

**Universities at Shady Grove  
Criminal Investigation CCJS 310  
Fall 2018**

<b>Class Begins: August 30<sup>th</sup></b>	<b>Class Ends: December 10<sup>th</sup></b>	<b>Final Exam: TBD</b>
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**Instructor Information**

Instructor: C. Thomas Jordan, M.S.	Office: 240-876-0604
E-mail: ctjordan@umd.edu	Phone Number: 240-876-0604
Office Hours: Before class or by appointment	TA: N/A

**Course Information**

Course: CCJS 310; section SG91	Credits: 3
Meeting Day(s): Thursday; Bldg II - 3062	Meeting Time(s): 9:30 am – 12:00 pm

**Course Description**

An introduction to modern methods used in detection, investigation, and solution of crime. Students will be taught basic and advanced investigative techniques utilized by law enforcement agencies. Analysis of actual cases will be used to demonstrate practical uses of these techniques. Current issues and challenges in the area of criminal investigations will be discussed.

**Core Learning Outcomes**

1. Demonstrate an understanding of the investigative process.
2. Identify major types of property and violent crimes, and the history of crime.
3. Identify major crimes and their effects on society.
4. Demonstrate an understanding of specific investigative techniques as they relate to specific crimes, and their relationship with criminalistics.
5. Demonstrate an understanding of the basic goals of minimizing the problems of crime in our society.

**Instructional Methods**

Class discussion, group activities, videos, homework and class assignments, guest speakers, tests/quizzes, lecture, and a project. All or some may be used at discretion of the instructor.

**Required Texts and Other Readings**

Title:	<b>Criminal Investigation</b>
Author:	<b>Stephen G. Brandl</b>
Edition:	<b>4th</b>
Publisher:	<b>Sage Publishing</b>
ISBN:	<b>9781506391410</b>

**Assessment Method**

<u>Quizzes / Exams / Project / Essay</u>	<u>Point Value</u>	<u>Grade Scale</u>
		<b>A + = 97-100</b>
		<b>A = 94 - 96</b>
<b>QUIZZES</b>	300 pts.	<b>A- = 90 - 93</b>
<b>ASSIGNMENTS</b>	100 pts.	<b>B+ = 87 - 89</b>
<b>FINAL EXAM</b>	100 pts.	<b>B = 84 - 86</b>
		<b>B- = 80 - 83</b>
		<b>C+ = 77 - 79</b>
		<b>C = 74 - 76</b>
		<b>C- = 70 - 73</b>
		<b>D+ = 67 - 69</b>
		<b>D = 64 - 66</b>
<b>TOTAL</b>	<b>500 pts.</b>	<b>D- = 60 - 63</b>
		<b>E = 59 and below</b>

## Codes of Academic Integrity and Student Conduct

The University's code of academic integrity is designed to ensure that the principle of academic honesty is upheld. Any of the following acts, when committed by a student, constitutes academic dishonesty:

- **CHEATING**: intentionally using or attempting to use unauthorized materials, information, or study aids in an academic exercise.
- **FABRICATION**: intentional and unauthorized falsification or invention of any information or citation in an academic exercise.
- **FACILITATING ACADEMIC DISHONESTY**: intentionally or knowingly helping or attempting to help another to violate any provision of this code.
- **PLAGIARISM**: intentionally or knowingly representing the words or ideas of another as one's own in any academic exercise.

For more information see: <http://www.shc.umd.edu/code.html>.

The Honor Pledge is a statement undergraduate and graduate students should be asked to write by hand and sign on examinations, papers, or other academic assignments. The Pledge reads:

*I pledge on my honor that I have not given or received any unauthorized assistance on this assignment/examination.*

The University of Maryland, College Park has a nationally recognized Code of Academic Integrity, administered by the Student Honor Council. This Code sets standards for academic integrity at Maryland for all undergraduate and graduate students. As a student you are responsible for upholding these standards for this course. It is very important for you to be aware of the consequences of cheating, fabrication, facilitation, and plagiarism. For more information on the Code of Academic Integrity or the Student Honor Council, please visit <http://www.shc.umd.edu>

The Office of Undergraduate Studies has drafted a new student-facing webpage of Course Related Policies: <http://www.ugst.umd.edu/courselatedpolicies.html>.

**New: PER UNIVERSITY OF MARYLAND POLICY FOR A STUDENT'S MEDICALLY NECESSITATED ABSENCE FROM CLASS, students shall now make a reasonable attempt to inform the instructor of his/her illness prior to the class; and, upon returning to class, present their instructor with a self-signed note attesting to the date of their illness. Each note must also contain an acknowledgment by the student that the information provided is true and correct. Providing false information to University officials is prohibited under Part 9 (h) of the Code of Student Conduct (V-1.00(B) UNIVERSITY OF MARYLAND CODE OF STUDENT CONDUCT) and may result in disciplinary action.**

If a student misses an exam, s/he must produce a documented, valid reason for doing so as soon as possible. I reserve the right to assess a penalty deduction in grading make-up work when the absence is unexcused. The make-up session for a missed exam will be held at a time of my choosing, and the format of the make-up exam may be altered at my discretion.

Should a student need accommodations in the classroom or for assignments/exams due to a verified, documented learning or physical disability, please inform me of your situation immediately, so that proper UMCP documentation and accommodation procedures are followed.

## Course Policies

### **Email – The Official University Correspondence:**

**Verify your email address** by going to [www.my.umd.edu](http://www.my.umd.edu).

All enrolled students are provided access to the University's email system and an email account. *All official University email communication will be sent to this email address* (or an alternate address if provided by the student). Email has been adopted as the primary means for sending official communications to students, so **email must be checked on a regular basis**. Academic advisors, faculty, and campus administrative offices use email to communicate important and time-sensitive notices.

**Students are responsible for keeping their email address up to date or for redirecting or forwarding email to another address. Failure to check email, errors in forwarding email, and returned email (from "full mailbox" or "unknown user" errors for example), will not excuse a student from missing University announcement, messages, deadlines, etc.**

Email addresses can be quickly and easily updated at [www.my.umd.edu](http://www.my.umd.edu) or in-person at the Student Service Counter on the first floor of the Mitchell Building.

For technical support for University email: [www.helpdesk.umd.edu](http://www.helpdesk.umd.edu) or call 301-405-1400.

### **Late work and Missed Classes / Exams / Assignments:**

Students are expected to adhere to the class schedule, attend and participate in every class, come to class on time and remain in class until it is completed. Class participation, to include discussion, group and individual class work, and respectful interaction between the instructor and students are emphasized in this course.

If you are absent from class, you cannot participate; therefore, class should only be missed for serious illness, emergency, religious holidays, or participation in official college functions. Missing a class to participate in a religious observance or to seek medical care constitutes an excused absence. Please inform me in advance, if possible, if you will need to miss a class for such reasons. It remains **your** responsibility to check with fellow students for class notes.

### **What you must do if you must seek to be excused from class:**

Contact me by email or phone at the contact number on this syllabus as soon as you know you will be unable to attend class. Excusal will be granted, at my discretion, and make up work and late assignments accepted in these emergency cases as contracted and documented in email between the student and instructor. In case of excused absence, students are responsible for requesting missed material from another student or the instructor. **No make-ups are permitted for the quizzes (if scheduled.) Exams will only be considered for "make-ups" in specific and unusual circumstances that adhere to established University policies and procedures.**

### **Electronic Devices**

**Cell phones, etc. are NOT to be taken out at any time during an exam.** Students observed using such a device during an exam will have their papers confiscated and will be forwarded to the Office of Judicial Programs for review. All electronic devices (cell phones, etc.) must be turned off and put away or silenced during class. If you bring a laptop in order to take notes, then only use it to take notes during lecture. Using it for other purposes may be distracting to other students and the instructor.

**Religious Observances:**

The University System of Maryland policy provides that students should not be penalized because of observances of their religious beliefs; students shall be given an opportunity, whenever feasible, to make up within a reasonable time any academic assignment that is missed due to individual participation in religious observances. **It is the student’s responsibility to inform the instructor in advance of any intended absences for religious observance and get notes from other students.**

**Special Accommodations / Disability Support Services:**

If you have a documented disability and wish to discuss academic accommodations for test taking or other needs, you will need documentation from Disability Support Service (301-314-7682). If you are ill or encountering personal difficulties, please let the instructor know as soon as possible. You can also contact Learning Assistance Services (301-314-7693) and/or the Counseling Center (301-314-7651) for assistance.

**Inclement Weather / University Closings:**

In the event that the University is closed for an emergency or extended period of time, the instructor will communicate to students regarding schedule adjustments, including rescheduling of examinations and assignments due to inclement weather and campus emergencies. Official closures and delays are announced on the campus website (<http://www.umd.edu>) and snow phone line (301-405-SNOW), as well as local radio and TV stations.

**Regrade policy:**

Regrade in this course will be **rare**. Before even contemplating submitting exams or other assignments for a regrade, you should carefully review the exam or assignment. If you feel that a question was graded incorrectly, then you should send me an email **within 3 days** of the return of the exam or assignment. Your email will need to provide sufficient justification as to why you feel a re-evaluation is necessary. Requests without sufficient justification will not be accepted. Requests submitted after the deadline will not be considered. I will review the request and either endorse or not endorse the change. Following the review, points may be **added or subtracted**, or there may be no change in the grade. My decision is final!

**There will be no reviews accepted for the final cumulative exam due to the time constraints.**

**General Information on Center for Academic Success**

The Center for Academic Success (CAS) offers onsite academic assistance for students attending classes at the Shady Grove Center. Here is a quick overview of CAS services:

- Review of papers and all writing assignments by a professional writing consultant (in person or over the phone)
- Finding an individual tutor for a course
- Weekly reviews, called Guided Study Sessions (GSS), in business, psychology, nursing and other areas led by peer tutors who aced the class last year and who know the ropes
- Workshops in speed reading, memory strategies, writing with research, or textbook reading strategies
- Academic coaching: personal academic sessions to improve study habits and time management
- Conquer writing snags with grammar assistance handouts, online exercises (with answers) and software programs on our computers

Contact information:  
SG Bldg. 3, 1st floor, Student Services suite  
(301) 738-6315; Email: [sg-cas@umd.edu](mailto:sg-cas@umd.edu)

Hours:	
M & W	9:00 – 5:30
Tue & Th	9:00 – 7:00
Fri	9:00 – 5:00

[www.shadygrove.umd.edu/campus-services/cas](http://www.shadygrove.umd.edu/campus-services/cas)

## Topical Outline

Every effort will be made to keep to this schedule; however, the instructor reserves the right to alter or amend it as necessary. Additional dates, as published in the academic schedule of classes and listed below, may be required as make-up days for inclement weather.

<b>Class</b>	<b>Date</b>	<b>Subject</b>	<b>Related Material</b>
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1	8/30	<i>Introductions</i> <i>The Investigation of Crime</i>	<i>Syllabus Review</i> <i>Chapter 1</i>
2	9/6	<i>The History of Criminal Investigation</i> <i>The Law and Criminal Investigations</i>	<i>Chapter 2</i> <i>Chapter 4</i>
3	9/13	<i>The Role and Documentation of Evidence in Criminal Proceedings</i> <i>Physical Evidence and the Crime Scene</i>	<i>Chapter 3</i> <i>Chapter 5</i>
4	9/20	<i>Interviews and Eyewitness Identifications</i> <i>Witness Workshop</i>	<i>Chapter 6</i> <i>Video: Are You a Good Witness?</i>
5	9/27	<i>Interrogations and Confessions</i>	<i>Chapter 7</i>
6	10/4	<i>Behavioral Evidence and Crime Analysis</i>	<i>Chapter 8</i>
7	10/11	<i>Death Investigations</i>	<i>Chapter 10</i>
8	10/18	<i>The Investigation of Sex Crimes, Assault, Child Abuse, and Related Crimes</i>	<i>Chapter 11</i>
9	10/25	<i>Information from the Public, Social Media, Information Networks, Digital Devices, and Other Sources</i>	<i>Chapter 9</i>

10	11/1	<i>The Investigation of Robbery</i>	<i>Chapter 12</i>
11	11/8	<i>The Investigation of Burglary, Vehicle Theft, Arson, and Other Property Crimes</i>	<i>Chapter 13</i>
12	11/15	<i>The Investigation of Fraud and Other Computer-Related Crimes</i>	<i>Chapter 14</i>
13	11/22	<i>No Class – Happy Thanksgiving</i>	
14	11/29	<i>Guest Speaker Forum</i>	
15	12/6	<i>Use of Force &amp; Internal Investigations</i>	
***	<b>TBD</b>	<b><i>FINAL EXAM</i></b>	<b>CUMULATIVE TBS</b>