Administration of Justice 111 – Criminal Investigation
Fall 2015 Syllabus
(Revised 8/15/2015)

Class Schedule: Tuesday 1830-2140 hours (6:30PM - 9:40PM)
Location: Industry and Technology Education Center (ITEC) Room 230
Units/Lecture Hours 3 Units / 54 Hours (anticipate six [6] hours of work outside of class)
Instructor: Professor Mark C. Fields
Email: mfields@elcamino.edu
Telephone: 310.660.3593 ext. 3131
Please visit my faculty webpage at http://www.elcamino.edu/faculty/mfields/
Twitter: @AskProfMCFields

Contact Information

*****The best way to contact me is through the Etudes Private Message feature*****

Office Location: ITEC Room 231

Office Hours:
Tuesday 5:30 pm to 6:30 pm Office or Online
Wednesday 7:30 am to 8:30 am
Thursday 8 am to 9:30 am
Or by appointment as needed

REQUIRED TEXT:

YES – The text is required!!! It is a valuable tool in your educational journey.

CRIMINAL INVESTIGATION

Author: BRANDL
Edition: 3RD
Published Date: 2014
ISBN: 9781452272122
Publisher: SAGE
$75.75 Used
$101 New

This is a completely new book for this semester. The books used in previous semesters are not the same. Beware of anyone attempting to see you the wrong book.
Disability Statement

El Camino College adheres to all applicable federal, state and local laws, regulations and guidelines with respect to providing reasonable accommodations for students with temporary and permanent disabilities. If you have a disability that may adversely affect your work in this class, I encourage you to register with the Special Resource Center (SRC) and talk to me about how I can best help you. All disclosures of disabilities will be kept strictly confidential. Note: for more information about the special resource center, please call 660-3295 or visit (SRC) room F-10.

Course Recommended Preparation

English-A and English-84

These are recommended preparation for this course. AJ 111 is an advanced level course in this program and as such you are expected to have developed college level reading and composition skills. You will prepare a 1200-1300 word written essay using APA format. You will also be reading textbooks, journal articles, handouts, and other material. You need to have this foundation to be successful in this course.

English-A and English-84

- Apply appropriate strategies in the writing process including prewriting, composing, revising, and editing techniques.
- Demonstrate ability to incorporate into draft revision information received in peer review and one-on-one tutorials.
- Plan, write, and revise expository essays including an introduction and conclusion, exhibiting coherence and unity, avoiding major grammatical and mechanical errors that interfere with meaning, and demonstrating awareness of audience, purpose, and language choice.
- Utilize APA guidelines to format a document, to cite sources in the text of an essay, and to compile a Works Cited list.

Ability to read and understand law enforcement texts and journals:

- Utilize comprehension and vocabulary strategies to improve reading rate.
- Select and employ reading strategies to interpret the content of a college-level textbook, with special focus on constructing a thesis statement and providing valid support.
- Identify an implied main idea (thesis), and support with major and minor details, from a longer text or novel.
- Interpret a book-length work through discussion, journal writing, or composition writing.
- Compare and contrast college-level texts to evaluate content.
AJ 111 Course Description from catalog:

This course covers the fundamentals of criminal investigation. Topics should include the techniques of crime scene search and recording; collection and preservation of physical evidence; modus operandi processes; sources of information; interview and interrogation; and follow-up investigation.

Course Learning Objectives

All of the assignments in this course will relate to the following learning objectives:

1. Evaluate the role of an investigator at a crime scene.
2. List and discuss techniques used in investigating burglaries, robberies, and homicides.
3. Prepare homicide crime scene reports.
4. Collect and analyze data used in crime scene reports.
5. Describe search techniques used to gather evidence at a crime scene.
6. Assess the proper methods in the collection and preservation of evidence.
7. Describe the proper techniques for lifting latent finger prints.
8. Contrast the proper techniques used in gathering evidence in crimes against the person versus crimes against property.
9. Explain the use of graphics and exhibits as applied to court testimony.

Student Learning Outcomes

This stuff is really important folks. I mean really important. This is more important than anything else in higher education right now. We will discuss them several times thorough this semester. These are our performance measures to ensure you learn what we set out to teach.

SLO #1 Criminal Investigation

Upon completion of a course in criminal investigations a student will be able to explain and apply the legal concepts of corpus delecti, modus operandi, and legal rules of evidence, including the provisions of the 4th, 5th, 6th, and 14th Amendments to the United States Constitution as they apply to criminal investigations.

SLO # 2 Crime Scene Procedures

Upon completion of a course in criminal investigations a student will be able to identify the proper procedures for containing a crime scene, identify the evidentiary value of items at a crime scene, and explain current procedures for collecting and analyzing evidence.

SLO # 3 Investigation Elements & Facts

Upon completion of a course in criminal investigations a student will be able to prepare a search warrant meeting the judicial standards.
METHODS OF INSTRUCTION

Teaching and learning is a two-way process. This course will use multiple andragogical (adult learning) methods to engage that process. These methods will include lecture, interactive discussions, guest speakers, hands-on exercises, group exercises, multi-media presentations (audio, video, PowerPoint, Prezi), mass media (newspapers, TV, internet) and the flipped-classroom concept. My courses also use the Etudes on-line course management system (discussed in a following section) as a supplement to your learning. You will need access to a computer to complete the coursework. The Learning Resource Center in the library has computers available.

This class is highly interactive where you will be giving in-class presentations, answering questions, and working on scenarios. I believe this to be an excellent method of evaluating your learning and as such, participation is a large part of your grade.

Attendance Policy

You are required to attend class on a weekly basis. If you miss more than 10% of the classroom time (either by absence or tardiness) I am required to drop you from the course. This is 5.4 hours or two full absences. If you stop showing up to class I will assume you don’t want to remain enrolled and will process an “Active Enrollment” drop. Reinstatement after an Active Enrollment drop requires you make-up of any missing work and a meeting with the instructor to discuss a strategy for future work. Reinstatement is completely at MY discretion and I seldom grant it. Dropping a course results in a “W” on the student's permanent record and will also severely impact your ability to repeat the course again in the future.
Additional Methods of Instruction

Etudes Course Management System (CMS)

This course will make extensive use of the Etudes (etudes.org) on-line course management system as an additional learning tool. As such you will need to have access to a computer and broadband internet connection. The campus Library Media Technology Center has computers for your use so schedule your time on campus accordingly if you need that resource. Log-on instructions as well as tutorials on how to use the system will be presented in class. I will also be available during office hours to assist. Several students have accessed the course content through their smartphones and/or tablets (iPads, et.al.). The system is very user friendly with tons of YouTube tutorials to assist you if you get stuck.

Turnitin.com

Your term paper will be submitted through Turnitin.com. If you have already used this system then all you need is the course code and password (see the Orientation Handout for details). Again, there are numerous YouTube videos available to help you master this system. Please enroll in your Turnitin.com account during the first week of class or you will be dropped from the course.

Make-up Work

From time to time unexpected occurrences may cause you to not complete an assignment on time. This should be the exception rather than the rule. As such here is my policy on make-up work:

You have been provided two (2) “Late Pass” coupons at the end of this document. You may use those to turn in late homework for full credit. (NOTE: They cannot be used for exams, the Term Project, or the Discussion Boards. I’ve had several students use their late passes in the first two weeks. This is not a productive way to start the semester.

Note: No late assignments may be turned in after the final drop date of the semester.

Late homework: Homework is by the start of the next class or on the date listed by the instructor. Homework that is submitted after the due date loses one grade (or equivalent points) per weekday day late. As such, you lose all points after one week.

Quizzes:

Quizzes are given at the beginning of class on the dates listed in the Course Master Schedule. I start the time clock once the exam is handed out. If you show up late for class you have two choices:

1. Try and complete the exam in the remaining time.
2. Complete a make-up exam with the penalties described in the next paragraph.

The student who fails to complete a scheduled quiz will have to make it up within five calendar days. Make-up exams are credited at 50% of the actual score received. Although this policy may appear harsh, it is in the interest of fairness. To allow one student the advantage of additional study time and the possibility of obtaining information about the exam would be highly unfair to the remainder of the class.

**Term Project:**
The term project is divided into several segments. The due dates for all segments of the term project are “hard dates” meaning if you fail to submit by the due dates you will lose all points for that segment.

**LEARNING SUGGESTIONS**

- Read the assigned coursework prior to class.
  - I will discuss the best method of getting the most from the textbook. Typically reading word for word through the entire chapter does not lead to a high level of comprehension.
  - The book provides review material both in the text and on-line. I typically see students using their smartphones on campus and in class (we will discuss that later). Put them to good use and go to the textbook resources.
  - Stay informed on current issues. You have current events due during the semester.

- Ask questions and participate in classroom discussions.

- It is important to approach the class with an open mind and seek to be informed.

**STUDENT CONDUCT**

We will be setting the classroom “norms” or rules together. I will post our list in Etudes after they are agreed upon.

**Academic Integrity**

Students are expected to do their own work **unless tasked with a group assignment.** All assignments including reports, homework, quizzes and exams are a direct reflection of your thoughts and words.

Students turning in work that is determined to not be their own can expect to receive zero points for that assignment. **Plagiarism, regardless of the source of information is grounds for disciplinary action.**
Students caught cheating on exams or quizzes will at minimum, receive zero points for the exam or quiz. Students cheating could also earn an “F” for the course and/or be expelled from the college depending on the circumstances. In addition, cheating in college can severely impact your ability to gain future employment in law enforcement which places a heavy emphasis on honesty and integrity. The circumstances and the degree of penalty will be evaluated on a case-by-case basis. The student conduct code of this campus is outlined in the section titled “Student Code of Conduct” of the Board Policies section on the El Camino College website.

This career field, like no other, requires you to rise to standards established by others. This course will discuss ethical and leadership standards required in this career field. As your instructor, I am tasked with preparing you for a successful career in the administration of justice field.

**GRADING**

The course grade will be weighted as indicated below. For the course grade, students will be evaluated based on a percentage of a total of points accumulated during the semester. The point breakdown and a tentative distribution of letter grades for the course are as follows:

A= 90 – 100 %  B= 80 – 89 %  C= 70 – 79%  D= 60 – 69 %  F= Below 60 %

<table>
<thead>
<tr>
<th>Activity</th>
<th>Description</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Participation</td>
<td>You will need to attend the class sessions and participate in the activities to earn participation points.</td>
<td>130</td>
</tr>
<tr>
<td>Current Events (2)</td>
<td>Refer to the Assignments, Tests, and Surveys section for details</td>
<td>30</td>
</tr>
<tr>
<td>Journal article analysis</td>
<td>You will be provided a journal article for analysis.</td>
<td>20</td>
</tr>
<tr>
<td>Pre-module coursework</td>
<td>You will have several homework assignments during this course.</td>
<td>100</td>
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<tr>
<td>Term Project Essay</td>
<td>You will need to prepare an essay on a topic to be determined. Details to follow</td>
<td>50</td>
</tr>
<tr>
<td>Search Warrant Assignment</td>
<td>You will be preparing a search warrant based on a scenario you will be provided in class. This is a group project</td>
<td>30</td>
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<tr>
<td>Term Project Presentation</td>
<td>You will be required to prepare and share a presentation surrounding your research for your term paper.</td>
<td>50</td>
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<tr>
<td>Quizzes</td>
<td>These are listed in the Course Schedule they are used to check you understanding of the coursework up to that point.</td>
<td>75</td>
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<tr>
<td>Final Exam</td>
<td>There will be a comprehensive final exam during this semester covering the Learning Objectives and Learning Outcomes</td>
<td>50</td>
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<td>Important Event Dates Fall 2015</td>
<td>Date</td>
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<tr>
<td>First Day to Apply for Graduation and Certificates</td>
<td>Tuesday, September 1, 2015</td>
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<td>Last Day To Add or Drop Without Notation on Permanent Record</td>
<td>Friday, September 4, 2015</td>
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<td>Labor Day Holiday (Campus Closed)</td>
<td>Monday, September 7, 2015</td>
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<tr>
<td>Last Day to Apply for Degrees and Certificates</td>
<td>Friday, October 9, 2015</td>
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<tr>
<td>Veterans Day Holiday (Campus Closed)</td>
<td>Wednesday, November 11, 2015</td>
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<td>Last Day to Drop with a “W”</td>
<td>Friday, November 13, 2015</td>
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<tr>
<td>Thanksgiving Holiday (Campus Closed)</td>
<td>Thursday, November 26 – Sunday, November 29, 2015</td>
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<tr>
<td>Last Day of Semester</td>
<td>Thursday, December 10, 2015</td>
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Homework Late Pass #1
This pass allows you to submit one homework assignment after the due date listed in Etudes. This does not apply to examinations, the Term Project, or discussion board assignments.

Course and section number: AJ111 Fall 2015______________
Assignment Name: ________________________________________
Student Name ____________________________________________
Date received by instructor ________________________________

NOTE: This late pass shall not be photocopied or used by anyone other than the student to which it was assigned to. Violation of this policy shall constitute a violation of El Camino College Academic Integrity regulations and can result in being dropped from the course and receiving a grade of “F”

Expires: Tuesday November 24, 2015 @ 2140.

Homework Late Pass #2
This pass allows you to submit one homework assignment after the due date listed in Etudes. This does not apply to examinations, the Term Project, or discussion board assignments.

Course and section number: AJ111 Fall 2015______________
Assignment Name: ________________________________________
Student Name ____________________________________________
Date received by instructor ________________________________

NOTE: This late pass shall not be photocopied or used by anyone other than the student to which it was assigned to. Violation of this policy shall constitute a violation of El Camino College Academic Integrity regulations and can result in being dropped from the course and receiving a grade of “F”

Expires: Tuesday November 24, 2015 @ 2140.