

JS 280-60 Criminal Investigation Syllabus

Spring 2023

Professor: Heidee McMillin, PhD

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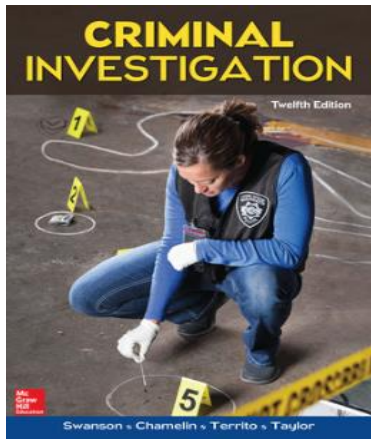
Email: hcmcmillin@lcsc.edu

Virtual Office Hours (via Zoom): W 4:00 – 6:00 pm
or by appointment

Course Description: The principles guiding criminal investigation, such as deductive/inductive reasoning, managing criminal investigations, preliminary investigation at the crime scene, and specific duties and identification techniques, are outlined.

Required Reading & Materials:

- Swanson, C., Chamelin, N., Territo, L., and Taylor R.W. (2019). *Criminal Investigation* (12th ed.). McGraw-Hill. [You must set up an account with McGraw-Hill to access the e-textbook.](#)



Criminal Investigation 12th Edition
By Swanson, Chamelin, Territo, and Taylor

ISBN13: 9780078026577

DIGITAL ISBN-13: 9780077841140

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<https://connect.mheducation.com/class/h-mcmillin-spring-2023>

- Additional readings as determined by the instructor

Required Materials (choose 1 for making a plaster cast of a shoeprint or lifting prints [Ch. 4])

For a plaster cast of a shoe print	To lift fingerprints or shoeprints
<ul style="list-style-type: none">4 cups of sand	<ul style="list-style-type: none">Fine powder (can be corn starch, cocoa powder, or cosmetic powder)
<ul style="list-style-type: none">1 cup cornstarch	<ul style="list-style-type: none">A small brush (cosmetic or craft brush)
<ul style="list-style-type: none">$\frac{3}{4}$ cup of water	<ul style="list-style-type: none">Clear tape (scotch or packing tape)
<ul style="list-style-type: none">1 tsp dish soap	<ul style="list-style-type: none">Blank printer paper
<ul style="list-style-type: none">2 cups plaster of Paris (Can be found at hardware stores and craft stores)	<ul style="list-style-type: none">Smooth, flat surface to leave the fingerprint or shoeprint on
<ul style="list-style-type: none">1 cup water	

Course Learning Outcomes - Upon completion of the course, the student will be able to:

1. Understand the legal requirements for conducting a criminal investigation
2. Describe the qualities needed in a skilled criminal investigator
3. Recognize best practices in criminal investigation
4. Compare the differences between criminal interviews and interrogations
5. Explain how to write useful field notes and crime incident reports
6. Identify physical evidence and how to collect it for analysis

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Course Requirements

1. Weekly Assignments/Discussions	67
2. Weekly Quizzes	78
3. 1 st Exam	50
4. Final Investigative Report	100
Total Possible Points	295

Course Format: This is an **online course**. All course materials are posted in [Canvas](#)¹.

Weekly Assignments: You will have an assignment due every week in this course. **Assignments can be found in the weekly modules in Canvas (not in the McGraw-Hill website).** The due dates for assignments are **NOT** “estimates” or “suggested” due dates. **Assignments and discussion posts are due Sundays BEFORE midnight Pacific Standard Time. Late assignments are not accepted.** Please organize your time accordingly. Employers like employees who can meet deadlines. Let’s get you ready for a career😊.

One of the best ways to avoid late assignments is not waiting until the last minute to submit them. Technical issues do come up from time to time. You need to allow for these real-world circumstances and prepare accordingly.

Communicating with the Instructor: The best way to get ahold of me is through the Canvas Inbox or through LC email (hemcmillin@lsc.edu). I can generally respond to student emails within 24-hours (48 hours for weekend emails). Please do not email me the night before, or the day of an assignment being due with a time-sensitive question on that assignment. Plan ahead to allow both of us time to do our best work together.

Please do not leave comments with your Canvas assignments. Email me directly with any communication.

We cover a lot of material in this class – **PLEASE ASK QUESTIONS**. I do not mind clarifying information, and quite likely, others are wondering the same thing. I *want* you to understand the material. Don’t flounder out there alone becoming more and more frustrated. Ask me for guidance so we can get you back to full production😊.

I am happy to help you learn the material. *Please understand that if you ask me a question that indicates you have not carefully read the syllabus or the course material, you will be referred back to these sources.* I am happy to clarify information that is not clear to you, however, I will not act as “your eyes” and read the material for you.

Assignments and discussion posts are due Sundays BEFORE midnight Pacific Standard Time. Please remember that **late assignments are not accepted**. Be sure to submit your assignments following **all** of the steps outlined on pages 3 & 4 of the syllabus, as well as in the assignment instructions.

¹ It is the responsibility of the student to learn how to use Canvas. All LC State students are enrolled in “**Passport to Canvas**,” which is a self-paced training on how to use Canvas. **Passport to Canvas** consists of nine modules that guide students through everything they need to know about using Canvas as a student. Students should see “**Passport to Canvas**” on their Dashboard when they [sign into Canvas](#).

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COURSE OUTLINE	
1/17	Semester begins
1/22	<p>ENTRY TASKS DUE. For attendance to be posted for financial aid purposes, complete the following items:</p> <p>1) Introduction post (Some ideas of things to include - your year in college, major, which campus you are closest to, future goals, jobs, or anything else you are comfortable sharing).</p> <p>2) Syllabus Extra Credit Quiz - You must take it as many times as you need to, to get 100%. It is all or nothing. Any score less than 100% will earn a "0".</p> <p>Ch. 1 – Evolution of Criminal Investigation and Forensic Science quiz due</p>
1/29	Ch. 2 – The Legal Aspects of Criminal Investigation quiz due
2/5	Ch. 3 – Investigators, the Investigative Process, and the Crime Scene assignment due
2/12	Ch. 4 – Physical Evidence Categories & Collection Methods (Long chapter, start reading early)
2/19	Ch. 4 (cont'd) – Physical Evidence quiz and discussion due
2/26	Ch. 5 – Interviewing and Interrogations quiz and assignment due
3/5	Ch. 6 – Field Notes and Reporting quiz and assignment due
3/12	Ch. 7 – Follow-Up Investigation and Investigative Resources quiz and assignment due
3/19	Take-home exam 1 due
3/26	Spring Break – no assignments due 😊
4/2	Ch. 8 – Crime Labs quiz due
4/9	Ch. 9 – Injury and Death Investigations quiz due (CAUTION: Very graphic photos in this chapter. You do not have to read this chapter if you do not want to. Just be sure to read the PowerPoint slides and listen to the lecture posted in this module on Canvas).
4/16	Ch. 10 – Sex Related Offenses quiz due – read through the "Evidence" section on p. 312. (CAUTION: There are photos that may be disturbing to some at the end of this chapter in the "Sexual Motivations in Homicide Investigation" section beginning on p. 312. You do not need to read from this section (pp. 312 – 315) in the textbook. https://booksite.elsevier.com/9781455731381/content/Crime_Scene_Simulation/activity.html#Question2
4/23	Ch. 22 – The Trial Process and the Investigator as a Witness quiz due
4/30	Final Investigation Report due

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COURSE OUTLINE	
5/7	Final Exam Week – No final in this class, you're done!

Written assignments will be graded on your ability to relate class materials to the questions posed. In order to receive full credit for work in this class, ALL of your work must:

1. Include your name, the course name or number, assignment name & date on the upper left corner of all your work (see [Student Assignment Formatting Example JS 280.docx](#))
2. Be submitted electronically to Canvas, in either **doc, docx, Google Doc, or rtf** format. Be sure to include your last name, course number, and assignment number in your file name: (e.g., **YourLastName JS 280 Assn 1**, not "assignment 1")
3. Be turned in by the due date
4. Demonstrate an understanding of the material covered in class
5. Be typewritten, double-spaced, with one-inch margins
6. **Be proofread and spellchecked** (i.e., free of typographical and grammatical errors)

Assignments that do not include the above criteria will earn a "0" grade and be returned to the student, unexamined. This could negatively affect your grade if timelines are not met.

Sometimes students are under the impression that class assignments are asking what they already know about a topic. This is not the purpose of higher education. **Class assignments are developed to gauge what you are learning, not what you already know.** While you may have a really good answer to an assigned question based on your personal knowledge and experience, the purpose of course assignments are to assess your ability to learn material presented in the course, and assimilate this new information into useful skills in your chosen profession. Please bear this in mind when doing your assignments.

The best way to prepare a top-notch paper is to:

- a. Carefully read and re-read the material.
- b. Highlight text and/or write down highlights that will help you remember the main points of the section you are reading.
- c. Write a rough draft of your answer.
- d. After you've had time away from your rough draft, **re-read it, even out loud** to see if it "sounds" right
- e. **Use spell check and grammar check in Word AND on your own to correct any errors.**
- f. Submit your final draft (NOT your rough draft) of your assignment.

REQUIRED TECHNOLOGY FOR THIS ONLINE COURSE:

Technology: Minimum required technology skills include the ability to:

1. Send and receive email via your lcmail.lcsc.edu
2. Navigate the [Canvas online learning system](#)
3. Use a word processing software like Microsoft Word
4. Save files as .doc or .rtf and upload to Canvas

LC State has established the following technology recommendations for students taking online courses.

- **Internet Connection** - Consistent, reliable access to a high-speed internet connection is required to successfully participate in remote and online instruction.

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- **Hardware**
 - Webcam with microphone is strongly recommended
 - Speakers/headphones/earbuds for listening to audio or video
- **Operating System Minimum Requirements**
 - **Windows:** Windows 10; 800-MHz or faster 32-bit (x86) or 64-bit (x64) processor; 2 GB of RAM
 - **Mac (Apple):** Mac OS X 10.8; Intel Core™ Duo 1.83GHz or faster processor; 2 GB of RAM

Important Note

Accessing online courses from a tablet or other mobile device is NOT sufficient to perform certain Canvas functions. CHROMEBOOKS ARE NOT ADEQUATE AS YOUR MAIN COMPUTER AT LC STATE. **Certain Canvas features and some software programs used by campus departments will not run on the Chromebook operating system** (ex. Microsoft Office Suite, Respondus LockDown Browser & Monitor).

GRADING - Your grades are based on the common grading scale:

LC State Grading Scale			
Letter	Percentage	Letter	Percentage
A	93 - 100	A-	90 - 92.99
B+	87 - 89.99	B	83 - 86.99
B-	80 - 82.99	C+	77 - 79.99
C	73 - 76.99	C-	70 - 72.99
D+	67 - 69.99	D	60 - 66.99
F	Below 60		

Your graded assignments will be returned to you as an attachment via Canvas. Your graded assignments will contain feedback from the instructor that includes areas where you were strong, and guidance on where to improve. **It is expected that students incorporate corrective feedback into future assignments.** If suggested improvements are not made in future assignments, more points will be lost on each subsequent assignment.

If you are able to make the necessary improvements from instructor feedback, you will not need to enlist the help of the LC Writing Center. If you continue to make the same writing errors or if writing is not your thing, and most of my time is spent wading through poorly written information to find nuggets of relevant material, you will need to work with the [LC Writing Center](#) before submitting your work for grading.

The [LCSC Writing Center](#) is located on the first floor of the library. Their email address is writingcenter@lcmail.lcsc.edu, their phone number is 792-2433. **Coeur d'Alene Students** can access the main campus writing center, or contact the writing tutor at the [Coeur d'Alene Center](#) cdawritingcenter@lcmail.lcsc.edu.

They generally require a **48-hour turn-around** for reviewing your work and returning it to you, so this will take some planning and preparation on your part in order for you to stay on top of your work and meet assignment deadlines.

It is important that students take responsibility for their learning and use graded assignments as tools for improvement. I am always happy to discuss ways for you to produce your best work possible outside of class as well.

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Student Decorum

The best learning occurs in an environment of respect. Please remember that this is a professional program and in addition to class content, you are expected to learn and exhibit professional behavior towards one another. This includes respectfully receiving feedback from instructors, administrators, supervisors, etc.

Students may not always understand or agree with the instructor's evaluation of their work. If you would like to approach me with a genuine interest in how you can improve your work, I am happy to spend as much time as you need helping you do that. Conversely, please understand that ill-mannered confrontations (either in person, over the phone, through e-mails, etc.) will **not** be tolerated or responded to by this instructor. You will find similar responses by employers and co-workers when you become part of the professional workforce, so it is best to develop your professional persona now. College is a particularly stressful, albeit rewarding event in your life. Should you need assistance with managing your stress, you can [contact an LC Counselor](#).

Code of Conduct

From the [LCSC Student Handbook, Code of Conduct regarding Academic Dishonesty](#)

Cheating or plagiarism in any form is unacceptable. The College functions to promote the cognitive and psychosocial development of all students. Therefore, all work submitted by a student must represent his/her own ideas, concepts and current understanding. Academic Dishonesty includes:

- a) **Cheating**—intentionally using or attempting to use unauthorized materials, information, or study aids in any academic exercise. The term "academic exercise" includes all forms of work submitted for credit hours.
- b) **Fabrication**—intentional and/or unauthorized falsification or invention of any information or the source of any information in an academic exercise.
- c) **Collusion facilitating academic dishonesty**—intentionally or knowingly helping or attempting to help another to commit an act of Academic Dishonesty.
- d) **Plagiarism**—the deliberate adoption or reproduction of ideas or words or statement of another person as one's own without acknowledgment.

Any form of academic dishonesty can result in an F on the assignment, an F in the class, academic suspension, and/or academic dismissal. **Do your own work.**

LCSC Student E-Mail Account

According to college policy, your LC student e-mail account is the only e-mail we can use to communicate with you. We send you important information in e-mails that must be viewed in a timely manner. ***Please check your e-mail regularly!*** Another simple option is putting a forward on your LCMail to an account that you check more regularly. To do this:

1. Get logged into your LCMail account
2. Go into your inbox
3. Click on "mail settings" (upper right-hand corner by your email address)
4. Click on "Forwarding and POP/IMAP"
5. Click on "Forward A Copy of Incoming Mail to:"
6. Insert your other e-mail address into the blank field
 - A code will be emailed to this account
 - Copy and paste the code into the box
7. Select "Keep LCSC Mails Copy in the Inbox" (if you choose)
8. Scroll to bottom and Save Changes

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For LC IT Issues (WarriorWeb, LC email account) email helpdesk@lcsc.edu or call **1-208-792-2231**.

For issues with Canvas, go to [How do I get help with Canvas as a student?](#) or start a [live chat with Canvas Support](#).

Accessibility Services

In compliance with the Americans with Disabilities Act of 1990 and Section 504/508 of the Rehabilitation Act of 1973, Lewis-Clark State College provides services and accommodations to students who experience barriers in the educational setting due to learning, emotional/psychiatric, physical, visual, or hearing disabilities. For more information, please contact [Accessibility Services](#). Their email is accessibilityservices@lcsc.edu, **phone: 208-792-2677**. Please also let your instructor know of any special needs you may have to achieve a successful learning environment.

[McGraw-Hill Connect E-Textbook Temporary Access](#)

With 14-day free access, students can access a course on Connect for 14 days without an access code or purchasing access online. This option provides interim access to the course for those who may be waiting on financial aid or their campus bookstore to restock access codes.

Important Information about 14-day free Access:

- The 14-day free access period begins on the day you register for the course.
- Any work you complete during the 14-day free access period will be saved when you officially register for the course.
- *Use the same email address to re-register once your 14-day free access expires. If you re-register under a different email address, any work you completed during the 14-day free access window **will not transfer** to your new account.*

Why is 14-day free access not available?

14-day free access is intended to only be available at the start of the course and is available immediately when the instructor creates the Connect section. Once the 3rd student registers for the Connect section within a seven-day period, a countdown begins - 14 days later, the 14-day free access option is removed and students can no longer register for the section using 14-day free access.

Once you access the section URL and create your Connect account, if the option is still available, you'll see the registration screen. Select **Access now** under 14-day free access to gain temporary access to the course.

Please recall that assignments and course materials are found in Canvas.

You only need the McGraw-Hill website to access the e-textbook.