

**Upper Iowa University
External Degree Program**

CJ 362-07 Criminal Investigations

COURSE DESCRIPTION:

Fundamentals of criminal investigation: crime scene search and recording; collection and preservation of physical evidence; scientific aids; modus operandi; sources of information; interview and interrogation; follow-up and case preparation. Special emphasis on leadership and management actions taken to enhance investigative efforts. Prerequisite SOC 110. Same as SOC 362. Three semester credits.

MAJOR GOALS AND OBJECTIVES OF THE COURSE:

The course is designed to provide the student an opportunity to examine the criminal investigation process.

1. Evaluate and plan investigative strategies for criminal cases.
2. Explain the scientific foundation of the analysis of evidence.
3. Identify current issues in criminal investigation.

REQUIRED MATERIALS:

1. The following textbook is required for the course: *Criminal Investigation* 9th edition by Swanson, Chamelin, Territo, and Taylor.
2. Syllabus

You may purchase your textbook through MBS Direct by calling their toll free number at: 800-325-3252 or through the UIU homepage: www.uiu.edu. Click on the link for current students then select order textbooks from the options in the left hand column. Follow the link and select External Degree for your location.

WRITING PROFICIENCY:

It is recommended that all papers and research are done in the APA style. We expect appropriate writing skills of proper grammar, punctuation, sentence structure, paragraph development, and logical sequence of thought in all written work, and exams.

It is recommended that all students purchase the APA guide/manual listed on the UIU website. *Publication Manual of the American Psychological Association*. \$27.00 new.

CITATION:

Encyclopedias of any kind, including the very popular Wikipedia, are not primary sources and should not be cited or used in constructing academic papers at the graduate or undergraduate level. They can, however, be useful to help gather some background information and to point the way to more reliable sources.

EXAMINATION INFORMATION:

Students will be required to take two proctored examinations, Exam One and Three. These two examinations will consist of multiple choice and short answer/essay.

EXAMS AND ASSIGNMENTS:

There are two proctored examinations, a research paper and unit assignments scheduled during the course. The examinations will be a combination of multiple choice and short answer/essay questions. Examinations one and three are closed book and will be proctored exams. The unit study questions will be short writing assignments demonstrating class participation. Units two and four will include additional multiple choice and short answer/essay questions. The research paper must follow the APA (American Psychological Association) writing style. The APA maintains a WEB site (www.apa.org) if you need assistance in this writing style. The APA also publishes a writer's guide – most libraries have this guide in their reference section.

NOTE: In order to pass this course, you must get a passing grade ("D" or better), on at least one of the proctored exams and have enough cumulative points to earn a passing grade.

COURSE FORMAT:

Please note this schedule is subject to change, revision or modification to enhance the student's learning of the subject material.

1. Unit One

- Chapter One: The Evolution of Criminal Investigation and Criminalistics
- Chapter Two: Legal Aspects of Investigation
- Chapter Three: Investigators, Investigative Process, and Crime Scene
- Chapter Four: Physical Evidence
- Chapter Five: Interviewing and Interrogation

UNIT ONE STUDY QUESTIONS DUE (Study questions for chapters 1-6)

2. EXAM ONE – Closed book and proctored

3. Unit Two

- Chapters Six: Field Notes and Reporting

- Chapter Seven: Follow Up Investigation/Investigative Resources
- Chapter Eight: Crime Lab and Crime Scene Reconstruction
- Chapter Twenty One: Trial Process and Investigator as a Witness

UNIT TWO DUE (Study questions for chapters 6, 7, 8, and 21) Case, multiple choice and short answer/essay questions.

4. Unit Three

- Chapters Nine: Injury and Death Investigations
- Chapter Ten: Sex-Related Offenses
- Chapter Eleven: Crimes Against Children
- Chapter Twelve: Robbery
- Chapter Thirteen: Burglary
- Chapter Fourteen: White-Collar Crime and Larceny

UNIT THREE STUDY QUESTIONS DUE (Study questions for chapters 9-14)

5. UNIT THREE EXAM– Closed book and proctored

6. Unit Four

- Chapters Fifteen: Vehicle Thefts and Related Offenses
- Chapter Sixteen: Computer Crime
- Chapter Seventeen: Agricultural, Wildlife, and Environmental Crime
- Chapter Eighteen: Arson and Explosives
- Chapter Nineteen: Recognition, Control, and Investigation of Drug Abuse
- Chapter Twenty: Terrorism

UNIT FOUR STUDY QUESTIONS DUE (Study questions for chapters 15-20, multiple choice and short answer/essay questions.)

7. Unit Five - Research Paper Due

GRADING:

There will be four components of your final grade:

- two exams valued at 100 points each for a total of 200 points
- the research paper valued at 150 points
- unit questions are valued at 10 points each for a total of 210 points
- Unit 2 and 4 multiple choice, short answer/essay sections valued at 100 points each for a total of 200 points.

The following will assess the, research paper, unit questions and exams:

1. The extent and quality of research.
2. Balance of fact and opinion.
3. Quality of writing (level of readability, grammar, spelling and APA writing style)
4. Quantity of effort.
5. The acceptability of perspectives in the theory of and practice of criminal investigation.

Grades will be earned by using the following point scale:

A = 684 - 760

B = 608 - 683

C = 532 - 607

D = 456 - 531

F = 000 – 455

UPPER IOWA UNIVERSITY USES A STANDARD GRADING SYSTEM:

A = All work is excellent, shows exceptional understanding of materials; logical, clear, and insightful written and oral work, incorporates knowledge from other sources and moves easily to the next level of understanding, works well beyond minimum requirements.

B = Understanding material is good to very good, demonstrates good grasp of material, good oral and written skills, produces more than the minimum requirements, quality of all work is high.

C = Satisfactory understanding of the material, submits only the minimum requirements, communicates adequately in oral and written formats, displays an adequate understanding of all basic concepts.

D = Quality and quantity written and oral work is below average and barely acceptable.

F = Quality and quantity written and oral work is unacceptable.

LIBRARY RESOURCES:

As a student of Upper Iowa University, you have access to the resources of the Henderson-Wilder Library on the Fayette campus. If travel to the campus is not feasible, you can access the library through the University's website. Go to: www.uiu.edu and click on the Library option located on the left side of the home page. If you would like to use InfoTrac, please contact the UIU Library staff at library@uiu.edu.

STUDY HINTS:

I offer you several important clues for completing the exams, case studies and research paper. First, read each exam question carefully. There are no trick questions, but the correct response to a question may hinge on one word. Second, when completing the writing assignments make sure you have addressed all components of the question. Your grade (points awarded) for each writing assignment will be affected by your writing skills. You must strive for a neat and

accurate work product using your best writing skills. Third, there is no penalty for guessing at an exam question, so always respond to all exam questions.

SUBMITTING YOUR WORK FOR GRADING:

SUBMITTING YOUR WORK BY MAIL:

If you are submitting your work by mail, be sure to ***SUBMIT YOUR WORK FOR GRADING AS ONE COMPLETE UNIT, NOT ONE ASSIGNMENT AT A TIME. IN OTHER WORDS, YOU SHOULD HAVE FIVE SUBMISSIONS. UNIT ONE, TWO, THREE, FOUR, AND FIVE (the research paper)***. You should attach an assignment cover sheet to each unit's answers and submit them. Assignment cover sheets are included in this syllabus. As you are submitting your work, you shall be responsible for submitting the study questions for each chapter, the take home exams, and the research paper. You can send your work to the following address:

Kelly Meggers
P.O. Box 2669
Cedar Rapids, Iowa 52406

SUBMITTING YOUR WORK BY EMAIL:

If you are submitting your work by email, please follow the guidelines included in the course packet, titled Email Course Submission Procedures. Send you email submissions to the following email address: meggersk@peacocks.uiu.edu.

- I will send you confirmation that I've received your submission. **If you don't get anything from me within two days, saying that I've received your work, it is your responsibility to contact me and make sure that I have received your work.**
- Finally, I actually prefer getting your assignments by email, so if you have the ability to do it this way, that would be great! If not, old-fashioned mailing works just fine too.

Always make a copy of your writing assignment. Use the required cover sheet and attach it to each assignment. All writing assignments must be word-processed or typed using double spacing. Submit your request to take an exam directly to the External Degree office. Please, also, take note of any other guidelines that the External Degree office maintains.

CHEATING, ACADEMIC DISHONESTY AND PLAGIARISM:

Because cheating, academic dishonesty and plagiarism are affronts to the University community as a whole and a denial of the offender's own integrity, they will not be tolerated. Cheating includes but is not limited to:

- the use of unauthorized books, notes or other sources in the giving or securing of help in an examination or other course assignments,
- the copying of other students' work or allowing others to copy your work,
- the submission of work that is not your own or allowing others to submit your work as theirs,

- the submission of the same work for two or more classes without the approval of any instructors involved.

Academic dishonesty includes, but is not limited to:

- sharing academic materials knowing they will be used inappropriately,
- having access to another person's work without permission,
- providing false or incomplete information on an academic document,
- changing student records without approval.
- obtaining and using texts intended for instructor use only.

Plagiarism includes, but is not limited to:

- the presentation of another's published or unpublished work as one's own,
- taking words or ideas of another and either copying them or paraphrasing them without proper citation of the source,
- using charts, graphs, statistics or tables without proper citation.

Detected cheating, academic dishonesty, or plagiarism will result in consequences that may, at the instructor's discretion, include course failure. In addition, an offender may be reported to the Senior Vice President for the Extended University, the Dean of the Extended University, or designee for possible disciplinary action, which may include suspension or dismissal from the University. Upper Iowa University may make use of various plagiarism detection services. Individuals, by enrolling in courses offered by the University, consent to submission by the University of course-related assignments to such services and the retention of a copy of such assignments by the service.

Cheating, academic dishonesty and plagiarism infractions are tracked by the Dean of the Extended University, and cumulative evidence collected from multiple incidents will be considered when making suspension or dismissal decisions.

Extended University Catalog 2006/07 page 94.

http://www.uiu.edu/catalogs/eu/html/univ_policies.html#cheating

ATTENDANCE:

Even though a student does not attend a regular classroom in the traditional sense and keep up with a set schedule of assignments, it should be pointed out how important it is to keep yourself on a regular timely schedule if possible to complete and send in units. It is too easy to set work aside and decide to do it later. Suddenly, the need to complete assignments and get them in by deadlines can become stressful and, at times, impossible. The key would be to set time aside on a regular basis and submit work in a timely manner.

WITHDRAWAL:

If you wish to withdraw prior to the last day of the enrollment period you must contact the External Degree office by telephone or in writing. After your original six-month enrollment period, you no longer have the option to withdraw from the course. You must finish the course or have a final grade assigned based on the coursework submitted.

SPECIAL NEEDS:

If you require accommodations for special needs, you are responsible for providing documentation of required accommodations to: Director of External Degree.

This syllabus is tentative and subject to change.