

COLLEGE OF  
**MARIN**

**Course Syllabus for: AJ 215 - Introduction to Investigation**

**General Course Information**

Department	<b>Administration of Justice</b>
Course Title	<b>Introduction to Investigation</b>
Course Number	<b>AJ 215-010</b>
Units	<b>3.000</b>
Semester Offered	<b>Spring 2023</b>
Course Meeting Days	<b>Thursday</b>
Course Meeting Time	<b>05:10 PM-08:00 PM</b>
Course Meeting Place	<b>IVC, Building 27, Room 116</b>

**Instructor Information**

Instructor's Name	Chahmal Kerow, MS
Office Phone	N/A
E-mail Address	<a href="mailto:ckerow@marin.edu">ckerow@marin.edu</a>
Office Location	IVC BLDG27
Office Hours	Thursday, 04:00-05:00 PM, please email me to reserve a meeting
Include frequency of contact (when can students expect to hear from you? When can students expect a response)	The best way to reach me is through the Canvas Inbox. You can access this feature by clicking "Inbox" on the left-hand global navigation bar in Canvas. You can also reach me at <a href="mailto:ckerow@marin.edu">ckerow@marin.edu</a> . I will respond to messages within 24 hours, Monday through Friday.

**Important Dates**

Academic Calendar	<a href="http://marin.edu/events/academic-calendar">http://marin.edu/events/academic-calendar</a>
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Last Day to add/drop class	<ul style="list-style-type: none"> <li>▪ LAST DAY TO DROP FOR FULL REFUND: 02/03/2023</li> <li>▪ LAST DAY TO ADD IN-PERSON: 02/10/2023</li> <li>▪ LAST DAY FOR PETITION TO ADD LATE: 02/16/2023</li> <li>▪ LAST DAY TO DROP WITHOUT A W: 02/16/2023</li> <li>▪ LAST DAY TO DROP WITH A W: 4/21/2023</li> </ul>
Last day to select grading option (letter or P/NP)	N/A
Midterm Exam	03/18/2023
Final Exam	05/25/2023
Holidays	<a href="http://hr.marin.edu/district-holiday-schedule">http://hr.marin.edu/district-holiday-schedule</a>

## Course Description

(No prerequisite.)

Fundamentals of investigation; techniques of crime scene search and recording; collection and preservation of physical evidence; modus operandi processes; sources of information; interview and interrogation; follow-up investigation.

(CSU) C-ID: AJ 140

## Student Learning Outcomes

Course Level Outcomes	<p>Upon successful completion of this course, students will be able to:</p> <ol style="list-style-type: none"> <li>1. Discuss the process of criminal investigation from first response to trial preparation, including the roles and responsibilities of key personnel.</li> <li>2. Discuss the importance of evidence, including proper collection, handling, and examination, to a criminal investigation.</li> <li>3. Identify ethical issues relating to criminal investigations</li> <li>4. Examine the legalities and strategies of interview and interrogation.</li> </ol>
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## Texts and Resources

Require	<p><b>Introduction to Criminal Investigation: Processes, Practices, and Thinking</b> by Rod Gehl and Darryl Plecas</p> <p>This course is a Zero Textbook Cost (ZTC) course. What does this mean? It means the reading material is free! The course book is from the <b>Open Educational Resources</b> (OER). A copy of the book is attached to the module and can be found the below links.</p> <p>Accessibility features of the web version of this resource</p> <p><u><a href="#">The web version of the Introduction to Criminal Investigation: Processes, Practices and Thinking includes the following features.</a></u></p> <ul style="list-style-type: none"><li>• It as been optimized for people who use screen-reader technology:<ul style="list-style-type: none"><li>○ all content can be navigated using a keyboard</li><li>○ links, headings, tables use proper markup</li><li>○ all images have text descriptions</li></ul></li><li>• It includes an option to increase font size. (See tab on top right of screen titled, “Increase Font Size.”)</li></ul> <p>Other file formats available</p> <p>In addition to the web version, this book is available in a number of file formats including PDF, EPUB (for eReaders), MOBI (for Kindles), and various editable files. Here is a link to where you can <u><a href="#">download this book in another file format</a></u>. Look for the Download this book drop-down menu to select the file type you want.</p> <p>If you are using a print copy of this textbook, you can find the web addresses for all websites mentioned in this book in the back matter.</p>
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## Online Course Components

Online Components	Reading material and assignments are posted on Canvas.
Canvas course	Yes
Publisher site	N/A
Online Technical & Student Support Services	<a href="http://ol.marin.edu/student-support-services">http://ol.marin.edu/student-support-services</a>
COM IT Service Desk	<a href="https://servicedesk.marin.edu/helpdesk/">https://servicedesk.marin.edu/helpdesk/</a>
Technology and Software applications required	<a href="http://apps.3cm mediasolutions.org/oei/modules/tech/story/">http://apps.3cm mediasolutions.org/oei/modules/tech/story/</a>
Adobe Reader	<a href="https://get.adobe.com/reader/">https://get.adobe.com/reader/</a>
Acceptable Browsers	Latest versions of Firefox, Chrome, Safari, and Edge

## Assessment

Specific descriptions of all assignments and activities that determine the course grade.

Your work will be evaluated based on the below-listed assignments, quizzes, or exams, which will be scored using a points system. I recommend that you participate actively and consistently in class and put in the effort needed to succeed. If you do that, I am confident you will do exceptionally well. Also, keep track of your progress and check your grades in the Gradebook.

## Assignments

<b>Weekly Class Discussions</b>	250
<b>Short Essays or Quizzes</b>	200
<b>Group Project</b>	150
<b>Written and Oral Assignments</b>	250
<b>Final Project or Exam</b>	150
<b>Total Points</b>	1000

### Grading Breakdown

Letter	% Number
A+	97 to 100
A	93 to 96
A-	90 to 92
B+	87 to 89
B	83 to 86

B-	80 to 82
C+	77 to 79
C	73 to 76
C-	70 to 72
D+	67 to 69
D	63 to 66
D-	60 to 62
F	Less than 60

## GRADING AND ACADEMIC RECORD SYMBOLS

College of Marin permits the following grading symbols:

- Evaluative Symbols
  - A+ (Grade point value shall be 4.0)
  - A Excellent (Grade point value shall be 4.0)
  - A- (Grade point value shall be 3.7)
  - B+ (Grade point value shall be 3.3)
  - B Good (Grade point value shall be 3.0)
  - B- (Grade point value shall be 2.7)
  - C+ (Grade point value shall be 2.3)
  - C Satisfactory (Grade point value shall be 2.0)
  - D+ (Grade point value shall be 1.3)
  - D Less than satisfactory (Grade point value shall be 1.0) D- (Grade point value shall be 0.7)
  - F+ (Grade point value shall be 0.3)
  - F Failing (Grade point value shall be 0.0)
  - FW Failing Withdraw indicates that a student has both ceased participating in a course some time after the last day to officially withdraw from the course without having achieved a final passing grade, and that the student has not received District authorization to withdraw from the course under extenuating circumstances. The "FW" symbol may not be used if a student has qualified for and been granted military withdrawal. If "FW" is used, its grade point value shall be zero (0).

# Expectations for Students

## *Student Conduct in Class*

I expect that we shall remain respectful and professional. Be open to other points of view and be open-minded. It is imperative that we meet and exceed the standards and expectations set by the College of Marin.

## *Participation*

I recommend everyone to attend the weekly class lecture and actively participate in the class discussions.

## *Attendance, lateness, late assignments, missed quizzes and exams, make-up work, extra credit, etc.*

I understand that unexpected schedule conflicts and life events happen at times. I request that you inform me in advance if you are not able to attend a class or meet the deadline for any of the assignments.

Accommodation for documented special needs students Please consult Student Accessibility Services (SAS) (415-485-9406)

<http://ss.marin.edu/sas>

# Policies & Procedures

## Standards of Conduct

Students are expected to abide by [Board Policy 5500 "Standards of Student Conduct"Links to an external site.](#) during all district-sponsored activities, including but not limited to, in-person and online instruction. Failure to abide by the Standards of Student Conduct may result in disciplinary action outlined in [Administrative Procedure 5520 "Student Discipline and Due Process."Links to an external site.](#)

## Academic Dishonesty

The instructor of this course will take appropriate actions in response to Academic Dishonesty, as defined the [Board Policy 5500 "Standards of Student Conduct"Links to an external site.](#) Acts of academic dishonesty include but are not limited to:

- **Cheating:** using, attempting to use, or providing others with any unauthorized assistance in taking quizzes, tests, examinations, or in any other academic exercise or activity. Unauthorized assistance includes:
  - Working in a group when the instructor has designated that the quiz, test, examination, or any other academic exercise or activity be done “individually;”
  - Depending on the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments;
  - Substituting for another student, or permitting another student to substitute for oneself, in taking an examination or preparing academic work;

- Acquiring tests or other academic material belonging to a faculty member, staff member, or another student without express permission;
  - Continuing to write after time has been called on a quiz, test, examination, or any other academic exercise or activity;
  - Submitting substantially the same work for credit in more than one class, except with prior approval of the instructor; or engaging in any form of research fraud.
- **Falsification:** altering or fabricating any information or citation in an academic exercise or activity.
  - **Plagiarism:** representing, by paraphrase or direct quotation, the published or unpublished work of another person as one's own in any academic exercise or activity without full and clear acknowledgment. It also includes using materials prepared by another person or by an agency engaged in the sale of term papers or other academic materials.

## Sexual Harassment

College of Marin is committed to providing an academic and work environment free of unlawful harassment. [AP/BP 3430 Prohibition of Harassment](#) defines sexual harassment and other forms of harassment on campus, and sets forth a procedure for the investigation and resolution of complaints of harassment by or against any staff or faculty member or student within the Marin District.

## Grievance Policy and Procedure

For a complete description of College of Marin please see [Administrative Policy 5530 Student Grievances](#).

## Students with Disabilities

College of Marin considers the diversity of its students, faculty, and staff to be a strength and critical to its educational mission. College of Marin expects every member of the college community to contribute to an inclusive and respectful culture for all in its classrooms, work environments, and at campus events. If there are aspects of the design, instruction, and/or experiences within the course that result in barriers to your inclusion or accurate assessment of achievement, reasonable accommodations are available for students with disabilities. If you have a disability and may need accommodations to participate in this class, please contact [Student Accessibility](#), or **Phone: 415-485-9406** as soon as possible. Note that all accommodations **MUST** first be approved through SAS. Should you have accommodations from SAS, please provide your Accommodation Letter to your instructor within the first two weeks of receiving the letter from SAS.

The College of Marin **Psychological Services** offers the opportunity to talk about your problems with someone who listens and is trained to help. If you would like to speak with a licensed psychologist who can provide support around a variety of areas of difficulty including: trauma, stress management, anxiety, depression, identity issues, academic/career issues, relationship/social issues, family difficulties, cultural concerns, and loss, please contact Psychological Services at: **1-415-485-9649**

## **COVID Protocols**

By entering District property and participating in activities at the Kentfield and/or Indian Valley campuses or other locations associated with delivery of course(s), students are attesting they are vaccinated and in compliance with District Vaccination policy (Board Policy 3507). If a student is found in violation of the policy, they will be subject to Student Discipline and Due Process (Administrative Procedure 5520). Anyone experiencing symptoms of illness or who has been directly exposed to someone diagnosed with COVID-19 should remain home and see their healthcare provider.