Instructor: David J. MacDonald  
Office: G-237  
Email: DavidMacDonald@dcccd.edu. I usually check my emails once a day. If you email me and I do not reply within 48 hours please resend your email or email me at davidcops@msn.com.  
Hours Available: By Appointment

SYLLABUS:

This is a required format for a syllabus.

COURSE DESCRIPTION:

This course covers the study of investigative theory, the collection and preservation of evidence, sources of information, concepts of interviewing and interrogation, the use of forensic sciences, and trial preparation.

COURSE OBJECTIVES:

The student will have the knowledge of how to investigate a crime, preserve the crime scene and collect the evidence. The student will be familiar with interviewing, interrogation, and the taking of fingerprints.

STUDENT LEARNING OUTCOMES:

1. Develop an awareness of the philosophical and historical development of criminal investigation  
2. Become aware of the major definitions and concepts, classification and elements of crimes  
3. Be able to describe investigative procedures, methods, and techniques used in the investigation of crimes  
4. Know how to preserve a crime scene and recover evidence  
5. Demonstrate the difference between an interview and an interrogation  
6. Understand the various laws of arrest, search and seizure,  
7. Explain the importance of ethics in criminal investigation  
8. Demonstrate knowledge of case presentation
CRIMINAL JUSTICE STUDENT ADVISORY:

Criminal Justice is not a politically correct discipline. The student will be exposed to many areas of criminal activity, both violent and non-violent. There is the possibility that this subject matter which may include videos could be offensive to some students. Criminal Justice students must realize that the world of crime and law enforcement is a different world. I will not sugar coat the subject. If any student has an issue with the various subjects that we will cover, please see me.

COURSE OUTLINE:

Because this class meets one night a week, during the first class meeting we will discuss and decide on an outline of the semester.

TEXTBOOK:


INTELLECTUAL OBJECTIVES:

1. Reading – the ability to analyze and interpret a variety of printed material at the college level.
2. Writing – the ability to produce clear, correct and coherent prose and adapted to purpose, occasion and audience – at the college level.
3. Critical Thinking – think and analyze at a critical level.

CERTIFICATION OF STUDENTS

Instructors are required to certify their classes by a specific date. This means that if a student does not attend classes the student will be listed as a no-show and will result in loss of financial aid. The certification date for this class is September 9, 2019.

FINANCIAL AID STUDENTS:

If you are receiving Financial Aid grants or loans, you must begin attendance in all classes. Do not drop or stop attending any class without consulting the Financial Aid Office. Changes in your enrollment level and failing grades may require that you repay financial aid funds. Failure to contact the instructor will result in your name being submitted to the Financial Aid Office as a “non-attendee”. All Students receiving financial aid must open an Email account through NetMail. See directions in this syllabus for opening an Email account.
EVALUATION PROCEDURES:

There will be five tests given including the final exam. The lowest grade of one of the first four tests will be dropped. The final exam which is a five part exam will be included in the final grade this grade will not be dropped. Additional information concerning the final exam which will deal with investigative theory at a later time. Testing will be multiple choice, true & false and essay. Material covered in the tests will come from the text book and lectures. The students will be advised of test dates in class and the chapters covered. Grades will be as follows:

A = 360 - 400 points
B = 320 – 359 points
C = 319 – 280 points
D = 279 – 240 points
F = 239 and below

MAKE-UP EXAMS:

There are no make-up exams!! If you miss an exam, that is the one that you will drop. If you miss two exams you should consult with me about the advisability of dropping the course.

INCOMPLETES:

Incompletes are only given in rare circumstances. It is the instructor’s decision to decide if an “I” is warranted. It is the student’s responsibility to contact the instructor. To receive consideration for an “I”, you must have demonstrated a real attempt to complete the course.

ATTENDANCE AND CLASSROOM ENVIRONMENT:

Students will attend class, be on time, and remain until class is dismissed. Six (6) absences and a student must withdraw from the course or receive an “F” for the performance grade. Withdrawing from the class is the student’s responsibility. If you name is on the grade roll at the end of the semester, you will receive a performance grade.

Since every student is entitled to full participation in class without interruption, all students are expected to be in class and prepared to begin on time. All pagers, wireless phones, electronic games are to be turned off when you enter the class room. Disruption of class, whether by latecomers, noisy devices or inconsiderate behavior will not be tolerated. Disruption includes texting with phones.

The use of tape recorders is not permitted in class.
FOOD AND DRINK POLICY:

Food, drink and tobacco products are prohibited in Eastfield College classrooms.

DROP PROCEDURE:

If you are unable to complete the course for which you have registered, it is your responsibility to withdraw formally from the course. Failure to do so will result in your receiving a performance grade, usually a grade of “F”. Your instructor no longer has the ability to drop you for non-attendance. **The last day to drop is November 14, 2019.**

STUDENT E-MAIL:

A student e-mail account is free. You may set one up by going to [www.dcccd.edu](http://www.dcccd.edu) and click on Student Services, Online Services, and Student NetMail. All students receiving financial aid must open a student NetMail account.

OBTAINING YOUR GRADES USING eCONNECT:

Final Grade Reports are no longer mailed. Convenient access is available online at [www.econnect.dcccd.edu](http://www.econnect.dcccd.edu). Use your identification number when you log onto eConnect, an online system developed by the DCCCD to provide you with timely information regarding your college record. Your grades will also be printed on your Student Advising Report, which is available in the Admissions Office.

PRINTING ON CAMPUS:

Printing in the Computer Lab (L108), Library, and Learning Assistance Center will cost 5 cents per page. Students must bring a $1.00, $5.00, $10.00 or $20.00 bill to the lab to create an account. Accounts must be created before attempting to print. No change is made in the lab. Once the money is in the bill acceptor, it cannot be retrieved. Cash refunds are not possible. Accounts stay active as long as the account has value.

TECHNOLOGY:

Assignments are **DUE** as outlined in to the course calendar. Waiting until the last minute can be as issues may arise with computers. Experiencing technological difficulties or not having access to a computer are not acceptable reasons for missing an assignment deadlines. Students should plan in advance to complete assignments utilizing resources available for them: for example a local library or the Eastfield College library and computer lab.

DCCCD EMERGENCY OPERATING PROCEDURES

[http://video.dcccd.edu/rtv/DO/emergency_dcccd.wmv](http://video.dcccd.edu/rtv/DO/emergency_dcccd.wmv)
ADDITIONAL INSTITUTIONAL POLICIES


THE INSTRUCTOR RESERVES THE RIGHT TO AMEND THIS SYLLABUS AS NECESSARY.