



# South Plains College

*"SOUTH PLAINS COLLEGE IMPROVES EACH STUDENT'S LIFE"*

---

## **Criminal Investigations – CRIJ-2314-001**

### **Instructor Contact and Office Hours**

Instructor: Craig Allen, Instructor in Law Enforcement Technology

Email: [callen@southplainscollege.edu](mailto:callen@southplainscollege.edu)

Phone: (806) 716-2558. Please leave me a message if I am not available to answer your call.

Office Location: Law Enforcement Technology Building, Room 111. Levelland Campus

### **Office Hours for Fall 2021**

Monday – 8:00 am – 9:00 am

Tuesday - 8:00 am – 9:00 am and 1:30 pm – 2:30 pm

Wednesday - 8:00 am – 9:00 am

Thursday - 8:00 am – 9:00 am and 1:30 pm – 2:30 pm

Friday – By appointment only

Virtual Office Hours – By appointment only

## **Criminal Investigations – Syllabus**

**Department:** Professional Services and Energy

**CRIJ 2314 Course Description:** This course is a study of investigative theory, the collection and preservation of evidence, sources of information, concepts of interviewing and interrogation, the use of forensic sciences and trial preparation.

**CRIJ 2314 partially satisfies a Core Curriculum Requirement:** Although Criminal Investigations is not a Core Curriculum course, it does address these Core Curriculum objectives.

### Core Curriculum Objectives addressed:

- **Communications skills**—to include effective written, oral and visual communication
- **Critical thinking skills**—to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information
- **Teamwork**—to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal
- **Personal Responsibility**—to include the ability to connect choices, actions, and consequences to ethical decision-making.

**Student Learning Outcomes:** Upon successful completion of this course, students will:

1. Define criminal investigation
2. Summarize the goals of an investigation and describe the functions of the different members of the investigative team.
3. Describe the legal aspects of a criminal investigation related to arrests, searches and seizures.
4. Identify methods of investigation documentation including written notes, photography and sketching.
5. Demonstrate effective report writing and discuss its importance and impact on criminal investigation.
6. Describe the components of forensic science and how it's used to support the investigative process.
7. Explain investigative techniques used criminal activities such as sex offenses, property crimes, assaults and cyber-crimes.

## Criminal Investigations – Class Policies

### Required Materials for Class

**Textbook:** *Criminal Investigation 11th Edition*. Hess, Orthmann and Cho. Cengage Publishing.  
ISBN 978-1-285-86261-3

**Materials:** Highlighters, pens, pencils, notepad for taking notes

### Technology Requirements:

1. SPC username and password
2. SPC email address
3. Regular access to a computer
4. Regular access to reliable internet service Free Access to Microsoft Word Office 365 ([southplainscollege.edu](http://southplainscollege.edu))

## Grades and Assessment of Work in Class

Grades are determined by the following scale:

900 – 1000 points = A

800 – 899 points = B

700 – 799 points = C

600 – 699 points = D

599 and below = F

Formative Assessments consisting of quizzes, Discussion Boards, journals and other assignments as assigned	500 points
Summative Assessments consisting of 3 Major Exams and a Final Exam	400 points
1 - Essay	100 points
<b>TOTAL</b>	<b>1000 points</b>

*\*I reserve the right to make changes in grade calculation policies at my discretion*

The grades you receive on your assignments, quizzes, homework, digital work, drafts, revisions, papers, and exams are indicators of your progress toward mastering the course objectives. Student grades will be posted in the Blackboard gradebook. It is each student's responsibility to continually monitor academic progress posted in each student's grade book on Blackboard.

## General Assignment Information

- **Writing assignments:** Your writing assignments will consist of essays, journals or discussion boards of various topics, lengths, and styles. You will receive a set of specific instructions for each writing assignment. You are expected to turn in every part of an assignment according to the dates listed on the course outline, and announced in class.
- **Digital homework (weekly):** Every week, you will have assignments to complete in Blackboard. These may include discussions in the discussion board in Blackboard, quizzes or other assignments as assigned by the instructor. Digital homework cannot be made up if missed, unless the instructor grants permission (e.g., due to an unforeseen circumstance):
  - Having technical difficulties is not an excuse for missing homework.
  - It is ***YOUR responsibility to locate a working computer and an internet connection. It is suggested that you use a computer and not a cell phone to complete assignments. It is the student's responsibility to file tech support tickets, and/or contact tech support*** to report a problem with Blackboard.

- **If you are having issues with Blackboard, please email me to let me know, then contact** Blackboard Technical Support at blackboard@southplainscollege.edu or (806) 716-2180.
- **Reading Quizzes:** You will have reading quizzes covering the required reading material. Quizzes are designed to assess your understanding of the material reviewed in class and read about in the chapters. You will have the opportunity to take each quiz multiple times. Your final submission will be counted as your grade. All quizzes are taken in Blackboard and are timed. Quizzes cannot be made up if missed.
- **Major Exams:** You will have three major exams, which will cover the concepts learned up until that point. Exams will be conducted in person or via Blackboard at the discretion of the instructor. During in person exams, everything you brought to class that day will be kept out of sight the entire time. This includes all electronic devices (i.e., cell phones, tablets, laptops, smart watches, etc.), notebooks, backpacks, textbooks, etc. Students may not wear headgear during the exam (e.g., no headphones/earbuds, no sunglasses).
  - **Missed exam:** If a student misses an in-person exam, the student will receive a 0 for the exam. **HOWEVER:**
    - if you have documentation for missing the exam (e.g., an official doctor's note), then you may make up the exam within the next week. It is the student's responsibility to schedule a time with the instructor to take the exam during the instructor's office hours. Failure to schedule a time to take the exam within the required time will result in a 0 for the exam.
    - Exams conducted on Blackboard cannot be made-up if missed.

## **Classroom Policies, Assignment Policies, and Due Dates**

### **Assignment Deadlines and Requirements**

1. Students are expected to submit college level work **on time, on the date on which the assignment is due**. **No late work will be accepted in the class. Please plan your time accordingly!**
2. All work is expected to contain professional and appropriate language, correct grammar, correct spelling, and complete sentences.
3. All writing assignments must be in the **APA format** ([https://owl.purdue.edu/owl/research\\_and\\_citation/apa\\_style/apa\\_formatting\\_and\\_style\\_guide/general\\_format.html](https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/general_format.html)), unless otherwise noted.
4. Writing assignments are to be submitted in WORD format. Each student at South Plains College is given a Microsoft\_365 account and it should be used for assignments. Assignments will be submitted via Blackboard or Turnitin per the assignment directions. Do not send assignments to the instructor's email unless specifically instructed to do so. If you do not understand the method of submission, speak with the instructor for further clarification.

5. All essays will be submitted through the Turnitin link in Blackboard. TURNITIN is a powerful program that helps detect plagiarism or improper use of sources in papers, as well as grammatical errors. Once your paper has been graded in TURNITIN Feedback Studio, you will be able to view my comments and marks on your paper. TURNITIN accepts the following file types: Microsoft Word, WordPerfect, PDF, RTF, OpenOffice (ODT), Google Docs.

## Unforeseen Circumstances

If a student is dealing with an unforeseen circumstance (e.g., a death in the family, an illness), **the student should contact the instructor immediately, before the due date of an assignment.** Please do not assume that the instructor will change the date of an assignment, or extend the date, due to an unforeseen circumstance. *It is only at the instructor's discretion that a due date may be amended or extended.* If a date is changed, it will only be changed/amended/extended once. After that, a grade of 0 will be given for additional missed assignments. The student is given plenty of time to complete each assignment. Failure to manage your time or waiting until the last minute is not a “unforeseen circumstance” that warrants and extension of the due date.

## Attendance

- Students are expected to attend **all class sessions, and attend class on time.** Being late is disruptive and disrespectful to the class. Please see the Disruptive Behavior policy, below.
- Students will be given four (4) absences to be used throughout the semester.
- If a student has five (5) or more absences, the student may be dropped from the course with a grade of F.
- You are an important part of the class. If you can't be at class, please notify the instructor by email.
- Attendance for online classes is made by logging in to Blackboard, completing assignments and participating in any other online activities required by the class.

## Cellphone/Laptop/Tablet Usage in Class

Cellphones, tablets, and/or laptops may be used in the class for note-taking and academic purposes only. These devices should be kept on mute or off mode. No audible or videotaping is allowed without prior approval of the instructor. Taking phone calls in class is prohibited. Everyone in class is an adult and should act accordingly. If an emergency exists or you must take a phone call, you need to leave the room. If your call becomes lengthy and you miss 15 minutes of class, you will be marked absent. If phone calls become excessive, you will be asked to leave class and will be marked as absent. If I see anything distracting such as texting, I will ask you once to put the item (e.g., cell phone) away. If the behavior continues, and I have to ask you a second time, you will be asked to leave the class, which will count as an absence for that day.

## Disruptive Behavior

You are an adult, and as such, you will be treated as one, with respect and professionalism, in the class! Being an adult also means being respectful to those around you. Do your best to be respectful of others and their right to learn in a peaceful environment in all aspects of classroom behavior. Disruptive behavior includes, but is not limited to creating distractions, talking out of turn, talking with classmates during lecture, wandering in and out of class, chronically showing up late, chronically leaving early, improper use of technology or sleeping in class. Earbuds or other personal headphone devices will not be used in class. "Failure to comply with lawful directions of a classroom teacher relative to maintaining good order is considered misconduct on the part of the student. Repeated violations of disrupting a class will result in the student being dropped from the course." (See Student Guide)

*\*\*\*If the instructor deems a student unprepared in any manner (e.g., consistently not bringing required materials/homework to class), and/or, if a student disrupts the learning environment, he/she will be asked to leave the class. If a student is asked to leave the class, this will result in an absence for that day, and this absence does count towards the student's allowable total of absences for the semester. If the student is continually unprepared for class in any way, and/or continually disrupts the learning environment, that student may be dropped from this course with the grade of F.*

## Plagiarism and Cheating

Students are expected to do their own work on all projects, quizzes, assignments, digital homework, exams, and papers. Failure to comply with this policy will result in an F for the assignment and can result in an F for the course if circumstances warrant. Additionally, a student may be asked to meet with the Dean of Students for further disciplinary action.

### What is Plagiarism?

Plagiarism violations include, but are not limited to, the following:

1. Turning in a paper that has been purchased, borrowed, or downloaded from another student, an online term paper site, or a mail order term paper mill;
2. Cutting and pasting together information from books, articles, other papers, or online sites without providing proper documentation;
3. Using direct quotations (three or more words) from a source without showing them to be direct quotations and citing them; or
4. Missing in-text citations.

**Cheating violations include, but are not limited to, the following:**

1. Two or more students turning in an assignment with the same answers;
2. Obtaining an examination by stealing or collusion;
3. Discovering the content of an examination before it is given;
4. Using an unauthorized source of information (notes, textbook, text messaging, internet) during an examination, quiz, or homework assignment;
5. Entering an office or building to obtain unfair advantage;

6. Taking an examination for another;
7. Altering grade records;
8. Copying another's work during an examination or on a homework assignment;
9. Rewriting another student's work in Peer Editing so that the writing is no longer the original student's;
10. Taking pictures of a test, test answers, or someone else's paper.

## Student Responsibilities

### As a student, you are responsible for:

1. the learning process, including preparation for class, such as reading and homework; participation in class discussions, including asking relevant questions; getting assignments and/or notes if absent; and accepting responsibility for not understanding an assignment or failing an assignment,
2. having an appropriate attitude and using appropriate language in academic environments; not use condescending, inflammatory, threatening, or profane rhetoric, whether verbally or in written form, in academic environments,
3. having respectful behavior toward instructor and classmates in order to contribute to the atmosphere necessary for learning,
4. courteous actions to others, especially by putting away cell phones and other distractions while in class,
5. consistently monitoring grades and academic progress in the course (in the gradebook in Blackboard),
6. submitting all assignments in accordance with due dates, formats, and requirements,
7. avoiding all forms of cheating and plagiarism on all assignments, including improper collaboration with others,
8. asking questions (to the instructor) when something is unclear.

## Institutional Policies

### Academic Integrity/Plagiarism

It is the aim of the faculty of South Plains College to foster a spirit of complete honesty and a high standard of integrity. The attempt of any student to present as his or her own any work which he or she has not honestly performed is regarded by the faculty and administration as a serious offense and renders the offender liable to serious consequences, possibly suspension. **Unless otherwise noted, all assigned homework is designed to be an individual exercise with the purpose of increasing reading skills, writing skills, and comprehension. Students who present work that may not be their own will receive an F for that assignment/paper/digital homework/quiz/ exam. Additionally, the student may be referred for disciplinary action, and/or maybe dropped from the course with the grade of F.**

## Campus Concealed Carry Statement

Texas Senate Bill - 11 (Government Code 411.2031, et al.) authorizes the carrying of a concealed handgun in South Plains College buildings only by persons who have been issued and are in possession of a Texas License to Carry a Handgun. Qualified law enforcement officers or those who are otherwise authorized to carry a concealed handgun in the State of Texas are also permitted to do so. Pursuant to Penal Code (PC) 46.035 and South Plains College policy, license holders may not carry a concealed handgun in restricted locations. For a list of locations and Frequently Asked Questions, please refer to the Campus Carry page at: <http://www.southplainscollege.edu/campuscarry.php> Pursuant to PC 46.035, the open carrying of handguns is prohibited on all South Plains College campuses. Report violations to the College Police Department at 806-716-2396 or 9-1-1.

## Campus Resources

**Advising & Testing:** Students may contact the advising and testing center for information regarding TSI or other tests required by programs at SPC and/or advising services. Please call 806-716-2366 (Levelland Campus), 806-716-4606.

**Tutoring:** Please visit the Teaching and Learning Center, third floor of the Library Building, Levelland campus. Contact Dr. Gail Malone, or Dalila Gonzales, at 806-716-2241 or [dgonzales@southplainscollege.edu](mailto:dgonzales@southplainscollege.edu). Each semester, tutor schedules will be posted in our classroom and various other locations around campus as they become available. Please make special note that all tutoring services at SPC are free to students.

**Health & Wellness Center:** The counselors at the Health & Wellness center can advise you confidentially. They can also help you access other resources on campus and in the local community. You can schedule an appointment with a counselor by calling 806-716-2529.

**Health Clinic:** Students taking at least 6 hours on the Levelland Campus have free access to our on campus health clinic. They are able to have an office visit with a nurse and a doctor as well as receive information for assistance with prescriptions. Monday thru Friday, 8:00 am – 3:00 pm. To make an appointment call: 806-716-2576.

## COVID Information

If you are experiencing any of the following symptoms please do not attend class and either seek medical attention or get tested for COVID-19.

- Cough, shortness of breath, difficulty breathing
- Fever or chills
- Muscles or body aches
- Vomiting or diarrhea
- New loss of taste and smell

Please also notify DeEtte Edens, BSN, RN, Associate Director of Health & Wellness, at [dedens@southplainscollege.edu](mailto:dedens@southplainscollege.edu) or 806-716-2376.



## **Diversity Statement**

In this class, the teacher will establish and support an environment that values and nurtures individual and group differences, and encourages engagement and interaction. Understanding and respecting multiple experiences and perspectives will serve to challenge and stimulate all of us to learn about others, about the larger world and about ourselves. By promoting diversity and intellectual exchange, we will not only mirror society as it is, but also model society as it should and can be.

## **Student Code of Conduct Policy**

Any successful learning experience requires mutual respect on the part of the student and the instructor. Neither instructor nor student should be subject to others' behavior that is rude, disruptive, intimidating, aggressive, or demeaning. Student conduct that disrupts the learning process or is deemed disrespectful or threatening shall not be tolerated and may lead to disciplinary action and/or removal from class.

## **Students with Disabilities**

Students with disabilities, including but not limited to physical, psychiatric, or learning disabilities, who wish to request accommodations in this class should notify the Disability Services Office early in the semester so that the appropriate arrangements may be made. In accordance with federal law, a student requesting accommodations must provide acceptable documentation of his/her disability to the Disability Services Office. For more information, call or visit the Disability Services Office at Levelland (Student Health & Wellness Office) 806-716-2577, Reese Center (Building 8) 806-716-4675, or Plainview Center (Main Office) 806-716-4302 or 806-296-9611.

## **Title IX Pregnancy Accommodation Statement**

If you are pregnant, or have given birth within six months, Under Title IX you have a right to reasonable accommodations to help continue your education. To activate accommodations you must submit a Title IX pregnancy accommodations request, along with specific medical documentation, to the Director of Health and Wellness. Once approved, notification will be sent to the student and instructors. It is the student's responsibility to work with the instructor to arrange accommodations. Contact Chris Straface, Director of Health and Wellness, at 806-716-2362 or email [cstraface@southplainscollege.edu](mailto:cstraface@southplainscollege.edu) for assistance.

## Tentative Course Schedule – CRIJ 2314

**\*\*\*\*\*Please note: I reserve the right to change this tentative schedule. If a change is made, it will be announced in class, and updated schedules will be made available on Blackboard.**

**This is NOT a schedule of weekly homework assignments! This is a tentative schedule of the topics and textbook chapters to be covered weekly.**

Week	Topic
1 – August 30 – September 4	<i>Introduction to Class - Syllabus; APA Formatting</i> <i>Chapter 1 - Criminal Investigation - An Overview</i>
2 – September 5 - 11	Chapter 1 continued <b>Quiz #1</b> <b>Journal #1</b>
3 – September 12 - 18	<i>Chapter 2 - Basic Investigative Responsibilities</i>
4 – September 19 - 25	<i>Chapter 2 - Basic Investigative Responsibilities continued</i> <b>Quiz #2</b> <b>Journal #2</b>
5 – September 26 – October 2	<i>Chapter 3 - Writing Effective Reports</i> <b>Quiz #3</b> <b>Journal #3</b> <b>Exam #1</b>
6 – October 3 – October 9	Chapter 4 - Searches <b>Quiz #4</b> <b>Journal #4</b>
7 – October 10 - 16	Chapter 5 - Forensics/Physical Evidence
8 – October 17 - 23	<i>Chapter 5 - Forensics/Physical Evidence continued</i> <b>Quiz #5</b> <b>Journal #5</b>
9 – October 24 - 30	Chapter 8 - Death Investigations <b>Quiz #6</b> <b>Journal #6</b>
10 – October 31 – November 6	<i>Chapter 11 - Crimes Against Children</i> <b>Quiz #7</b> <b>Journal #7</b> <b>Exam #2</b>

11 – November 7 - 13	Chapter 19 - <i>Criminal Activities of Gang and Other Dangerous Groups</i> <i>Quiz #8</i> <i>Journal #8</i>
12 – November 14 - 20	TBD <i>Quiz #9</i> <i>Journal #9</i>
13 – November 21 - 27	TBD <i>Journal #10</i>
14 – November 28 – December 4	TBD <i>Quiz #10</i>
15 – December 5 - 11	<i>Exam #3</i> <i>Final Exam Review</i> <i>Course Evaluation</i>
16 – December 12 - -16	<b>Final Exam</b>

The intention of the master syllabus is to provide an outline of the contents of this course, as specified by faculty of the Professional Services and Energy Department at South Plains College, regardless of who teaches the course, when it is taught or where it is taught. Faculty members teaching this course for South Plains College are expected to facilitate learning pursuant to the course objectives. However, instructors also are encouraged to cover additional topics of interest so long as those topics are relevant to the course's subject. The master syllabus is, therefore, prescriptive in nature but also allows for a diversity of individual approaches to course material.