Professor: Pat Patterson  
Office: W101H  
Office Phone: 972-860-7355  
Cell: 469-585-9247  
E-mail patrickpatterson@dcccd.edu 

COURSE DESCRIPTION: 
This course covers investigative theory. The topics include collection and preservation of evidence, sources of information, report writing, interviewing and interrogation techniques. Also, the use of forensic sciences and trial preparation will be included.

COURSE GOALS AND OBJECTIVES: 
The student will gain 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 art of note taking.

Students will develop an understanding of the history and philosophy of investigations and report writing, which relate to what criminal investigators are doing today. Knowledge for professional competence will be addressed.

This course is structured so that upon obtaining a passing grade, the student will possess and understand the basic concepts and elements which will enable him/her to make valued judgments, properly research and converse intelligently with other reference to the course.

Course Delivery 
This is an ONLINE course. All course materials, assignments, and assessments will take place on the DCCCD learning management system, eCampus: https://dcccd.blackboard.com/

TEXT: There is a Criminal Investigation manual for this course. Contact the college bookstore for purchase. All additional required course material will be forwarded to the student. ISBN- 978-1-7923-3008-7 Book title “Criminal Investigations and Report Writing”

“Important: Students who are part of the IncludED program do not need to purchase any (additional) learning materials unless directed by the instructor.”

ATTENDANCE FOR (PHYSICAL IN-CLASS) AND GRADING POLICY 
Each student is expected to attend and be on time for class. Being late or leaving early is unacceptable without prior knowledge of the instructor. Although we are all adults and I
will not prohibit you from leaving however, it can be rude and disruptive to both the class and the instructor. If for some reason you have to arrive late or leave early, please notify me before class.

During the summer, grades will be based report presentations, six quizzes and a final crime scene quiz. Each quiz will be worth 50pts, THERE WILL BE NO MAKE UP QUIZZES OR ASSIGNMENTS. There will also be videos for you to view.

. If you encounter difficulties assessing your quizzes, exams, or assignments, please contact tech support at 972-669-6402

Grading Scale

<table>
<thead>
<tr>
<th>Grade</th>
<th>Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>470-500</td>
</tr>
<tr>
<td>B</td>
<td>439-469</td>
</tr>
<tr>
<td>C</td>
<td>377-338</td>
</tr>
<tr>
<td>D</td>
<td>246-276</td>
</tr>
<tr>
<td>F</td>
<td>245 and Below</td>
</tr>
</tbody>
</table>

I do not grade on a curve. You will receive the grade that you have earned based on the scale above.

<table>
<thead>
<tr>
<th>Week</th>
<th>Chapters to be Covered</th>
<th>Assignments</th>
<th>Due Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Chapters I and II, This history of investigations audio Power Point, and the Legal issues audio Power Point</td>
<td>Quiz I, II</td>
<td>August 6&lt;sup&gt;th&lt;/sup&gt;</td>
</tr>
<tr>
<td>2</td>
<td>Chapter II, Crime scene Power Point, and the Interview and Interrogation Power Point</td>
<td>Quiz III</td>
<td>August 6&lt;sup&gt;th&lt;/sup&gt;</td>
</tr>
<tr>
<td>3</td>
<td>Chapter IV, and the Report Writing audio Power Point</td>
<td>Quiz IV, V</td>
<td>August 6&lt;sup&gt;th&lt;/sup&gt;</td>
</tr>
<tr>
<td>4</td>
<td>Chapters II and III, and the Crime Scene Power Point, the Interview and Interrogations Power Point, and the Sketch of Victims Injuries and crime scene located in the back of the book</td>
<td>Quiz VI</td>
<td>August 6&lt;sup&gt;th&lt;/sup&gt;</td>
</tr>
<tr>
<td>5</td>
<td>Chapters V, VI, VII, and All Power Points provided</td>
<td>Final Exam, Crime Scene Quiz</td>
<td>August 6&lt;sup&gt;th&lt;/sup&gt;</td>
</tr>
</tbody>
</table>

Tentative schedule: This is a guide and is subject to change. If there are any changes they will be announced in class.

All quizzes and assignments Due no later than August 6<sup>th</sup>. 
EXEMPLARY EDUCATIONAL OBJECTIVES

1. Students in Criminal Justice will learn to employ the appropriate methods, technologies, and data that social and behavioral scientists use to investigate the human condition.
2. Students will examine social institutions and process across a range of historical periods, social structures, and cultures.
3. Students will learn to use and critique alternative explanatory systems of theories.
4. Students will analyze the effects of historical, social, political, economic, cultural, and global forces on the area of study.
5. Students will learn to understand the evolution and current role of the Criminal Justice system in the United States.

CORE CURRICULUM INTELLECTUAL COMPETENCIES

1. READING: the ability to analyze and interpret a variety of printed materials at the college level.
2. WRITING: the ability to produce clear, correct, and coherent prose adapted to purpose, occasion and audience at a college level.
3. CRITICAL THINKING: think and analyze at a critical level.
4. COMPUTER LITERACY: to understand our technological society and use computer based technology in communication and the acquisition of information.
5. ADA SERVICES:
   If you are a student with disability and/or special needs who require ADA accommodations, please contact Eastfield College Disability Services Office at 972-860-8348. For any testing accommodation, you must go through the EFC Disability Services Office.

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 should open an e-mail account.

RELIGIOUS HOLIDAYS/OBSERVANCES
Students who will be absent from class for the observance of a religious holiday must notify the instructor in advance. Refer to the college catalog section on Student Responsibilities.

Note: When emailing me please state the course name and section number. Also, please use your college email address only. Due to FERPA regulations I cannot
respond to or give out grade information coming from a third party or other email address.

**EMERGENCY/INCLEMENT WEATHER PROCEDURE:**
In case of emergency or inclement weather conditions, students should refer to the Eastfield College web page [www.eastfieldcollege.com](http://www.eastfieldcollege.com) for the inclement Weather announcement under the Features area of the front page. This announcement will be posted immediately following the decision to close the college. Students are also advised to monitor other local radio and television stations. REMEMBER under no circumstances are you to place yourself in harms way. Please use extreme safety precautions when traveling to and from campus.

**ACADEMIC HONESTY STATEMENT**
Scholastic dishonesty is a violation of the Code of Student Conduct. Scholastic dishonesty includes, but is not limited to, **cheating on a test, plagiarism, and collusion**. As a college student, you are considered a responsible adult. Your enrollment indicates acceptance of the DCCCD Code of Student Conduct **published in the DCCCD Catalog at** [http://www1.dcccd.edu/cat0506/ss/code.cfm](http://www1.dcccd.edu/cat0506/ss/code.cfm)

Cheating includes copying from another student’s test or homework paper, using materials not authorized, collaborating with or seeking aid from another student during a test, knowingly using, buying, selling, stealing or soliciting the contents of an unadministered test, and substituting for another person to take a test. Plagiarism is the appropriating, buying, receiving as a gift, or obtaining by any means another’s work and the acknowledged submission or incorporation of it in one’s own written work. Collusion is the unauthorized collaboration with another person in preparing written work for fulfillment of course requirements. Academic dishonesty is a serious offense in college. You can be given a failing grade on an assignment or test, can be failed for the class, or you can even be suspended from college.

**OBTAINING GRADES AT THE END OF THE SEMESTER:** Grade reports are no longer mailed. Convenient access is available online or by telephone. Use your student ID # when you log in to e-connect or call DCCCD Touch Tone Services. Web site address: [http://econnect.dcccd.edu/](http://econnect.dcccd.edu/). Telephone number 972-613-1818

**Withdrawal Policy:**

Students who are unable to complete this course must withdraw through the Admissions Office by **the withdrawal date**. You will not be dropped if you stop coming to class. You will receive a performance grade of “F.” You must fill out the necessary paperwork to withdraw to avoid it affecting your GPA. Sometimes students drop a class when help is possible that would enable them to continue. I hope that you will discuss your plans with me should you decide to withdraw. Note, students who are receiving financial aid should check with the Financial Aid Office prior to withdrawing from classes. Withdrawals may affect your eligibility to receive further aid and could cause you to be in a position of repayment for the current semester. Students who fail to attend or participate after the drop date are also subject to this policy.
STOP BEFORE YOU DROP RULE
For students who enrolled in college level courses for the first time in the fall of 2007, Texas Education Code 51.907 limits the number of courses a student may drop. You may drop no more than 6 courses during your entire undergraduate career unless the drop qualifies as an exception. Your campus counseling/advising center will give you more information on the allowable exceptions. Remember that once you have accumulated 6 non-exempt drops, you cannot drop any other courses with a “W” Therefore, please exercise caution when dropping courses in any Texas public institution of higher learning, including all seven of the Dallas County Community Colleges. For more information, you may access:
https://ww1.dcccd.edu/coursedrops

Developmental Courses
The Texas Success Initiative (TSI) is a statewide program designed to ensure that students enrolled in Texas public colleges and universities have the basic academic skills needed to be successful in college level course work. The TSI requires assessment, remediation (if necessary), and advising of students who attend a public college or university in the state of Texas. The program assesses a students basic academic skills in reading, writing, and math. Passing the assessment is a prerequisite for enrollment in many college level classes such as English 1301/1302, History 1301/1302, Math 1414, etc. Students who do not meet assessment standards may complete prerequisite requirements by taking developmental courses in the deficient area and passing them with a grade of C or higher. In some cases retesting will also be required. It is up to each student to be aware and informed about requirements that are subject to change.
Additional information is available from the TSI Office.
https://www1.dcccd.edu/cat0910/admiss/tsi.cfm?loc=4

*Note Students who first enroll in a Level 1 certificate program such as the 15hr certificate in Criminal Justice are temporally waived from taking the (TSI)

Eastfield College Email Policy
Legal privacy issues prevent your instructor from discussing your work or your grades on commercial e-mail accounts. If you wish to send your papers or work as an attachment to an e-mail with the instructors permission, or if you have a question about your grade, you must open a student e-mail account as noted below.
Faculty and students must have and use a DCCCD account for all correspondence relating to academic coursework. For information on setting up a DCCCD student email account go to http://www.dcccd.edu/netmail/home.html

SEXUAL HARASSMENT: Eastfield College has a zero tolerance policy on sexual harassment. All students shall report complaints of sexual harassment informally to the college Human Resource Director or formally to the Vice Chancellor of Educational Affairs.
The Office of Institutional Equity, in coordination with DCCCD colleges, has the primary responsibility for reviewing, updating and implementing compliance policies and procedures. The Institutional Equity and Compliance Officer and the Office of Institutional Equity will ensure compliance with College District policies, federal and state laws related to sexual assault, Title IX, Title II (Americans with Disabilities Act) and the Military Veterans Full Employment Act to support diversity and inclusion.

Students with Disabilities:
If you are a student with a disability and/or special needs, or if you think you may have a disability, please contact the college Disability Services Office (DSO). Please note that all communication with DSO is confidential. If you are eligible for accommodations, please provide or request that the DSO send your accommodation letter to me as soon as possible (students are encouraged to contact DSO at the beginning of the semester). For more information regarding the College Disability Services Office, please visit the Student Services website: dcccd.edu/DSO or contact DCCCD Office of Institutional Equity at (214) 378-1633.

College Disability Services Offices

<table>
<thead>
<tr>
<th>College</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brookhaven</td>
<td>972-860-4673</td>
</tr>
<tr>
<td>Cedar Valley</td>
<td>972-860-8119</td>
</tr>
<tr>
<td>Eastfield</td>
<td>972-860-8348</td>
</tr>
<tr>
<td>El Centro</td>
<td>214-860-2411</td>
</tr>
<tr>
<td>Mountain View</td>
<td>214-860-8677</td>
</tr>
<tr>
<td>North Lake</td>
<td>972-273-3165</td>
</tr>
<tr>
<td>Richland</td>
<td>972-238-6180</td>
</tr>
</tbody>
</table>

A Note on Harassment, Discrimination and Sexual Misconduct
We are committed to assure all community members learn and work in a welcoming and inclusive environment. Title VII, Title IX and DCCCD policy prohibit harassment, discrimination and sexual misconduct. If you encounter harassment, sexual misconduct (sexual harassment, sexual assault, stalking, relationship violence, stalking), retaliation or discrimination based on race, color, religion, age, national origin, disability, sex, sexual orientation, gender identity, and/or gender expression, please contact your College Title IX Coordinator or the Office of Institutional Equity. We treat this information with the greatest degree of confidentiality possible while also ensuring student welfare and college safety.

We are concerned about the well-being and development of our students, and are available to discuss any concerns. There are both confidential and non-confidential resources and reporting options available to you. If students wish to keep the information confidential, please contact the college Counseling or Student Health Services. As required by DCCCD policy, incidents of discrimination and/or sexual misconduct shared with faculty will be reported to the College Title IX Coordinator or District Title IX Coordinator. The Title IX Coordinator will contact the student and determine if further investigation is needed. For more information about policies, resources or reporting options, please contact your college Title IX Coordinator or visit www.dcccd.edu/titleIX.

College Title IX Coordinators

<table>
<thead>
<tr>
<th>College</th>
<th>Name</th>
<th>Email</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brookhaven</td>
<td>Terri Edrich</td>
<td><a href="mailto:TitleIX-BHC@dcccd.edu">TitleIX-BHC@dcccd.edu</a></td>
<td>972-860-4673</td>
</tr>
<tr>
<td>Cedar Valley</td>
<td>Grenna Rollings</td>
<td><a href="mailto:TitleIX-CVC@dcccd.edu">TitleIX-CVC@dcccd.edu</a></td>
<td>972-860-8119</td>
</tr>
<tr>
<td>Eastfield</td>
<td>Rachel Wolf</td>
<td><a href="mailto:TitleIX-EFC@dcccd.edu">TitleIX-EFC@dcccd.edu</a></td>
<td>972-860-8348</td>
</tr>
<tr>
<td>El Centro</td>
<td>Shanee’ Moore</td>
<td><a href="mailto:TitleIX-ECC@dcccd.edu">TitleIX-ECC@dcccd.edu</a></td>
<td>214-860-2411</td>
</tr>
<tr>
<td>Mountain View</td>
<td>Regina Garner</td>
<td><a href="mailto:TitleIX-MVC@dcccd.edu">TitleIX-MVC@dcccd.edu</a></td>
<td>214-860-8677</td>
</tr>
<tr>
<td>North Lake</td>
<td>Rosemary Meredith(acting)</td>
<td><a href="mailto:TitleIX-NLC@dcccd.edu">TitleIX-NLC@dcccd.edu</a></td>
<td>972-860-3165</td>
</tr>
<tr>
<td>Richland</td>
<td>Bill Dial</td>
<td><a href="mailto:TitleIX-RLC@dcccd.edu">TitleIX-RLC@dcccd.edu</a></td>
<td>972-238-3165</td>
</tr>
<tr>
<td>Dallas Colleges Online</td>
<td>Le’Kendra Higgs</td>
<td><a href="mailto:TitleIX-LEC@dcccd.edu">TitleIX-LEC@dcccd.edu</a></td>
<td>972-669-3165</td>
</tr>
</tbody>
</table>

Repeating This Course: (Third Attempt to Enroll in a Course)
Effective for Fall Semester 2005, the Dallas County Community Colleges will charge additional tuition to students registering the third or subsequent time for a course. All
third and subsequent attempts of the majority of credit and Continuing Education/Workforce Training courses will result in additional tuition to be charged. Developmental Studies and some other courses will not be charged a higher tuition rate. Third attempts include courses taken at any of the Dallas County Community Colleges since the Fall 2002 Semester. See Third Attempt to Enroll in a Course at: http://www.dcccd.edu/thirdcourseattempt/

Family Educational Rights and Privacy Act of 1974 (FERPA)
In compliance with the Family Educational Rights and Privacy act of 1974 (FERPA), the College may release information classified as “directory information” to the general public without the written consent of the student. Directory information includes: (1) student name, (2) student address, (3) telephone numbers, (4) date and place of birth, (5) weight and height of members of athletic teams, (6) participation in officially recognized activities or sports, (7) dates of attendance, (8) educational institution most recently attended, and (9) other similar information, including major field of study and degrees and awards received. Students may protect their directory information at any time during the academic year. If no request is filed, directory information is released upon written inquiry. No telephone inquiries are acknowledged. No transcript or academic record is released without written consent from the student, except as specified by law.

Attendance:
The fact that classes are scheduled is evidence that attendance is important and students should, therefore, maintain regular attendance if they are to maintain maximum success in the pursuit of their studies.

Eastfield College has self-paced classes for those who are not able to attend regularly scheduled classes. This is NOT a self-paced course!

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, CELL PHONES, electronic games, texting, radios, recording devices, CD players or other devices that generate sound must be turned off when you enter the classroom. Disruption of class, whether by food, latecomers, noisy devices or inconsiderate behavior will not be tolerated. Repeated violations will/can result in expulsion from class.

Instructor reserves the right to add or delete from the syllabus as necessary