



the university of south dakota.

## Course Syllabus – Fall 2009

Course Name: Criminal Investigation  
 Course Number: CJUS 334  
 Course Credit: Three (3) Credit Hours  
 Instructor: Mr. Mark P Skaff, M.S.  
 Contact Information: B: (712) 898-4543; mpskaff@d2l.sdbor.edu

### **Course Description:**

This course is designed as a study of the fundamental principles of a criminal investigation subsequent to the initial activities of the first investigator at the scene. The intent of this course is to acquaint the student with those investigative actions which are most applicable to many types of investigations. Students will take a very active role in developing and delivering the content with forum discussions among the class members. Students will read the text; Criminal Investigations by James N. Gilbert, and present a weekly, one page thought piece focusing on a topic in the covered material. Among other benefits, this course will also equip you with general knowledge of applied criminal investigative practices. Through this course we hope to introduce you as scholars to the world of criminal investigations.

The activities of this course will be guided by the following values:

- A criminal investigations student seeks knowledge while maintaining respect for colleagues and faculty.
- A criminal investigations student maintains respect for the learning process so that student and teacher mutually benefit from the interaction.
- A criminal investigations student considers moral, legal and ethical values surrounding the study and practice of criminal investigations.

The **learning objectives** of this course include the following:

Objective	Evaluation Mechanism
<ul style="list-style-type: none"> <li>• Describe the history and practice of criminal investigations as a professional practice and academic field.</li> </ul>	<ul style="list-style-type: none"> <li>• On a weekly basis the student will post a substantive discussion topic related to the assigned reading material, and they will respond to a fellow students posting. Up to 5 points will be awarded per week.</li> </ul>
<ul style="list-style-type: none"> <li>• Describe the process of crime scene investigations such as crime scene focus, methodology, searches, witness interviews and evidence collection.</li> </ul>	<ul style="list-style-type: none"> <li>• There will be two written tests based on the required course reading. Each test will be worth up to 20 points. Student will be graded on their ability to correctly answer the questions posed as they relate to the reading assignments.</li> </ul>
<ul style="list-style-type: none"> <li>• Define the basic tenants of crime groups such as burglary, homicide, drug crimes and other special investigations.</li> </ul>	

### **Course Texts:**

Gilbert, James. (2007). Criminal Investigation 7<sup>th</sup> ed. Prentice Hall (ISBN: 0-13-196207-8)

**For information about USD's technical, academic and student support services, as well as how to take advantages of these services, please refer to the CE Online Student Orientation (<http://www.usd.edu/ce/Orientation.pdf>). This document also contains important information pertaining to minimum technology requirements, registration information, as well as other university services and policies.**

Library Services

Distance Education Services supports faculty and students involved in USD off-campus courses. Assistance is given in the areas of library instruction, reference, and document delivery. Reference service can be provided by phone, fax, email, or US mail. Material can be requested using the Library Request for Materials form or the Distance Education Interlibrary Loan web page:

<http://www.usd.edu/library/distancedeef.cfm>

*Reading Resources:* Online as directed

### **Grading System:**

The final grade for the course is based upon the informed participation and test scores. The following is an outline of the relative weight given the assignments:

<b><u>Assignment</u></b>	<b><u>Points</u></b>	<b><u>Due Date</u></b>
Weekly internet posting and response	60pts	Weekly Wed/ Fri
Mid Term Test	20pts	10/21
Final Test	20pts	12/11
<i>Total</i>	<i>100pts</i>	

The following point scale will be used in determining grades for examinations, assignments and a final grade:

90- 100 = A  
 80 - 89 = B  
 70 - 79 = C  
 60 - 69 = D  
 0 - 59 = F

### **Posting of Grades**

*All grades, including the course grade, will be posted on D2L and available to students to view by using the Grades link. You can view the adjusted grades on exams by clicking on Grades on the course homepage no later than one week after the end of the exam period. Discussion grades and feedback will be initially be provided to the student prior to your next assignment due date. The instructor will provide feedback to students upon request.*

### **Early Alert and Deficiency Grades**

*University policy requires instructors to submit Early Alert and Deficiency grades for students performing at the D level or below in a course. A student will receive an Early Alert report if the student has not completed the required postings and/or tests by the Early Alert deadline. A student will receive a Deficiency at midterm if the student has not completed the required postings, tests, and/or received a grade of D or less on the midterm exam.*

### **Extra Credit**

*Extra credit is not offered in this course.*

### **Make-up Policy**

*The exams must be taken on the scheduled dates. Make-up exams will be given, at the instructor's discretion, only to those who make prior arrangements or whose circumstances warrant this allowance.*

### **Instructor Initiated Drop**

*The Instructor Initiated Drop will be used if the student has not participated in the course discussion by Thursday, September 10, 2009 at 12:01 a.m.*

and/or has not taken the required exams by midterm. A student may also be dropped by the instructor for plagiarism or cheating as per College of Fine Arts policy.

**Incomplete**

The grade Incomplete (I) is given at the discretion of the instructor and only if arrangements are made by the student with the instructor for completing the course before the last day of the semester. The student must have completed all course requirements except for the final examination to be considered for the grade of Incomplete. A student then must complete the course before the end of the next semester or the grade automatically changes to F.

**Other Course Policies**

Policies and procedures covering this course are detailed in the Internet Study Student Handbook.

**Course Evaluation**

Students may be asked to evaluate the course using the institutional form as per the directives of the University.

**ASSIGNMENTS****Participation/Attendance:**

This course is based on reading and understanding the covered material. There will be an internet – mediated component in the form of postings and counter postings. Postings are expected by Wednesday at 11:59 p.m. each week that a reading assignment is listed. Counter postings are expected that same week by Friday, at 11:59 p.m. There will be two 10 question tests on the covered readings, one administered online at mid-term and another one administered online prior to the end of the course.

**D2L Platform**

This is a course that involves online interaction via D2L. Please spend a few minutes navigating the site so that you know how to use it. If you have any difficulties accessing the site, please contact the Helpdesk (helpdesk@usd.edu) as soon as possible.

**How the Course Works**

This is fundamentally a reading course and participants are expected to master a good deal of material each week. Students should read the assigned chapters (Gilbert) by Wednesday of each week and post 250 to 500 words on the week's D2L discussion board including:

1. Post one topic from the core readings that you would like to discuss
2. Outline the readings using the following steps:
  - a. the central tenants of the reading
  - b. why it is important
  - c. relate this reading to a real case scenario (this will require some online research)

Between Wednesday and Friday night, students should read all class responses and substantively respond to at least ONE post and critique in a paragraph of three to four sentences. The Online Discussion Postings are worth 5 points each and are graded according to your ability to *effectively* contribute to the discussion. An effective posting will contain terms and concepts from the course that relate to the discussion. This is your opportunity to show me you understand and are able to apply the new information you are learning. Counter postings will be worth 1 point each.

Note; students are expected to abide by the netiquette expectations outlined in the CE online orientation document.

***Discussion grades and feedback will initially be provided to the student within 24 hours of the due date of the assignment if not sooner. As the course progresses I may open up***

**additional discussion boards to enhance thoughtful discussion of the covered topics. I may also produce PowerPoint and video lectures on related topics. Eventually I may post Elluminate or Skype availability hours so that I may more accessible for feedback.**

Class participation points will be allocated based on:

- |   |       |
|---|-------|
| 1. Timeliness of posting, posts are required by deadline to receive points. | 1 pts |
| 2. Substantive mastery of material as reflected in comments.                | 2 pts |
| 3. Clarity of theme, arguments and evidence in postings.                    | 2 pts |

### **POLICIES AND SCHEDULE**

#### Academic Honesty:

Students should commit to academic honesty, ensure that the work they produce is their own, and reflect to others a dedication to scholarly integrity. The University policy regarding academic honesty will be enforced.

*College Of Arts And Sciences Cheating/Plagiarism Policy:* The College of Arts and Sciences considers plagiarism, cheating, and other forms of academic dishonesty inimical to the objectives of higher education. The College supports the imposition of penalties on students who engage in academic dishonesty, as defined in the "Conduct" section of the University of South Dakota Student Handbook. No credit can be given for a dishonest assignment. At the discretion of the instructor, a student caught engaging in any form of academic dishonesty may be: a. Given a zero for that assignment. b. Allowed to rewrite and resubmit the assignment for credit. c. Assigned a reduced grade for the course. d. Dropped from the course. e. Failed in the course. - Adopted by vote of the faculty, April 12, 2005

#### Accommodation Policy:

Any student who feels s/he may need academic accommodations or access accommodations based on the impact of a documented disability should contact and register with Disability Services during the first week of class. Disability Services is the official office to assist students through the process of disability verification and coordination of appropriate and reasonable accommodations. Students currently registered with Disability Services must obtain a new accommodation memo each semester. Ernetta L. Fox, Director, Disability Services, Room 119 Service Center, (605)677-6389, Web Site: [www.usd.edu/ds](http://www.usd.edu/ds), E-mail: [dservices@usd.edu](mailto:dservices@usd.edu)

#### Attendance Policy:

Course attendance is part of the evaluation criteria. An extended absence from online participation is a cause for concern.

#### Other Policies:

Please make yourself familiar with the other policies of the University, including policies dealing with such things as adding and dropping classes, academic freedom, class cancellations/school closings, etc.

#### Schedule:

The following schedule represents the best estimate of the dates upon which the material will be covered in the progression of the course. *However each class is different and we reserve the right to make any changes we deem necessary to this schedule.*

All assigned reading is from your textbook, *CRIMINAL INVESTIGATION*, (7<sup>th</sup> Edition) by James N. Gilbert.

#### **Aug. 31<sup>st</sup>**

**Familiarize yourself with D2L. You will find the Desire2Learn Student User Guides link on the front page of the D2L screen. Post a personal introduction piece into the D2L drop box. Begin reading the text book.**

#### **Sept. 7<sup>th</sup>**

**Chapter One - Historical Origins of Criminal Investigation** **5 pts**  
**Chapter Two – Introduction of Basic Concepts**  
**Pgs. 1 – 47, Post on this week’s reading.**

#### **Sept 14<sup>h</sup>**

**Chapter Three – The Investigative Method** **5 pts**  
**Chapter Four – Note Taking and Reports**  
**Pgs. 48 – 77**

#### **Sept 21<sup>th</sup>**

**Chapter Five – The Crime Scene Focus** **5 pts**

**Chapter Six – Interviewing****Pgs. 78 – 130****Sept 28<sup>th</sup>****Chapter Seven – Traditional Sources of Information  
Chapter Eight – Computerized Resources and Crime  
Pgs. 131 – 172****5 pts****Oct 5<sup>th</sup>****Chapter Nine – Burglary  
Pgs. 173 – 206****5 pts****Oct 12<sup>th</sup>****Chapter Ten – Robbery  
Pgs. 206 – 235****5 pts****Oct 19<sup>th</sup> Online Mid-Term Examination covers chapters 1– 9.  
Test must be completed by Oct 21st****20 pts****Oct 26<sup>th</sup>****Chapter Eleven – Homicide and Aggravated Assault  
Pgs. 236 – 281****5 pts****Nov 2<sup>nd</sup>****Chapter Twelve – Rape and Sexual Offenses  
Pgs. 282 – 308****5 pts****Nov 9<sup>th</sup>****Chapter Thirteen – Larceny  
Pgs. 399 - 342****5 pts****Nov 16<sup>th</sup>****Chapter Fourteen – Narcotics and Drug Investigations  
Chapter Fifteen – Youth Gangs Investigations  
Pgs. 343 – 406****5 pts****Nov 30<sup>th</sup>****Chapter Sixteen – Special Investigations  
Chapter Seventeen – Suspect Identification  
Pgs. 407 – 441****5 pts****Dec 1<sup>st</sup>****Chapter Eighteen – The investigator in Court  
Chapter Nineteen – The Future of Criminal Investigation  
Pgs. 442 – 494****5 pts****Dec 8<sup>th</sup>****Final Examination Chapters 10 – 19  
Test must be completed by Dec 11<sup>th</sup>****20 pts**

**Dec 18<sup>th</sup>**  
**Final grades.**

**Total possible 100pts**

*Reading Assignments are subject to change on a class by class basis.*

**CONTACT**

As an Adjunct Instructor I do not have an office on campus but I will attempt to make myself available on campus during the course of the semester, those dates and times will be announced. Should you have the need to contact me, I can be reached at the phone numbers and e-mail address listed. I will attempt to respond to your e-mail requests within 24 hrs on weekdays and 48 hrs on weekends. Feel free to contact me via course e-mail with any questions you may have.