

# Northcentral Technical College

Course Number 10-504-180

**Criminal Investigation**

## Syllabus

### Instructor and Class Information

<b>Instructor Name</b>	Paul Clarke
<b>Email</b>	Clarke@ntc.edu
<b>Phone</b>	715.803.1481
<b>Office Location</b>	D138
<b>Instructor Office Hours</b>	Monday 10:00am-Noon and 2:00-3:00pm, Wednesday Noon-1:00pm, Thursday 11:00am-Noon, Friday Noon-1pm, and by appointment. Open Lab Thursday 3:00-5:00pm

### Instructor Information

Please feel free to email or phone me using the contact information provided. *I will respond to your message as soon as it is practical for me to do so.* It's faster to respond to messages that are grammatically correct, contain words that are used and spelled correctly, and are signed by the sender.

<b>Start Date</b>	08/28/2017
<b>End Date</b>	12/19/2017
<b>Meeting Times</b>	See Student Schedule
<b>Meeting Location</b>	D 168 and CJ Lab, Wausau Campus

### Course Information

<b>Course Number</b>	10-504-180
<b>Course Title</b>	Criminal Investigation
<b>Course Description</b>	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.
<b>Total Credits</b>	3
<b>Total Hours</b>	54
<b>Type of Instruction</b>	Lecture, Lab
<b>Mode of Delivery</b>	In Person
<b>Pre/Corequisites</b>	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.

**Textbook(s):** 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 and available electronically)

**Learner Supplies:** Access to the Internet and NTC e-mail account, a notebook, and other materials will be required.

### **Soft Skills**

Soft Skills are broad outcomes or skills that every graduate of an NTC 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. For you to meet these demands, NTC has identified seven Soft Skills that are important to every area of learning. These Soft Skills are: Communicate Effectively, Act Responsibly, Work Productively, Work Cooperatively, Demonstrate Integrity, Think Critically and Creatively and Develop Global Awareness. The Soft Skills that will be a focus in this course are:

1. *Communicate Effectively* – You will demonstrate this soft skill by actively participating in classroom discussion and by completing written assignments.
2. *Act Responsibly* – You will demonstrate this soft skill by completing graded and un-graded assignments on time, by arriving to class and any team or group meetings on time and prepared and by applying yourself in scenarios.
3. *Work Cooperatively*– You will demonstrate this soft skill by actively participating in group activities.
4. *Demonstrate Integrity* – You will demonstrate this soft skill by adhering to program rules for Criminal Justice students.
5. *Think Critically and Creatively* – You will demonstrate this soft skill by keeping an open mind while examining pending cases, case law and other legal documents.

### **General Education Outcomes**

The General Education Outcomes from the General Education Assessment Committee are embedded in all of our General Education courses.

### **Program Outcomes**

In this course you will develop knowledge and skills in support of the following Program Outcomes:

- Think Critically
- Manage Emergencies
- Demonstrate Professionalism
- Conduct Investigations
- Communicate Effectively and Interact with others

### **Course Competencies**

Competencies are what learners will be able to do as a result of the learning experience. In this course the competencies that you must demonstrate are:

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

See also your Competency Supplement (at [pjclarke.com](http://pjclarke.com) and on Blackboard) and individual Performance Assessment Task documents.

### Course Grading Information

This course is a performance-based course, designed for your success. Each competency will have assessment activities or tasks, called PATs, which will evaluate your performance of the course competencies. To earn a passing grade, all competencies must be demonstrated successfully. Graded work will generally be returned to you with feedback one week after the assigned due date. Assignments turned in late may delay grading, on some assignments for the entire class.

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. Please see the Grading Worksheet for this course for details and assistance in tracking your grade as the semester progresses.

Performance Assessment Task materials will be given to you for graded assignments as the class progresses. Some practice assignments may be given throughout the semester. These assignments will be turned in for evaluation but will not count towards your final grade. **You must keep all graded work until final grades are posted at the end of the semester as a record of points earned.**

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  
Failure to demonstrate any core ability 70% of the time will result in a grade of "D" or "F".

## **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 written exam 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 exam you must arrange for a re-test. Re-testing must be completed within one week. The maximum score recorded in the grade book for any revised test is 70%.

If you fail to demonstrate competency during a simulation you will be given an opportunity to re-test. If you turn in work that does not meet minimum performance criteria, it will be returned to you for revision. Revisions must be turned in within seven (7) days and second-chance simulations must be scheduled within seven (7) days. Recorded grades for work that does not meet minimum expectations (under 7 on a 10 point scale) will be awarded as follows:

- First revision, -1 on a 10 point scale.
- Second Revision, -2 on a 10 point scale
- Third revision, -3 on a 10 point scale

Late work penalties apply to revisions that are not turned in within the revision guidelines, and all work must be successfully completed by the last day of the class in order for it to be considered for this semester's grading.

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**

Acting Responsibly means meeting assigned deadlines. Employers consistently ask for candidates who are able to meet this standard. 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 scored as follows:

- Late 1 minute to 24 hours, Minus 1 point.
- Late 24 hours to 48 hours, Minus 2 points.
- Late more than 48 hours, ½ credit for the assignment

*Failure to turn in graded assignments on time may jeopardize certification for those taking this class as a requirement for Department of Justice – 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.

### **Assessment Information**

Final course grades can be viewed by going to [www.ntc.edu](http://www.ntc.edu), clicking on "myNTC" and following the instructions listed. For more information on grading and academic procedures **please review all of the NTC student guidelines and procedures found on the NTC website under [Current Students](http://www.ntc.edu/current-students/guidelines-procedure)**: <http://www.ntc.edu/current-students/guidelines-procedure>

Please use your grading worksheet as the semester progresses to track your scores, and contact me immediately if the reported grade differs from your calculations. Remember, if there is a discrepancy between what you have recorded and what I have recorded, you will need to show me the graded work with my writing on it to resolve the dispute in your favor. In addition to keeping graded work for this purpose, examples of your excellent work are useful for your TSA Portfolio...

### **Technical Skills Attainment**

In addition to assessing each course competency, your instructors will assess your ability to demonstrate each program outcome. This assessment, called Technical Skill Attainment (TSA), is important because it objectively measures your ability to meet industry-recognized skills. When you complete the TSA for your program, you will demonstrate what you know and can do. You can then share this information with prospective employers. Your TSA Portfolio will be explained more completely in your 4<sup>th</sup> semester Portfolio class.

### **Attendance and Participation**

Consistent attendance and participation in this course is essential for your success! Demonstrating these behaviors will help you meet NTC's soft skills and will help prepare you for future employment. As your instructor, I will make reasonable allowances for personal illness, legitimate absences which accommodate the Americans with Disabilities Act (ADA) and absences for sincerely held religious beliefs. If you wish for me to consider any absence excused, you must contact me **prior** to an absence. Unexcused or excessive absences will have a negative impact on your success in this course. If you are absent from class for any reason you are responsible for all missed work. *Being late without notification or absent for more than 10% of the total class for any reason will jeopardize a student's eligibility for Department of Justice – Adult Corrections or Juvenile Secure Detention certification.*

### **No Show/Drop/Cease to Attend**

Students who do not attend the first session of class or who do not complete the first assignment in Blackboard/Canvas by the deadline will be considered a "No Show" and will be removed from the course. Please note students who are considered a "No Show" are still responsible for the course tuition and fees. If you wish to drop this course once it is underway, you may withdraw within the first 80% of the course. Please follow the information under the NTC Student Guidelines and Procedures (website is listed below) to officially withdraw from the course or to view course refund/withdrawal policies. If you cease to attend and do not "officially" withdraw from this course before it is 80% complete you may receive an "F" for this course.

### **Learner Role and Responsibilities:**

You are an adult learner and as such are responsible for your own learning. No one else can be a "stand in" for you in the learning process. You will be held accountable for all assigned activities. You matter and what you do does make a difference. You will have an opportunity to share your unique ideas and experiences with your student peers and myself. The form and content of your participation will determine the level of achievement, satisfaction, and enjoyment that you experience. Because

others are depending on you to keep the course moving, you have an obligation to meet deadlines for completing assignments and postings.

## **NTC Student Guidelines and Procedures**

### **Campus Safety & Security**

The Campus Security Department is dedicated to providing a safe and secure learning environment for NTC students, employees and visitors. Recently, a number of armed intruder events have occurred in schools and colleges across the country. Northcentral Technical College wants faculty, staff and students to be prepared should such an event occur here. When on campus and in your personal life please be aware of your surroundings and report any suspicious or strange behavior to Campus Security or your local police. Remember – See Something, Say Something!

Students are asked to view the video (*Plan, Prepare, React*) located within Blackboard/Canvas courses. View the video outside of class, during the first week of class. Faculty will discuss the video with students specific to the learning environment for the classroom.

### **Contact NTC Campus Security**

Feel free to add the following contact information to your cell phone:

**Campus Security Department Location:** Room C157 at the Wausau Campus

**Phone:** 715.803.1111 (or ext. 1111) or Cell 715-581-6010

**Text:** 715.581.6010, send the message and the location of the incident

**Email:** [security@ntc.edu](mailto:security@ntc.edu)

### **Title IX**

Northcentral Technical College prohibits all forms of discrimination, harassment, intimidation, and coercion on campus and at College related activities and functions. NTC is required to investigate all allegations regarding sex discrimination and sexual misconduct under Title IX of the Education Amendments of 1972.

Sexual misconduct incorporates a wide range of behaviors including sexual assault (which includes rape and any kind of nonconsensual sexual contact), sexual harassment, intimate partner violence, stalking, voyeurism, and any other conduct of a sexual nature that is nonconsensual, or has the purpose or effect of threatening, intimidating, or coercing another person.

**Note that by law, all NTC staff are mandated to report any potential Title IX violations (sexual misconduct) for investigation. The only individual on campus who can confidentially hold a potential Title IX violation are the staff through Peaceful Solutions, our contracted vendor for counseling services. Peaceful Solutions can be reached at 715-803-1797.**

Students should report any potential Title IX violations (sexual misconduct) for investigation. Students can report potential Title IX violations by completing a Maxient report (found on the intranet), calling the NTC Title IX Coordinator at 715-803-1057, or visiting or calling NTC Security at 715-803-1111.

**Please review all of the NTC student guidelines and procedures found on the [NTC website](http://www.ntc.edu/current-students/guidelines-procedure):**  
<http://www.ntc.edu/current-students/guidelines-procedure>

## **Academic Support**

The Academic Resource Center (ARC) provides academic support that is specifically designed to assist students who are currently enrolled in a post-secondary class at Northcentral Technical College. Professional and peer tutors provide support for all instructional areas in a variety of formats including in person and live virtual sessions.

NTC's district-wide College Prep Centers offer a wide variety of academic services. Whether you are just beginning your college journey, returning to school after many years, finishing up your high school credential, or seeking academic self-improvement, the College Prep Center instructors and staff are here to help you succeed. Both instructor-led and classroom based instruction is offered in Adult Basic Education (ABE), GED/HSED, College Prep, and English Language Learning.

Please visit the following sites to learn more about these services.

**Academic Resource Center:** <http://www.ntc.edu/current-students/academic-resource-center>

**College Prep Center:** <http://www.ntc.edu/future-students/college-prep-center>

## **Academic Accommodations**

NTC is committed to providing reasonable accommodations that allow students with disabilities to fully participate in the technical college environment. If you are a student with a documented disability and believe you could benefit from academic accommodations, please contact Disability Services at 715.803.1469 or visit [Disability Services](http://www.ntc.edu/disability-services): <http://www.ntc.edu/disability-services>.

## **NTC Student E-Mail**

Email is NTC's official communication tool with students. Please check your NTC email often. All college and course communication will be through NTC student email and Blackboard/Canvas. Please use professional communication at all times.

## **Help Desk Information**

NTC has a Help Desk to provide technical support. 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 by calling 715-803-1160 or 1-888-682-7144 ext. 1160. You can also submit a help ticket online at [Helpdesk](http://www.ntc.edu/helpdesk): <http://www.ntc.edu/helpdesk>. 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.

## **Course Revisions**

In this syllabus, I have provided course information and a tentative schedule to guide your learning. I do, however, reserve the right to revise this information so that I may offer you the most current content and effective educational experiences. I will communicate any syllabus or schedule changes to you in a timely manner to support your success in this course.

## **Safety Guidelines/Regulations**

During this course you will take part in one or more scenarios. It is essential to your, your partner's and the role-player's safety that you follow all instructions given during the scenario briefing and any other equipment safety guidelines that exist. If you are unsure of any safety rule, at any time, it is your responsibility to ask for clarification. Failure to conform to scenario safety standards may result in removal from the training environment.

## **Class Schedule**

This course, and the order of subjects explored, will generally follow the order of the competencies as outlined in your competency supplement with several notable exceptions.

1. Local, national or world events may cause us to shift topics to capture the moment and see how events impact subject matter in real time.
2. Student progress may accelerate or slow the pace of the course. With many different topics to discover it is difficult to predict which competency we will be working on in week 11.
3. Weather. Occasionally severe weather requires us to make adjustments to the schedule, which may include rescheduling class for students seeking DoJ certifications.

If you ever have questions about what topic we will be working on in the near future, please see me immediately.