SYLLABUS: Administration of Justice Fall 2012

Administration of Justice (5) Criminal Investigation Section#3011
Location: Instru building 1002
Instructor: Kelly William Enos, M.S.
Monday 3:30pm – 6:40pm
Email: enoskw@yahoo.com Office: 818-364-7610
Office hours: Wednesday 12noon to 3pm Thursday 12noon to 3pm Faculty offices #21
Administration of Justice program website: www.lamission.edu/aj

DESCRIPTION:

Course covers police procedures in criminal investigations and legal aspects and procedures. Students will become familiar with techniques in processing crime scenes, interviewing suspects, witnesses and victims. At the end of the course, students will b able to analyze a basic crime scene and evaluate the types of evidence to be collected and preserved.

Student Learning Outcomes: At the end of the course, students will be able to:

(1). Analyze a basic crime scene and evaluate the types of evidence to be collected and preserved. (2). Be able to explain the basic steps in a criminal investigation. (3). Distinguish between the different types of searches police conduct in criminal investigations.

TEXTBOOK: Brown, Michael: "Criminal Investigation; Law and Practice" 2nd edition (One copy on reserve in the library).

Last date to add: September 7, 2012
Last date to drop with a "W": November 16, 2012

Attendance: Regular attendance is the only way to properly satisfy the course requirements. Attendance will be taken throughout the semester. More than 3 absences during the semester may result in a reduced grade or being dropped from the class. Students are expected to arrive for class on time. You are required to make up missing lectures/discussions/class notes by contacting another student in the class and getting his/her notes.

Electronic devices: All electronic devices **WILL** be turned off during class hours.

Cheating: Plagiarism, unauthorized material during an examination, changing answers after work has been graded, taking an exam for another student, forging or altering attendance sheets or other documents and copying other students papers. In academic circles, this is a **SERIOUS** offense and will not be tolerated. Students caught cheating will be dealt with **Harshly.** Refer to the college catalog.

Plagiarism: Plagiarism is defined as the act of using ideas, words, or work of another person or persons as if they were one's own, without giving proper credit to the original sources.
The following examples of plagiarism are intended to be representative, but not all-inclusive:

· Failing to give credit via proper citations for others' ideas and concepts, data and information, statements and phrases, and/or interpretations and conclusions

· Failing to use quotation marks when quoting directly from another, whether it be a paragraph, a sentence, or a part thereof

· Paraphrasing the expressions of thought by others without appropriate quotation marks or attribution

· Assembling parts from various works and submitting the synthesis or single paper as one's own creation

· Representing another's artistic/scholarly works, such as musical compositions, computer programs, photographs, paintings, drawings, sculptures, or similar works as one's own.

GRADING

Mid Term	100pts
Research Paper	100pts
Final Exam	100pts
Class participation	50pts
Total	350pts
Extra credit	15pts

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

*Note: There is a total of 350 points possible for this class. In order to calculate your grade, add up the total points you receive and divide that by 350. **No make up exams will be given.**

If you are a student with a disability and require classroom accommodations, please see me to discuss arrangements. The sooner I am aware that you are eligible for accommodations, the quicker I will be able to provide them. If you have not done so already, you may also wish to contact the DSP&S Office in Instruction Building 1018 (phone #818.364. 7732/TTD 818.364.7861) and bring a letter stating the accommodations that are needed.

Course Schedule

Date	**Topic**
8/27	Introduction to course: Criminal Investigation: An overview
9/3	Labor day, college closed
9/10	Search and Seizure
9/17	Collection and preservation of evidence
9/24	Collection and preservation of evidence (hands on exercise)
10/1	Photography and crime scene sketches
10/8	Obtaining information, identifying suspects/Midterm exam review
10/15	**Midterm exam** Chapters 1-7
10/22	Crimes of violence
10/29	Sex offenses
11/5	Robbery, burglary Thefts
11/12	Veterans day, college closed
11/19	Arson and bomb investigations **(Research paper due)**

11/26	Drug investigations
12/3	Preparing cases for court/The Future/Final exam review
12/10	**Final Exam 5:30pm to 7:30pm (Chapters 8-13)**

RESEARCH PAPER
CRIMINAL INVESTIGATION AJ5

Purpose:

To familiarize the student in researching areas of Criminal Investigation. Familiarization of special topics in criminal investigation and communicate those topics in a well, thought out written paper.

Assignment: Pick only one of the below approved topics in Criminal Justice. You are to research the existing literature of the topic and describe the issue. For example, if you were writing about police use of force, you would define what force is and describe the different levels of force police use and the existing laws governing the use of force. No personal stories or opinions. This is a literature review paper. Read and summarize the issue you want to write about **in your own words.**

Pick only one of the below topics related to criminal investigation:

- Firearms evidence
- Blood evidence
- Arson investigation
- Homicide investigation

Read and summarize the issue you want to write about **in your own words.**
Include important details, factual information, history, findings and suggestions. This is NOT an opinion paper. You are expected to conduct research and explore the existing literature of a given topic.

Minimum Requirements: Papers shall be double spaced, 12 size font,
and Arial style characters using Microsoft Word. Each paper is <u>required</u> to have a reference or bibliography citing your sources (at least three) in the proper APA style format. Sources of information can include books, articles, videos, Internet, in-person interviews etc. <u>However, only one Web page source may be used in the entire bibliography.</u> The campus library has numerous books and videos on criminal justice topics. Familiarize and remember the rules for citing someone else's work. APA rules apply. If you are not familiar with APA rules for writing papers, go to the library for assistance.

Papers shall be a minimum of 4 pages of text and no longer than 6 pages in length, not including your reference or bibliography page and cover page. Papers that do not meet at least the minimum requirements will not receive credit. Be very familiar with the rules on how to avoid plagiarizing someone else's work.

Paper is due on or before **11-19-2012**. **Late papers will not be accepted.** Grammar, spelling, paragraph structure, complexity of the topic chosen and content will all be considered for your grade.

Note: Although it is not required, I highly encourage everyone to submit a rough draft of his or her paper well in advance of the deadline. I will provide feedback and suggestions. There is no limit on how many times you may submit a rough draft. This has been shown to be a proven way to receive full credit for your paper. TAKE ADVANTAGE OF IT!