

Course Information

Semester & Year: Spring 2022

Course ID & Section #: AJ-8-V2639

Instructor's name: John Schutt

[if synchronous] Day/Time of required meetings: Online Only

[if in-person] Location:

[if needed] Number of proctored exams: 0

Course units:3

Instructor Contact Information

Office location or *Online:

Office hours:

Phone number: 702-561-5268

Email address: john-schutt@redwoods.edu

Catalog Description

A survey of the basic principles of criminal investigations. Topics include the fundamentals of investigation; techniques of crime scene searches; the collection and preservation of physical evidence; sources of information, interview and interrogation; and follow-up investigations.

TRANSFERABLE

Course Student Learning Outcomes *(from course outline of record)*

- Describe the basic steps in conducting a criminal investigation, including managing a crime scene
- Evaluate the legal aspects of witness and suspect interviews, identifications, searches and seizures, evidence preservation, and other investigatory tools.
- Formulate the basic steps in preparing for an interview or an interrogation in conducting a criminal investigation.
- Analyze the role of various expert witnesses that can assist in a criminal investigation.

Prerequisites/co-requisites/ recommended preparation

English 1A- College Composition

Accessibility

Students will have access to online course materials that comply with the Americans with Disabilities Act of 1990 (ADA), Section 508 of the Rehabilitation Act of 1973, and College of the Redwoods policies. Students who discover access issues with this class should contact the instructor.

College of the Redwoods is also committed to making reasonable accommodations for qualified students with disabilities. If you have a disability or believe you might benefit from disability-related services and accommodations, please contact your instructor or [Disability Services and Programs for Students](#) (DSPS). Students may make requests for alternative media by contacting DSPS based on their campus location:

- Eureka: 707-476-4280, student services building, 1st floor
- Del Norte: 707-465-2324, main building near library
- Klamath-Trinity: 530-625-4821 Ext 103

During COVID19, approved accommodations for distance education classes will be emailed to the instructor by DSPS. In the case of face to face instruction, please present your written accommodation request to your instructor at least one week before the first test so that necessary arrangements can be made. Last-minute arrangements or post-test adjustments cannot usually be accommodated.

**Other verbiage you can include if you want:*

Support for online learners during COVID-19

In response to COVID-19, College of the Redwoods moved the majority of its courses online to protect health and safety. As the faculty and students adjust to this change, clear communication about student needs will help everyone be successful. Please let me know about any specific challenges or technology limitations that might affect your participation in class. I want every student to thrive.

Evaluation & Grading Policy

2 Investigation Projects = 200 points (100 Each)

1 Midterm Exam = 150 points

1 Final Exam = 150 points

1 Participation = 50 points

2 Written Papers = 50 points

Grade Distribution: A=95% or above, A-=90-94.9%, B+=86-89.9%, B=82-85.9%, B-=80-81.9%, C+=76- 79.9%, C=70-75.9%, D=61-69.9%, F=below 61%. Remember, a grade of C or higher is required for purposes of transfer to a university—or for use toward a degree.

Incomplete grades will not be assigned except under extraordinary circumstances.

Failing to complete the midterm or final exam will result in a failing grade for the semester.

Admissions deadlines & enrollment policies

Students who have experienced extenuating circumstances can complete & submit the *Excused Withdrawal Petition* to request an Excused Withdrawal (EW) grade instead of the current Withdrawal (W) or non-passing (D, F & NP) grades. The EW Petition is available from the Admissions and Records Forms Webpage. Supporting documentation is required.

Academic dishonesty

In the academic community, the high value placed on truth implies a corresponding intolerance of scholastic dishonesty. In cases involving academic dishonesty, determination of the grade and of the student's status in the course is left primarily to the discretion of the faculty member. In such cases, where the instructor determines that a student has demonstrated academic dishonesty, the student may receive a failing grade for the assignment and/or exam and may be reported to the Chief Student Services Officer or designee. The Student Code of Conduct ([AP 5500](#)) is available on the College of the Redwoods website. Additional information about the rights and responsibilities of students, Board policies, and administrative procedures is located in the [College Catalog](#) and on the [College of the Redwoods website](#).

Disruptive behavior

Student behavior or speech that disrupts the instructional setting will not be tolerated. Disruptive conduct may include, but is not limited to: unwarranted interruptions; failure to adhere to instructor's directions; vulgar or obscene language; slurs or other forms of intimidation; and physically or verbally abusive behavior. In such cases where the instructor determines that a student has disrupted the educational process, a disruptive student may be temporarily removed from class. In addition, the student may be reported to the Chief Student Services Officer or designee. The Student Code of Conduct ([AP 5500](#)) is available on the College of the Redwoods website. Additional information about the rights and responsibilities of students, Board policies, and administrative procedures is located in the [College Catalog](#) and on the [College of the Redwoods website](#).

Inclusive Language in the Classroom

College of the Redwoods aspires to create a learning environment in which all people feel comfortable in contributing their perspectives to classroom discussions. It therefore encourages instructors and students to use language that is inclusive and respectful.

Setting Your Preferred Name in Canvas

Students have the ability to have an alternate first name and pronouns to appear in Canvas. Contact [Admissions & Records](#) to request a change to your preferred first name and pronoun. Your Preferred Name will only be listed in Canvas. It does not change your legal name in our records. See the [Student Information Update form](#).

Canvas Information

If using Canvas, include navigation instructions, tech support information, what Canvas is used for, and your expectation for how regularly students should check Canvas for your class.

Log into Canvas at <https://redwoods.instructure.com>

Password is your 8 digit birth date

For tech help, email its@redwoods.edu or call 707-476-4160

Canvas Help for students: <https://www.redwoods.edu/online/Help-Student>

Canvas online orientation workshop: <https://www.redwoods.edu/online/Home/Student-Resources/Canvas-Resources>

Community College Student Health and Wellness

Resources, tools, and trainings regarding health, mental health, wellness, basic needs and more designed for California community college students, faculty and staff are available on the California Community Colleges [Health & Wellness website](#).

[Wellness Central](#) is a free online health and wellness resource that is available 24/7 in your space at your pace.

Students seeking to request a counseling appointment for academic advising or general counseling can email counseling@redwoods.edu.

Emergency procedures / Everbridge

College of the Redwoods has implemented an emergency alert system called Everbridge. In the event of an emergency on campus you will receive an alert through your personal email and/or phones. Registration is not necessary in order to receive emergency alerts. Check to make sure your contact information is up-to-date by logging into WebAdvisor <https://webadvisor.redwoods.edu> and selecting 'Students' then 'Academic Profile' then 'Current Information Update.'

Please contact Public Safety at 707-476-4112 or security@redwoods.edu if you have any questions. For more information see the [Redwoods Public Safety Page](#).

In an emergency that requires an evacuation of the building anywhere in the District:

- Be aware of all marked exits from your area and building
- Once outside, move to the nearest evacuation point outside your building
- Keep streets and walkways clear for emergency vehicles and personnel

Do not leave campus, unless it has been deemed safe by the campus authorities.

Del Norte Campus Emergency Procedures

Please review the [Crescent City campus emergency map](#) for campus evacuation sites, including the closest site to this classroom (posted by the exit of each room). For more information see the [Redwoods Public Safety Page](#).

Eureka Campus Emergency Procedures

Please review the [campus emergency map](#) for evacuation sites, including the closest site to this classroom (posted by the exit of each room). For more information on Public Safety go to the [Redwoods Public Safety Page](#). It is the responsibility of College of the Redwoods to protect life and property from the effects of emergency situations within its own jurisdiction.

In the event of an emergency:

1. Evaluate the impact the emergency has on your activity/operation and take appropriate action.
2. Dial 911, to notify local agency support such as law enforcement or fire services.
3. Notify Public Safety 707-476-4111 and inform them of the situation, with as much relevant information as possible.
4. Public Safety shall relay threat information, warnings, and alerts through the Everbridge emergency alert system, Public address system, and when possible, updates on the college website, to ensure the school community is notified.
5. Follow established procedures for the specific emergency as outlined in the College of the Redwoods Emergency Procedure Booklet, (evacuation to a safe zone, shelter in place, lockdown, assist others if possible, cooperate with First Responders, etc.).
6. If safe to do so, notify key administrators, departments, and personnel.

7. Do not leave campus, unless it is necessary to preserve life and/or has been deemed safe by the person in command.

Klamath Trinity Campus Emergency Procedures

Please review the responsibilities of, and procedures used by, the College of the Redwoods, Klamath-Trinity Instructional Site (KTIS) to communicate to faculty, staff, students and the general public during an emergency. It is the responsibility of College of the Redwoods, Klamath-Trinity Instructional Site (KTIS) to protect life and property from the effects of emergency situations within its own jurisdiction.

1. In the event of an emergency, communication shall be the responsibility of the district employees on scene.
 - a. Dial 911, to notify local agency support such as law enforcement or fire services.
 - b. If safe to do so, notify key administrators, departments, and personnel.
 - c. If safe to do so, personnel shall relay threat information, warnings, to ensure the school community is notified.
 - d. Contact Jolene Gates 530-625-4821 to notify of situation.
 - e. Contact Hoopa Tribal Education Administration office 530-625-4413
 - f. Notify Public Safety 707-476-4111.
2. In the event of an emergency, the responsible district employee on scene will:
 - a. Follow established procedures for the specific emergency as outlined in the College of the Redwoods Emergency Procedure Booklet.
 - b. Lock all doors and turn off lights if in lockdown due to an active shooter or similar emergency.
 - c. Close all window curtains.
 - d. Get all inside to safe location Kitchen area is best internal location.
 - e. If a police officer or higher official arrives, they will assume command.
 - f. Wait until notice of all is clear before unlocking doors.
 - g. If safe to do so, move to the nearest evacuation point outside building (Pooky's Park), directly behind the Hoopa Tribal Education Building.
 - h. Do not leave site, unless it has been deemed safe by the person in command. Student Support Services (required for online classes)

Student Support Services

The following online resources are available to support your success as a student:

- [CR-Online](#) (Comprehensive information for online students)
- [Library Articles & Databases](#)
- [Canvas help and tutorials](#)
- [Online Student Handbook](#)

[Counseling](#) offers assistance to students in need of professional counseling services such as crisis counseling.

Learning Resource Center includes the following resources for students

- [Academic Support Center](#) for instructional support, tutoring, learning resources, and proctored exams. Includes the Math Lab & Drop-in Writing Center
- [Library Services](#) to promote information literacy and provide organized information resources.
- [Multicultural & Diversity Center](#)

Special programs are also available for eligible students include

- [Extended Opportunity Programs & Services \(EOPS\)](#) provides financial assistance, support and encouragement for eligible income disadvantaged students at all CR locations.
- The TRiO Student Success Program provides eligible students with a variety of services including trips to 4-year universities, career assessments, and peer mentoring. Students can apply for the program in [Eureka](#) or in [Del Norte](#)

- The [Veteran's Resource Center](#) supports and facilitates academic success for Active Duty Military, Veterans and Dependents attending CR through relational advising, mentorship, transitional assistance, and coordination of military and Veteran-specific resources.
- Klamath-Trinity students can contact the CR KT Office for specific information about student support services at 530-625-4821

Textbook:

Criminal Investigation 11 Edition

Karen Hess, Hess, Orthmann, Cho

ISBN-13: 978-1-285-86261-3

AJ 8 Criminal Investigation

Spring 2022

Office Hours: By Appointment

Telephone: 702-561-5268

E-mail: via Canvas messaging/ john-schutt@redwoods.edu

There will be a mid-term and a final exam. The final exam will be cumulative. This means that while the primary focus of the final exam is on the chapters covered since the mid-term test, some part of the final exam questions may require you to deal with matters raised/discussed earlier in the course. The exams will be available for viewing and downloading under the “modules” and/or “files” areas of our course webpage.

I will look both for quantity and quality when I grade your responses to any written work. Copying and pasting or copying verbatim, material from the textbook (or other sources) is by itself, an insufficient response. In the instructions for all written assignments, I will establish both a due date and a minimum length ‘word count’.

The midterm and Final Exam will contain detailed instructions for their completion and electronic submission of them to the Canvas website. They will be graded on the *Turnitin.com* website. Any exams/coursework turned in late(must be pre-approved) will be assessed a late grade penalty of my choosing. Employment issues, childcare, computer issues, etc. are not excuses for the submission of any late work. **Plan ahead.**

In general, if you are experiencing computer glitches or problems with the Canvas site, first contact the College of the Redwoods help desk – its@redwoods.edu or call them at **707.476.4160** during business hours. If that is insufficient, then either contact me at my home phone number* listed above or E-mail me directly. I will try to help you with minor issues with the websites, but my main expertise is in the subject of the course, not computer hardware or software.

REQUIRED MATERIALS/COMPUTER ACCESS:

Regular access to computer with internet connection (high-speed, e.g. DSL/broadband strongly recommended).

****A grade of “F” on *the midterm or final exam, or the entire class participation may result in an “F” grade for the entire course.***

The “Incomplete” grade status will not be assigned except under extraordinary circumstances.

SCHEDULE OF ASSIGNMENTS:

Every Week, check the “Modules” section of the Canvas course webpage. There you will find several things***:

1. When exam time arrives – I will provide directions for the two exams. You can download and print a copy of the exams and other supporting materials. They too need to be uploaded to the Canvas course webpage.

All readings are assigned one week in advance of the time where they will be discussed in the weekly class session.

Week One:

Course introductions and personal introduction assignment

Download Canvas (Instructure) App

Read Ch.1

Watch posted lecture videos

Week Two:

Readings

Sign up for Turnitin.com

Watch posted lecture videos

Week Three:

Readings

Watch posted lecture videos

Week Four:

Readings

Watch posted lecture videos

Week Five:

Readings

Watch lecture videos

Week Six:

Readings

Watch lecture videos

Week Seven:

Readings

Watch lecture videos

Week Eight:

Readings

Watch lecture videos

Week Nine:

Readings

Watch lecture videos

Midterm Exam

Spring Break March 14-19 2022 No Classes

Week Ten:

Readings

Watch lecture videos

Week Eleven:

Readings

Watch lecture videos

Week Twelve:

Readings

Watch lecture videos

Week Thirteen:

Readings

Watch lecture videos

Week Fourteen:

Readings

Watch lecture videos

Week Fifteen:

Readings

Watch Lecture Videos

Week Sixteen:

Readings

Watch Lecture Video

Final Exam Week May 7-13 2022

• *The syllabus is subject to change upon advanced notice by posting any changes on the Canvas course page.*

Code of Conduct

Preface:

The purpose of this code is to ensure that both the instructor and students are mindful of the rights and responsibilities of each other. Additionally, adherence to this code will help ensure that the class experience is both meaningful and interesting to all concerned.

Instructor Expectations:

- Plagiarism – Plagiarism is defined as claiming any work of another person as your own without attribution to the true author. It also includes taking a substantial portion (approximately 25% or more) of your assignment from another source, whether or not credit is given to that source. This includes the work of fellow students. *If a student is found to have plagiarized the work of another, the penalty which the instructor may impose ranges from a failing grade for the assignment to a failing grade for the entire course.*
- Netiquette - In participating in an on-line/hybrid format, it is expected that all students treat each other with respect. This includes no personal attacks on any other class member or the instructor. I expect that you may disagree with the views of your classmates from time to time, but such disagreements may be expressed in a respectful manner. It is good to remember that we all bring to the class a broad array of life experiences.