



UPPER IOWA
UNIVERSITY

COURSE SYLLABUS

CJ 362- WA Criminal Investigations

Self-Paced Course – Web-Based Format Option

Session begins on the 1st day of enrollment month and ends on the last day of the 6th month.

Instructor Information

Instructor Name: Brandon Woods

UIU Faculty Email: woods69@uiu.edu

Contact Information: For questions, comments, or concerns please contact:

Self-Paced Degree Program office:

Telephone: 563-425-5200 or 1-800-553-4150

E-mail: selfpaced@uiu.edu

Address: Upper Iowa University, PO Box 1857, Fayette, IA 52142

Course Description: Fundamentals of criminal investigation: crime scene search and recording; collection and preservation of physical evidence; scientific aids; modus operandi; sources of information; interview and interrogation; follow-up and case preparation. Special emphasis on leadership and management actions taken to enhance investigative efforts.

Semester Credits: 3

Prerequisites: CJ 224

Credit Hours: As a requirement of HLC Accreditation, all UIU courses, regardless of meeting schedule or instructional mode, follow the Federal Credit Hour Definition. As such, each credit hour earned at UIU is equivalent to a minimum of 45 hours of student engagement.

For more information on how specific instructional modes meet this requirement, please see *UIU's Policy Guidelines for Instructional Time Expectations*: [UIU Policies](#).

Course Materials

It is the student's responsibility to make sure she/he has access to all required course materials by the start of the session.

Required Textbooks

Brandl, S.G. (2022). *Criminal Investigation* (4th ed.). Thousand Oaks, CA: SAGE
ISBN: 978-1-5443-9565-4

American Psychological Association. (2020). *Publication manual of the American Psychological Association* (7th ed.). <https://doi.org/10.1037/0000165-000>

Required Resources:

Students are required to write in APA 7th edition style and format, which will require the noted required texts, as well as the UIU Library and Writing Center. Students must be able to access YouTube videos.

APA Publication Manual of the American Psychological Association: 7th Edition:
American Psychological Association (2020)
ISBN-13: 978-1433832178
ISBN-10: 1433832178

Recommended Resources

UIU Writing Center

- Email: writingcenter@uiu.edu
- Phone: (563) 425-5272

UIU Academic Success

- Email: academicsuccess@uiu.edu
- Phone: (563) 425-5264

Ordering Textbooks

Purchase your textbook through the online university bookstore [BNC](#), or by phone at (800) 325-3252.

Course Objectives

1. Evaluate and plan investigative strategies for criminal cases.
2. Explain the scientific foundation of the analysis of evidence.
3. Identify current issues in criminal investigation

Program Student Learning Outcomes

1. Demonstrate the ability to use the research methods used in the study of crime.
2. Demonstrate an understanding of the theoretical and legal foundations of criminal justice.
3. Demonstrate understanding of the operations of the criminal justice system.
4. Explain the types of ethical issues and social inequalities, diversity and human rights issues that exist within the criminal justice system.

Course Requirements and Grading Criteria

Course Requirements

1. Review the **entire** course syllabus before beginning the course. Be sure you understand the course procedures and objectives. Procedures do change, so please review **ALL** forms even if this is not your first course. Your course status may be affected if policies are not followed.

2. Students who develop a regular time schedule and set goals for unit completion are most successful in completing courses within a specific timeframe.
3. We advise submitting **one unit at a time** rather than all of the units at once. The feedback you receive from the instructor is **critical** to your success on subsequent lessons. Instructors will only grade complete units. These comments allow you to improve and modify the next units if necessary.
4. Assignment covers must be **clearly filled out with complete address information**. We use this information to return your assignments. Any missing or inaccurate information will result in a delay of the assignment being returned.
5. If the information in your syllabus is not clear or if units are not returned to you within a reasonable period of time (3 weeks), please contact the Self-Paced Program office. We would like the opportunity to address concerns, however, we may not know unless we hear from YOU!
6. ALWAYS make a copy of your completed units before submitting them for grading.
7. When needed, examination request forms **must be filled out completely and received a minimum of two weeks prior to the exam date**. A list of appropriate proctors is listed in the Academic Catalog. Make sure your request form is **clearly** completed and **signed** by the proctor. Any missing information or use of an unapproved proctor will result in a delay of the test being sent. If you have questions on who qualifies as an approved proctor, please contact the Self-Paced Program office. Teachers, employers, relatives, other UIU students, and close friends cannot serve as proctors. Exams will not be sent to residential locations.

Course Policies

Refer to myUIU for your official enrollment term and enrollment period.

Email: You are expected to use your official university supplied email address for all communication with UIU staff, including me.

You have six months from the date of your enrollment to complete this course. You should begin work on the course immediately upon enrollment and start submitting lessons for grading and evaluation in a timely manner. If no course work has been submitted within the first two months, an administrative withdrawal will be processed.

Grading Criteria

Activity	Points
Student Biography	50
Essay Assignment (2 each unit x20)	320
8 Check your Readings (8x50)	400
Midterm Exam (Unit 4)	100
Final Exam (Unit 8)	100
Total	970

Grading Scale

Letter Grade	Percent	Points
A	100-93	902 - 970
A-	92-90	873 - 901
B+	89-88	844 - 872
B	87-82	805 - 845
B-	81-80	776 - 804
C+	79-78	747 - 775
C	77-72	708 - 747
C-	71-72	679 - 707
D+	68-69	650 - 678
D	64-67	611 - 650
D-	60-63	582 - 611
F	59-0	581 - 0

Grades and Feedback

Turnitin

Turnitin is a tool for both teachers and students to ensure academic integrity by checking the originality of submitted papers to avoid issues of plagiarism and academic dishonesty. Students should be aware that Turnitin scans submitted work and compares it to ALL other sources on file.

Incompletes

Students will be allowed to request an extension and receive an 'I' (incomplete grade) at the end of their original six-month enrollment period if:

- A minimum of one assignment has been received for grading per guidelines **AND**
- All course units and exams are not completed and submitted **OR**
- A course withdrawal has not been initiated.

Note: The fee for a self-paced extension is \$99 per course. The request for an extension must be submitted no earlier than one month before the end of the course and no later than a week before the end of the course.

Incomplete grade details

- When the extension is granted and an incomplete grade is issued, the student will receive a four-month enrollment period to complete the course.
- Students do not have the option to withdraw from a course after the initial six-month enrollment period.
- An 'I' grade posted to the student's official record will be replaced with a final letter grade; however, the incomplete will remain on the official transcript as a notation.

- If the course is not completed by the end of the incomplete period, the instructor will assign a final grade (A-F) based on work completed in relation to the total course requirements.
- If credit is not earned by the end of the extension period, students can reenroll and repeat the entire course for credit.

Note: Students are not reported as enrolled during the incomplete period and are not eligible for student loan deferment.

Course Schedule

Unit 1

Unit 1 Topic	Investigation of Crime, History of Criminal Investigation
Activity	Autobiography, Chapters 1-2
Quiz	Check Your Reading
Course Paper	Essay

Unit 2

Unit 2 Topic	Role and Documentation of Evidence, Law and Criminal Investigations
Activity	Chapters 3-4
Quiz	Check Your Reading
Course Paper	Essay

Unit 3

Unit 3 Topic	Crime Scene, Forensic Evidence, and DNA, Interviews and Eyewitness Identifications
Activity	Chapters 5-6
Course Paper/Quiz	Check Your Reading

Unit 4

Unit 4 Topic	Chapters 7-8, Interrogations and Confessions, Behavioral Evidence and Crime Analysis
Course Paper	Essay
Quiz	Check Your Reading
Exam	Proctored Midterm Exam timed at 120 minutes

Unit 5

Unit 5 Topic	Digital Evidence, Information from Social Media, the Public, Video, Information Networks, and Other Sources
Activity	Chapters 9-10

Unit 5 Topic	Digital Evidence, Information from Social Media, the Public, Video, Information Networks, and Other Sources
Quiz/Course Paper	Check Your Reading

Unit 6

Unit 6 Topic	Death Investigation, Investigation of Sex Crimes, Assault, Child Abuse, and Related Offenses
Activity	Chapters 11-12
Quiz	Check Your Reading
Course Paper	Essay

Unit 7

Unit 7 Topic	Investigation of Robbery, Investigation of Property Crimes
Activity	Chapters 13-14
Quiz/Course Paper	Check Your Reading

Unit 8

Unit 8 Topic	Chapters 15-17, Investigation of Fraud and Cyber Crime, Presentation of Evidence, Terrorism, Technology, and the Future of Criminal Investigations
Course Paper	Essay
Quiz	Check Your Reading
Exam	Proctored Final Exam timed at 120 minutes

Course Expectations

Professional Writing and Speaking Guidelines

Communications in class and online should follow the Student Conduct and Discipline, Respect for the University Environment, and Code of Student Responsibility in the [Student Handbook](#) (pg. 20 and 21). Respect the opinions of others using appropriate language and communications.

University Policies

Withdrawal (W)

If a student decides to withdraw from a course before the end of an enrollment period, the student's charges, financial aid, tuition assistance, and/or veteran benefits could be affected. All students should consult with the Business Office and Financial Aid Office to understand the financial impact of withdrawing prior to initiating the withdrawal process.

Tuition adjustments are independent from academic and financial aid deadlines. Upon receiving a request for withdrawal, using the number of lessons submitted as compared to the total due, a refund of tuition is made according to the following guideline.

On or before the first day of the enrollment period* 100%

After the first lesson through 10% of the enrollment period 90%

After the first 10% through the first 25% of the enrollment period 50%

After the first 25% of the enrollment period 0%

*Enrollment is measured by the number of assignments to be submitted during a six-month period of time, as determined by the University, during which semester credits are earned toward graduation. The refund/repayments shall be calculated using the percentages noted above as determined using the number of assignments completed and the number of assignments yet to be submitted.

For example, if a student submitted 2 of 17 assignments, they completed 11.76% of the class assignments. The student would be refunded 50% of the tuition cost.

For students from Wisconsin, Maryland, Georgia, Oregon, or Arizona, state laws apply.

Students who withdraw from a course prior to submitting the first assignment, or who are administratively withdrawn for non-submission of assignments, will be charged an administrative fee of \$99.

Course withdrawal may impact financial aid eligibility. A financial aid counselor is available to discuss this decision.

Upper Iowa University is required to use a pro rata schedule to determine the amount of Title IV aid the student has earned at the time of withdrawal. If financial aid funds have been released to the student because of a credit balance on the student's account at Upper Iowa University, the student may be required to repay some or all of the amount released to the student. This policy is subject to federal regulations. Contact the Financial Aid Office for details.

Withdrawing from a course in progress may result in significant student account charges. Consult with the Business Office before withdrawing. For more information on financial aid implications, go to uiu.edu/financialaid.

Administrative Withdrawal (AW)

A grade of AW (administrative withdrawal) is recorded for any course from which a student is administratively withdrawn. At least one complete assignment/unit must be received and verified by the instructor within the first 60 days of the enrollment period or the student will be administratively withdrawn from the course. Students who are administratively withdrawn for non-submission of assignments, will be charged an administrative fee of \$99. Non-Attendance (NA): Never attended grades are not applicable to the Self-Paced Degree Program.

Academic Accommodations

It is the policy of Upper Iowa University to ensure equal access to educational and co-curricular activities to students with disabilities as mandated by the Americans with Disabilities Act Amendments Act (ADAAA) and Section 504 of the Rehabilitation Act of 1973. A student seeking accommodations should contact the Director of Student Accessibility Services as early in the session as possible. In order to receive accommodations, students are required to disclose their disability to the Director by completing an application for services that can be found on the Student Accessibility Webpage. The Application Packet for New Students can be

found here: [Student Accessibility Services](#). In addition to the application packet, the student is required to submit supporting documentation. Submit these to the Student Accessibility Services Office either in person or by email/Fax. A brief interview, in-person, by phone or virtually, with the Director will confirm or deny the accommodations requested. The Student Accessibility Services Office will email accommodation letters to the appropriate professor, the student, and the student's advisor. Additionally, students should work cooperatively with their instructors throughout the session to make sure that their accommodations are appropriate and effective.

Contact the Director at (563) 425-5949, accessibility@uii.edu or stop by the office on the 2nd floor of the Student Center, Office of Student Life, Room 229.

Academic Misconduct Policy

Cheating, academic dishonesty, and plagiarism constitute a violation of the offender's own integrity, as well as the integrity of the entire University; they will not be tolerated. Violators will receive sanctions based on the level of academic misconduct.

Cheating includes, but is not limited to:

- The use of unauthorized books notes or other sources in the giving or securing of help in an examination or other course assignments.
- The copying of other students' work or allowing others to copy your work. The submission of work that is not your own or allowing others to submit your work as theirs.
- The submission of the same work for two or more classes without the approval of instructors involved.

Academic dishonesty includes, but is not limited to:

- Sharing academic materials knowing they will be used inappropriately.
- Accessing another person's work without permission.
- Providing false or incomplete information on an academic document.
- Changing student records without approval.
- Obtaining and using texts or other materials intended for instructor use only.

Plagiarism includes, but is not limited to:

- The presentation of another's published or unpublished work as one's own.
- Taking words or ideas of another and either copying them or paraphrasing them without proper citation of the source.
- Using charts, graphs, statistics or tables without proper citation.

Levels of Academic Misconduct and Sanctions

The faculty member teaching the course has the primary responsibility for resolving allegations of academic dishonesty, though egregious violations will be resolved by the School administration, the Academic Misconduct Board, or some combination thereof. The final decision on the level of a violation rests with the Academic Misconduct Board. Options for resolving an alleged case of academic dishonesty range from dismissing the allegation with no

negative sanction to being expelled from the university ([Academic Misconduct Policy: Table 1](#)). A negative sanction is defined as an action taken by the faculty member that affects the student's grade for the assignment or his or her cumulative grade for the course. Anytime academic misconduct is detected, the procedures outlined in [Academic Misconduct Policy: Table 1](#) should be followed. The incident will be maintained in a searchable database maintained by the Office of Academic Affairs.

Copyright Statement

In recognition of the Copyright Law of the United States (Title 17, United States Code), Upper Iowa University reminds both faculty members and learners that a willful infringement of the law may result in disciplinary action. The University library has available materials discussing the "fair use" concept, along with criteria and guidelines for reproduction and use of copyrighted materials.

This syllabus is subject to change.

© 2021, Upper Iowa University