first day of class*****

RECEIPT

COURSE: CJ 301 – CRIMINAL INVESTIGATION

MEETINGS: T-R, 9:30am-10:45am

I have received, in writing, and have full knowledge of the necessary information as set forth in this syllabus.

PRINTED NAME: _____

SIGNATURE: _____

DATE: ____ / ____ / ____

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