

# Syllabus

## Crime Investigation Theory

### 10-504-906

#### Instructor Information

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#### Class Information

Class Runs: 1/23/12 thru 5/17/12  
Class Time/Location: See Student Schedule

#### Course Description

In this course students will learn how to recognize, process and preserve physical evidence with emphasis on domestic abuse, sexual assault and crimes against life.

#### Textbooks

State of WI – Physical Evidence (2009), Domestic Violence (2010), Sexual Assault (2007) and Victims (2006) Student Texts (Required, Available in print or electronically)

State of WI - Physical Evidence Handbook, 8<sup>th</sup> Edition (Required)  
Access to the Internet and NTC e-mail account, a notebook, sketchbook, and other materials will be required.

## Core Abilities

Core Abilities are broad outcomes or skills that every graduate of a Northcentral Technical College program is expected to achieve. These skills go beyond the context of a specific course or program and are the skills employers tell us they expect employees to have. Northcentral Technical College has identified seven Core Abilities that are important in every area of learning. Five of these core abilities have been identified as important in this course:

Communicate Effectively:	You will demonstrate this core ability by actively participating in classroom discussion and by completing written assignments.
Act Responsibly:	You will demonstrate this core ability by completing graded and un-graded assignments on time and by applying yourself in scenarios.
Work Cooperatively:	You will demonstrate this core ability by actively participating in group activities.
Demonstrate Integrity:	You will demonstrate this core ability by adhering to program rules for Criminal Justice students.
Think Critically & Creatively:	You will demonstrate this core ability by keeping an open mind while evaluating evidence at crime scenes.

## Competencies

1. Describe the role evidence plays in criminal investigations and prosecutions.
2. Apply the steps for processing crime scenes.
3. Apply appropriate strategies to locate, handle, and package evidentiary items.
4. Document the crime scene.
5. Recognize the unique investigative issues for crimes against life.
6. Apply appropriate strategies to secure the scene, collect and preserve evidence, and investigate a death.
7. Recognize the dynamics of victimization.
8. Apply knowledge of the definitions and responsibilities for law enforcement under Chap 950, Wis. Stats.
9. Apply appropriate interview techniques with adult or child victims.

10. Analyze the role of law enforcement in responding to domestic abuse.
11. Intervene and apply appropriate investigative strategies.
12. Analyze the role of law enforcement in responding to sexual abuse.
13. Demonstrate investigative techniques in a simulated sexual assault case.
14. Identify other resources that can assist in sexual assault cases

## **Pre-Requisites**

In order to maximize your potential for success in this course the following courses have been selected as pre-requisites; *Report Writing, Juvenile Law, Criminal Law.*

## **Grading Information**

### *Grading Rationale*

Your final grade in this class will be based on a combination of your scores two, 10-point written tests; ten, 2-point lab assignments; three, 5-point Performance Assessment Tasks, two, 20-point Performance Assessment Tasks. Up to 5 points may be earned for participating in classroom activities and working cooperatively with your fellow students on independent projects. Extra credit opportunities may be posted as the semester progresses. **You must keep all graded work until final grades are posted at the end of the semester as a record of points earned.**

Learning Plans and Performance Assessment Task materials will be provided for students as the class progresses. Students are expected to take responsibility for their performance and address any concerns about grading with the instructor at the earliest possible opportunity.

**Letter grades are earned based on the program rules for Criminal Justice.**

### *Grading Scale*

- A You have met all competencies and earned 100-94 points
- A- You have met all competencies and earned 93-90 points
- B+ You have met all competencies and earned 89-87 points
- B You have met all competencies and earned 86-84 points

- B- You have met all competencies and earned 83-80 points
- C+ You have met all competencies and earned 79-76 points
- C You have met all competencies and earned 75-70 points
- D You have met all competencies and earned 69-60 points
- F You fail to meet any competency and/or earn 59 or fewer points

### *Re-doing Work That Does Not Meet Performance Expectations*

If you have diligently completed the learning activities and un-graded exercises and have read the Student Texts you should have no difficulty passing the knowledge tests and meeting the criteria for the performance assessment tasks. Please check your work against the criteria for performance before submitting it. If you wish, ask a classmate to check it as well.

If you fail to demonstrate competency during a simulation you will be given an opportunity to re-test. If you fail on a re-test you will be given remediation and a third attempt, which you must pass in order to pass the course. If you score less than 70% on a graded, written test you must arrange for a re-test. Revisions and re-testing must be completed within one week. The maximum score recorded in the grade book for any revised test is 70%.

It is your responsibility to be sure that you have reached a satisfactory performance level on all knowledge tests and performance assessments. This may require some reading, research and practice outside of class. Tutors may be available to help you with this. If this becomes necessary it is your responsibility to arrange for any re-work or re-testing that may be necessary.

NTC offers a variety of resources to assist students who are having difficulty earning passing grades for either academic or non-academic reasons. Students who are having difficulty maintaining passing grades will be referred for assistance.

### *Late Work*

Assignments are expected to be turned in at the start of the class period on the assigned due date. Students are encouraged to have

assignments done and printed well before class time in order to avoid last minute problems. If you feel that circumstances warrant an extension of any due date you must discuss this with your instructor before the due date/time. Late assignments will be docked 1 point per day that they are late.

*Failure to turn in graded assignments on time may jeopardize certification for those taking this class as a requirement for Department of Justice – Law Enforcement, Adult Corrections or Juvenile Secure Detention certification.*

### *Independent Work*

Periodically throughout the program you will be asked to participate in independent activities, which may take several different forms, such as independent reading, interviewing and writing. These activities are an integral part of the total curriculum, but will have minimal instructor involvement. They provide you with the opportunity to demonstrate your ability to work independently to meet a designated goal as well as to show development in the various core abilities associated with the program.

### *Attendance*

Class attendance contributes significantly to academic success. Students who attend classes regularly tend to earn higher grades and have higher passing rates in courses. Excessive absences may jeopardize your grades or even your ability to continue in this course.

If you are absent from class for any reason you are responsible for all missed work and for contacting the instructor promptly. *Being late without notification or absent for more than 10% of the total class for any reason can jeopardize a student's eligibility for Department of Justice – Law Enforcement, Adult Corrections or Juvenile Secure Detention certification.*

### *Academic Honesty*

Academic honesty is important to the learning organization's purpose of helping learners to develop critical, independent thinking skills and habits. Cheating and other forms of academic dishonesty run counter

to this purpose and violate ethical and intellectual principles; they are therefore subject to penalties. For purposes of this course we will define academic dishonesty as:

*Plagiarism:*

Plagiarism is the presentation of work that originates from another unacknowledged source as one's own. Presenting someone else's ideas, argument, or information verbatim (or close to verbatim) without acknowledgement of the source in assessments, papers, or discussions, constitutes plagiarism.

*Cheating:*

- a) Giving, receiving, or using, or attempting to give, obtain, or use, unauthorized information or assistance during an assessment or an examination
- b) Obtaining or conveying, or attempting to obtain or convey, unauthorized information about an assessment or examination questions
- c) Giving or receiving assistance on an essay or assignment that goes beyond that specifically allowed by the instructor (this includes buying and selling, or attempt to buy or sell essays and/or research assistance relating to course assignments)
- d) Impersonating someone else or causing or allowing oneself to be impersonated in an examination, or knowingly availing oneself of the results of impersonation
- e) Presenting a single piece of work in more than one course without the permission of the instructors involved

For students pursuing a career in the Criminal Justice field, a problem with credibility or honesty will create a situation where finding employment after graduation will be very difficult. Allegations of academic dishonesty will be investigated and referred in accordance with NTC's discipline policies. Academic dishonesty can be grounds for removal from Certification Track.

## **Guidelines and Information**

### *How To Get The Most Out Of This Learning Experience*

- Take charge of your own learning. Raise questions, probe, explore, go after what you need.

- Be open. Use your imagination, consider new possibilities, and create something new for yourself.
- Give as well as receive. Give liberally to co-learners and be prepared to receive a great deal from them.
- Have fun. Plan to thoroughly enjoy this opportunity to learn and to grow in your professional competence and satisfaction.

### *Performance-Based - It's about Learning!*

Your success is the main goal of any learning experience. In performance-based learning, we carefully identify what you need to be able to do as a result of a learning experience. Next we determine how you can show that you have learned these skills. Finally, we plan learning activities that will help you develop the target skills, knowledge, and attitudes.

Benefits for you:

1. You will learn skills and knowledge that you can apply, rather than outlines of information.
2. We tell you right up front **WHAT** you will learn, how we expect you to show **WHEN** you have learned, and **HOW** you may go about learning. This helps you plan how to invest your time and energy.
3. You know the standards for evaluation before the assessment. You earn a grade according to how well you perform the skills rather than according to how well others in the class perform. You are not graded on a curve.
4. You are actively involved in the learning. We design learning activities and assignments that teach you to solve problems and to learn on your own.
5. When you complete a learning experience, you have documentation showing the skills and knowledge you have learned. You can use this information when you seek employment, admission to further education, advanced standing or transfer of credit.

### *Special Needs/ADA Accommodations*

If you have a documented disability and believe that you could benefit from academic accommodations, please visit the Student Success Center or call (715) 803-1469. For more information please visit our

website <http://www.ntc.edu/current-students/student-success-center.html>

### *Non-discrimination*

Northcentral Technical College does not discriminate on the basis of age, race, sex, color, national origin, religion or disability in admission to, access to, or operations of its programs, services, or activities. Northcentral Technical College does not discriminate in its hiring or employment practices.

The College will investigate all allegations of discrimination and/or sexual harassment.

### *NTC Policies*

Students with questions regarding affirmative action, equal opportunity, harassment, computer use or information about any other NTC policies may refer to the current NTC catalog or student handbook available in Student Services or at this website:

<http://www.ntc.edu/about/policies.htm>

### *Administrative Guidelines for Tobacco Use on NTC District Premises*

These guidelines are part of Northcentral Technical College's commitment in promoting the safety and health of its staff, students, visitors, and general public. It also establishes parameters for those who choose to smoke or use smokeless tobacco products.

It is the guideline of the Northcentral Technical College District that smoking or use of smokeless tobacco products by employees, students, and visitors is prohibited on all District premises, with the exception of three designated smoking shelters on the Central Campus in Wausau. Regional campuses and the Campus Farm do not have smoking shelters: they have designated smoking areas.

This applies to all campus property and parking lots.

At the Wausau Campus, smoking and/ or use of smokeless tobacco products is restricted to the smoking shelters located in the Courtyard, on the Northwest corner of the Center for Health Science Building, and adjacent to the gated entrance to the H Building.

**Repeat Violations will result in code of conduct violations or monetary fines.**

### *Digital Courtesy*

Many students like to tape lectures but it is important to obtain the instructor's permission before doing so. If you obtain permission to tape, you should do so in an unobtrusive manner to avoid distracting your classmates. Copyrighted material cannot be taped.

If you carry a cell phone, pager or PDA, convert it to vibration mode or turn it off for the duration of the class. If you must, on occasion, remain available to take a call for some reason you must discuss this with the instructor prior to the class so that disruption to the class can be minimized.

### *Certification Track Students*

Certification Track Students, whether they are seeking certification in Law Enforcement, Adult Corrections or Juvenile Secure Detention may be required to do additional work or testing related to their specific area of certification. While these assessments will be scored and must be passed (with a 70% score as applicable) they do not have an impact on course grades. Certification Track Students are also subject to Department of Justice rules on re-testing and attendance, as well as Program rules regarding uniform, military decorum and behavior.

### *Student Help Desk Information*

NTC has a 24-hour Student Help Desk to provide technical support for our online students. Requests for help may include login and password problems, course software use, software technical problems, and browser questions. If you have questions or need assistance when you are working on your course, you can contact the NTC Student Help Desk via e-mail at [studenthelp@ntc.edu](mailto:studenthelp@ntc.edu) or call 715-803-1160, press option #1, or 1-888-682-7144, Ext. 1160, press option #1. Please provide the following information: name of course, your student ID number, what you were trying to do, any error messages you may have received, and how to contact you.