**CRIJ 4332**

**Criminal Investigation**

**UT Tyler Spring 2010 Syllabus**

**Class Hours:** 6-8:45 PM Tuesday Evenings

(Face-to-Face course and UT Tyler Canvas)

**Instructor:** Rolf K. Kotulla, MSCJ

**Classroom:** Room UTT CAS 104

**Telephone:** (903) 235-7117

**E-mail:** rkotulla1@gmail.com or rkotulla@uttyler.edu

**How to Contact Me:**

You may reach me for immediate issues via text message at 903-235-7117.

E-mail me with any questions you may have through **my University email** account. My e-mail is rkotulla@uttyler.edu. Or, you may call my cell phone. If I am not available, please leave a message. I will return your call as soon as possible.

**REQUIRED TEXTBOOK(S):**



**Other Resources**

This is a lecture and seminar discussion course; therefore, students should bring a **notebook** of their choice for taking notes each scheduled lecture. Additionally, the following resources (and resource limitations) should be noted:

* Periodic review of **www.ncjrs.gov**, researching content relevant to (a) this course and (b) one’s intended specialization within CJ, e.g., police, juvenile probation, etc.
* A major daily newspaper (e.g., *Wall Street Journal, The New York Times, The Washington Post)* or daily news service on the Internet (e.g., *PointCast, MSNBC, CNN On-line, NY Times On-line, USA Today On-line)* from which the student shall extract relevant criminal justice items for class discussion.
* **The use of on-line dictionaries and so-called encyclopedias, e.g., *Wikipedia*, is strictly forbidden in this course.** Such sources are unreliable—often containing misinformation, error by omission and, occasionally, disinformation.
* Daily checking of *Canvas*® for announcements. Although messages may not be frequent, they are high priority when sent.

**COURSE DESCRIPTION AND STUDENT LEARNING OBJECTIVES**

**Course Description:**

This course delivers a practical, field-based approach to the modern investigative principles and practices you need to succeed in criminal justice. Demonstrating techniques and their many applications, the book introduces long-standing tools, practices, and policies alongside the latest innovations in technology and science to give you a broad perspective of criminal investigations today. Topics covered include D.N.A. science, terrorism and homeland security, cybercrime, crimes against children, forensics and physical evidence, investigative photography and sketching, identity theft, white-collar crime, ethics, and many others. Examples and case citations show how investigations affect the world around you.

Additional resources which accompany the text will guide the student through the course and include video cases, career scenarios, visual summaries, and interactive labs that allow the exploration of investigative techniques.

**Course Objectives:**

Upon successful completion of this course, students should be able to:

1. Define and identify the laws pertaining to criminal investigations.
2. Understand basic investigative responsibilities by documenting crime scenes, writing effective reports, conducting searches, interviewing witnesses, victims, and suspects, and collecting evidence.
3. Describe the process of investigating violent crimes, such as death investigations, assaults, domestic violence, sex crimes, and others.
4. Compare and contrast the differences between crimes against property and crimes against persons.
5. List the various crimes against property.
6. Identify and list the crimes against persons.
7. Define challenges a criminal investigator may face.

**Course Requirements and Evaluation Criteria:**

Criminal Justice is a professional preparation program. Graduates of this CJ program are expected to exhibit professional communication skills, appropriate business demeanor, including respect for others, cooperation, behavioral attributes considered appropriate for the business environment and dress is also required. Professional demeanor is one evaluation category in which credit may not be earned but can be deducted. Career development will be an additional component of this class where possible.

**Communication:**

As a college educated criminal justice practitioner, you will be expected to speak and write professionally, that is, have a highly developed vocabulary and make appropriate word choices, use correct grammar when speaking and writing, and speak and write concisely and accurately. As a professional, your reports will be examined by agency superiors, prosecution and defense attorneys, judges and, under FOI, the media. Your oral communication skills will be judged both within your agency and externally as you speak daily with professionals, conduct interviews, testify in court, and are recorded by or quoted in the press. All written assignments should be word-processed and subjected to thorough spelling and grammar checks. These standards apply to your everyday speech, emails, etc. always.

Improving students’ oral and written communication skills is a University of Texas at Tyler instructional objective, reinforced by each college, department, and program therein. Therefore, it is an important objective of this course and every opportunity will be seized to accomplish this objective.

Each class member is expected to complete all assigned readings and demonstrate an increasing ability to analyze, synthesize, and evaluate relevant information. Class members will be assigned as discussion leaders relating to various topics and readings. Active and thoughtful participation through informed comment and demonstration of leadership behavior through class discussion shall constitute a major portion of one's course grade. ***Mere attendance does not constitute participation.***

***This is what a UT Tyler Criminal Justice graduate is expected to do in the CJ workplace.***

**ASSIGNMENTS AND GRADING POLICY:**

Final grade determination will be made based upon the following scale: 90 plus average = “A”; 80 to 89 average = “B”; 70 to 79 average = “C”; 60 to 69 average = “D”: 59 and below average = “F”. Students should neither depend on nor expect a “curve” or other statistical modification of this grading system.

**Note: An 89.99999999999 is still a B!**

**A. Discussion Board (25%)**

Each week the student will engage and respond to the discussion board. The discussion board is a tool that allows each student to interact with the professor and other students. The Discussion Board will post one question each week during the course relevant to the reading material. **The student will be responsible for answering the professor’s question first in his or her response and then responding to a minimum of one student’s response each week.** The responses should be thought out and detailed explaining the student’s position and why or why not he or she agrees with the professor or other student’s response.

* **50% for the initial post to the Instructor’s question (200-word minimum)**
* **50% for the second post to another student’s DB post (100-word minimum)**

**B. Mid-Term (25%)**

The Mid-Term will be comprehensive to include all lectures, readings, and any handouts covered up to that point in the semester. It will be multiple choice, “true/false,” and short essay in format and will be completed during the normal time of the class period. The professor reserves the prerogative to administer the Mid-Term examination in an online or a take-home format.

**C. Final Exam (25%)**

There will be one (1) scheduled Final Exam. The Final Exam will be **comprehensive** to include all lectures, readings, and any handouts covered up to that point in the semester. The Final Exam will be multiple choice, “true/false,” and short essay in format and will be completed during the normal time of the class period. The professor reserves the prerogative to administer the Final Exam in an online or in class format.

**D. Research Paper/Presentation (25%)**

For the final requirement for this course the student will be expected to conduct a research paper for 25% of the final average. The subject of the research paper will consist of either a case study or topic from the course addressing domestic violence investigations. The student will be responsible for drafting an 8-page research paper while adhering to the APA format at all times. **This research paper and presentation will be due the week before final examinations. No late work will be accepted!**

* The selection of the topic for this paper will be up to the student. You must have a pre-selected topic that you are interested in learning more about that is specific to criminal investigations.
	+ Due on January 31st
	+ Minimum of 2-pages covering your thesis, intent of paper and summary of paper
* An oral presentation with appropriate PowerPoint, Prezi, or Google Slide aides of this work (15-20 minutes) will also be part of the grade for the papers.
* The topic must be pre-approved by me. It is necessary that you complete a two or three paragraph explanation of the topic for my approval.
* You must use one-inch margins, Times New Roman with 12pt font.
* Use APA format (this includes title page, page numbering, running head, in text citations and references).
* **An eight (8) page minimum that utilizes peer-reviewed references. (Your Title page, Abstract, and Reference page(s) are not included in the minimum).**
* Your paper will be subject to submission through safe assign. Therefore, DO NOT PLAGIARIZE.

**GRADING PERCENTAGE SUMMARY**

Mid-Term 25%

Research Paper/Presentation 25%

Final Examination 25%

Discussion Board 25%

**Total % 100 %**

**Tentative Schedule:**

Week 1 – January 13 – Introduction, Housekeeping, Chapter 1

Week 2 – January 20 – Chapters 2 - 3

Week 3 – January 31 – **Paper Topics Due**, Chapters 4 - 5

Week 4 - February 3 – Chapters 6 - 7

Week 5 - February 10 - **Annotated Bibliographies Due**, Chapters 8 - 9

Week 6 - February 17 –Chapters 10 - 11

Week 7 - February 24 – Review Chapters 1 - 11

Week 8 - March 2 – MID-TERM TEST

Week 9 - March 9 – **SPRING BREAK**

Week 10 - March 23 – Chapters 12 – 13

Week 11- March 30 – Chapters 14 - 16

Week 12 - April 6 – Chapters 17 - 18

Week 13 - April 13 – Chapters 19 - 21

Week 14 - April 20 – **Research Papers Due** - Presentations

Week 15 - April 27 – Presentations and Review for Final

Week 16 - April 30 – FINAL

Week 17 – May 5 – GRADES DUE!!!!!

May 7th – Grades Due

**UT Tyler Codes of Conduct and Policies**

***Handguns in the Classroom***

The University of Texas at Tyler respects the right and privacy of students who are duly licensed to carry concealed weapons in this class. License holders are expected to behave responsibly and keep a handgun secure and concealed. More information is available at <http://www.uttyler.edu/about/campus-carry/index.php>.

***UT Tyler a Tobacco-Free University***

* All forms of tobacco will not be permitted on the UT Tyler main campus, branch campuses, and any property owned by UT Tyler.  This applies to all members of the University community, including students, faculty, staff, University affiliates, contractors, and visitors.
* Forms of tobacco not permitted include cigarettes, cigars, pipes, water pipes (hookah), bidis, kreteks, electronic cigarettes, smokeless tobacco, snuff, chewing tobacco, and all other tobacco products.

There are several cessation programs available to students looking to quit smoking, including counseling, quit-lines, and group support. For more information on cessation programs please visit [www.uttyler.edu/tobacco-free](http://www.uttyler.edu/tobacco-free).

***Academic Policies***

Make-up Tests: The *University Catalog* (2006-2008, pp. 36-37) *does not* establish make-ups as a student right. Major tests are forecasted; therefore, no make-up opportunities are contemplated. Opportunities to make-up missed examinations will be provided under conditions determined to be dire circumstances and must be documented (e.g., hospital records, obituaries). Make-up examinations may be in forms completely different from original examinations and will be scheduled at the convenience of the instructor.

Deadlines: **Deadlines are absolute**. Assignments not delivered to the instructor at class time on the designated date will earn the grade of F. As in the work environment employees must report to the Director on time or risk termination. Students must anticipate technological failures and plan accordingly. Pretest any equipment that may be required for presentation, handouts, etc.

Grade Replacement (Grade Forgiveness): A student repeating this course for grade replacement must file an “Intent to Receive Grade Forgiveness Form” with the Registrar

by the 12th class day of the semester. Failure to file such an intent to use grade forgiveness will result in both the original and the repeated grade being used to calculate one’s overall grade point average. As an undergraduate, a student will receive grade forgiveness (grade replacement) for only three course repeats during his or her career at UT Tyler; as a graduate student, only two. (*UTT Catalog* 2006-2008, p. 35)

Grade of Incomplete: The grade of Incomplete (I) may be granted *only* to students who, under extenuating circumstances, are unable to complete all course requirements by the end of the term in which the course is presented (see *University Catalog*). A formal application to the instructor is required. The term “extenuating circumstances” implies prolonged adverse situations totally beyond the student’s control. *Poor academic performance or incomplete assignments do not constitute “extenuating circumstances.”*

Attendance: If a class member incurs excessive absences in a course, (more than 2) his or her grade may be lowered or he or she may receive an “F” in the course. As in the workplace, professional demeanor dictates prior notification of an impending absence. Prior notification, however, does not excuse the absence. A significant requirement for this class includes leadership by students hence attendance will be required.

**Tardiness is not professionally acceptable**. An employee may be excused once for coming late to a Director’s meeting but twice merits disapproval from the Director and a poor employee evaluation. It is the sole responsibility of the student missing a class to secure (from a competent and committed classmate) copies of all handouts and pertinent notes from that day.

Cellular Phones and Pagers: Cellular telephones and other audible paging devices must be muted while class is in progress and telephones and never visible.

Laptop Computers and Voice Recorders: Students who are competent typists may use laptop computers to take class notes or otherwise manage information related to this course only. Laptop speakers shall remain muted; otherwise sounds will be treated as ringer cell phones. If other student(s) objects because of computer screen distraction, the laptop user must either cease operation of the unit or move to the rearmost classroom seat available.

Except for students with written permission from the Director of Disability Support Services (infra.), voice recordings of classroom activities may not be made. Because the workplace is being simulated, it is not reasonable to believe that an employee must record all conversations regarding work-related activities.

Disabilities: If you have a disability, including a learning disability, for which you request disability support services/accommodation(s), please contact Ida MacDonald in the Disability Support Services office so that the appropriate arrangements may be made. In accordance with federal law, a student requesting disability support services/accommodation(s) must provide appropriate documentation of his/her disability

to the Disability Support Services counselor. In order to assure approved services, the first week of class, diagnostic, prognostic, and prescriptive information should be received 30 days prior to the beginning of the semester services are requested. For more information, call or visit the Student Services Center located in the University Center, Room 282. The telephone number is 566-7079 (TDD 565-5579).

Information may also be obtained at the following UT Tyler Web address: <http://www.uttyler.edu/disabilityservices>

Religious Observance: Students who anticipate being absent from class due to a religious observance should inform the instructor by E-mail not later than the class’ second meeting of the semester of such absences for the remainder of the term.

Intercollegiate Activities: Students who anticipate being absent from class in order to participate in UT Tyler intercollegiate activities during the semester should present the appropriate form to the instructor by the class’ second meeting of the term.

Non-relief from responsibility**:** Under no circumstance does absence due to religious observance or participation in intercollegiate activities defer responsibility for timely completion of assignments or other course requirements. Without written permission from the instructor, **assignments and other course requirements must be completed by the deadline.**

***Library Support***

The Robert R. Muntz Library strives to serve as a center of discovery, exchange, and advancement of ideas. http://www.uttyler.edu/library/

***Statement Regarding Academic Dishonesty***

Academic dishonesty is a violation of University policy and professional standards. If compared to a violation of the criminal law, it would be classed as a felony. Academic dishonesty is defined as cheating, plagiarism, or otherwise obtaining grades under false pretenses. **The penalty for academic dishonesty in this class will be no less than immediate failure of the course and a permanent student record of the reason, therefore.** In most cases, a written record of academic dishonesty or an instructor’s report of same to an agency investigator during a background check will bar an individual from employment by a criminal justice agency as it is considered indicative of subsequent corrupt acts.

Many students have an inadequate understanding of plagiarism. Any idea or verbiage from another source must be documented. Anytime the exact words from another author are used they must be enclosed with quotation marks and followed by a citation. **However,** quotations should only be used on rare occasions. Student papers should be written in the student’s own words; therefore, *excessive quotations will result in a failing grade.*

**What is Plagiarism?**

Plagiarism is simply using someone else’s work and presenting it as your own. You must avoid this at all costs! Your credibility is on the line. Your work product must be your own. If you are borrowing someone else’s facts, ideas or opinions without providing the individual proper credit you are stealing. In the academic world this is referred to as plagiarism and the penalty is severe. If the thought is not your own, you must cite your source to give proper credit. If you are borrowing someone else’s words, you must enclose them in quotations as well as citing the source. Plagiarism also includes you borrowing, buying or stealing someone else’s work product and presenting it as your own. DO NOT commit intellectual theft because you will compromise your academic future.

**Penalties for Plagiarism**

Should a faculty member discover that a student has committed plagiarism, the student will receive a grade of 'F' in that course and the matter will be referred to the Honor Council for possible disciplinary action. The faculty member, however, has the right to give freshmen and sophomore students a “zero” for the assignment and to allow them to revise the assignment up to a grade of “F” (50%) if they believe that the student plagiarized out of ignorance or carelessness and not out of an attempt to deceive in order to earn an unmerited grade. This option is not available to juniors, seniors, or graduate students, who cannot reasonably claim ignorance of documentation rules as an excuse.

**Penalties for Cheating**

Should a faculty member discover a student cheating on an exam or quiz or other class project, the student will receive a “zero” for the assignment and not be allowed to make the assignment up. The incident must be reported to the chair of the department and to the Honor Council. If the cheating is extensive, however, or if the assignment constitutes a major grade for the course (e.g., a final exam), or if the student has cheated in the past, the student should receive an “F” in the course, and the matter should be referred to the Honor Council. Under no circumstances should