UNDERGRADUATE CURRICULUM CHANGE MEMO

Date: **1-26-2024**

From: **Egbert Zavala, Department of Criminal Justice & Security Studies**

Through: **Egbert Zavala, Department of Criminal Justice & Security Studies**

Through: **Anadeli Bencomo, Dean of the College of Liberal Arts**

To: **Selfa Chew-Melendez, Curriculum Committee Chair**

Proposal Title: **Accommodating EPCC's CRIJ Criminal Investigation 2314**

Explain the nature of the change and the rationale.

CRIJ 2313 Criminal Investigation is currently offered at El Paso Community College (EPCC) as a component of the Field of Study requirement for the Criminal Justice associate degree. To facilitate the transferring and attribute CRIJ 2314, the Department of Criminal Justice and Security Studies is requesting to add CRIJ 2314: Criminal Investigation to our Degree requirements.

By adding this course to the degree requirements, the following changes are needed:

a) The current degree requirements are 3 out of the 4 systems courses available (see screenshot attached)

System CRIJ Electives (Select three from the following courses):		9
CRIJ 1306	Courts Systems and Practices	
CRIJ 1310	Fundamentals of Criminal Law	
CRIJ 2313	Correctional Systems & Practcs	
CRIJ 2328	Police Systems and Practices	

We are now requesting to require **all** 4 courses as Systems CRIJ Electives

b) Currently, for CRIJ electives, 15 hours are required with at least 12 being upper-division

CRIJ Electives (Select 15 hours of the following with at least 12 being upper-division):

We are now requesting to reduce the electives hours from 15 to 12 with at least 9 being upper division so that CRIJ 2314 will be accounted as a lower division elective.

COURSE ADD

All fields below are required

College : Liberal Arts   **Department :** Criminal Justice and Security Studies

Effective Term : Fall 2024

Rationale for adding the course:
CRIJ 2314 Criminal Investigation is a class currently being taught at El Paso Community College (EPCC). Students from EPCC cannot transfer this class to UTEP because we do not have this class in our current catalog. To help students transfer from EPCC to UTEP, we would like to create CRIJ 2314 Criminal Investigation in order to accept this class an elective.

All fields below are required

Subject Prefix and # CRIJ 2314

Title (29 characters or fewer): Criminal Investigation

Dept. Administrative Code : 0747

CIP Code 43.0104.00

Departmental Approval Required ☐Yes   ☒No

Course Level ☒UG   ☐GR   ☐DR   ☐SP

Course will be taught: ☒ Face-to-Face   ☒ Online   ☐ Hybrid

Course minimum grade: if N leave blank, if Y provide grade C

- How many times may course be repeated to satisfy minimum grade requirement? 3

How many times may the course be taken **for credit**? (Please indicate 1-9 times): 1

Should the course be exempt from the "Three Repeat Rule?" ☐Yes   ☒No

Grading Mode: ☒Standard   ☐Pass/Fail   ☐Audit

Description and 2-3 keywords (600 characters maximum):
(Keywords are for Facilitation of course searches and should be words not already included in course title or description)
This course provides students with an awareness of the history, theory, strategies, and procedures relating to criminal investigation and crime scene management. Included is a study of crime scene investigation, burglary, assault, sex crimes, death cases, cybercrime and terrorism. Students will process simulated crime scenes.
Criminal Investigation; Crime Scene;

Contact Hours (per week):   Lecture Hours   Lab Hours   Other

Types of Instruction (Schedule Type): Select all that apply

☒ A	Lecture	☐ H	Thesis
☐ B	Laboratory	☐ I	Dissertation
☐ C	Practicum	☐ K	Lecture/Lab Combined
☐ D	Seminar	☐ O	Discussion or Review (Study Skills)
☐ E	Independent Study	☐ P	Specialized Instruction
☐ F	Private Lesson	☐ Q	Student Teaching

Fields below if applicable

If course is taught during a part of term in addition to a full 16-week term please indicate the length of the course (ex., 8 weeks): 8 Weeks

TCCN (Use for lower division courses) : CRIJ 2314

Prerequisite(s):

Course Number/ Placement Test	Minimum Grade Required/ Test Scores	Concurrent Enrollment Permitted? (Y/N)
CRIJ 1301 Introduction to Criminal Justice	C	Y

Corequisite Course(s):

Equivalent Course(s):

Restrictions:

Classification	None
Major	Criminal Justice

The curriculum office recommends consulting with other programs to determine whether there is significant overlap between the proposed course and any existing courses, especially when the course is part of an interdisciplinary program. Evidence of this consultation will facilitate the work of the curriculum committees.

Degree Plan

Required Credits: 120

Code	Title	Hours
Minor Required		
This program requires the selection of a minor.		18
Upper Division Hours		
This degree plan requires completion of 39 upper-division hours.		
Designated Core (All courses require a grade of C or better)		
Required Courses: [1]		
MATH 1320	Math for Social Sciences I	3
University Core Curriculum		
Complete the University Core Curriculum requirements.		42
Criminal Justice Major		
Required Courses (All courses require a C or better):		
Upper-Division CRIJ		
CRIJ 1301	Intro to Criminal Justice I	3
CRIJ 3300	Applied Research Methods in CJ	3
CRIJ 3313	Criminology	3
CRIJ 4312	Criminal Procedure	3
Select three four courses from:		**9**
CRIJ 1306	Courts Systems and Practices	3
CRIJ 1310	Fundamentals of Criminal Law	3
CRIJ 2313	Correctional Systems & Practces	3
CRIJ 2328	Police Systems and Practices	3
Select fifteen twelve additional CRIJ hours with at least twelve being upper-division:		
CRIJ 3308	Juvenile Justice	
CRIJ 3309	Comm Corrections & Corr Cnslng	
CRIJ 3311	Crime Control & Prevention	
CRIJ 3321	Family Violence	
CRIJ 3351	Crim Just on US-Mexico Border	
CRIJ 3389	Criminal Justice Ethics	
CRIJ 4300	Selected Topics - Crim Justice	

Code	Title	Hours
CRIJ 4301	Readings in Criminal Justice	
CRIJ 4302	Cyber Crime	
CRIJ 4303	Crime, Criminal Justice & Film	
CRIJ 4309	Internship in Crim Just I	
CRIJ 4310	Internship in Crim Just II	
CRIJ 4311	Immigration Law and Admin	
CRIJ 4313	White Collar Crime	
CRIJ 4314	Women in Criminal Justice	
CRIJ 4315	Homicide	
CRIJ 4316	Comp CJS & Transntl Crime	
CRIJ 4317	Victimology	
CRIJ 4318	Violence in America	
CRIJ 4319	Street Gangs:Strctr,Act & Resp	
CRIJ 4320	Crim Just Org and Management	
CRIJ 4321	Organized Crime	
CRIJ 4385	Study Abroad in Crim Justice	
CRIJ 4390	Adv Concepts in Crim. Justice	
CRIJ 2314	Criminal Investigation	

Commented [AU3]: Add new course

Open Electives

Select additional hours to complete a total of one hundred twenty hours

Foreign Language

Complete six hours of foreign language (language must be in a sequence) [2]   6

Block Electives

Complete twelve upper-division hours from the blocks below, with three to six hours in each   12

[1] Although the UTEP choice is larger, these choices satisfy the requirements of both the core and the major.

[2] French and Spanish majors must fulfill this requirement in a language other than their major.
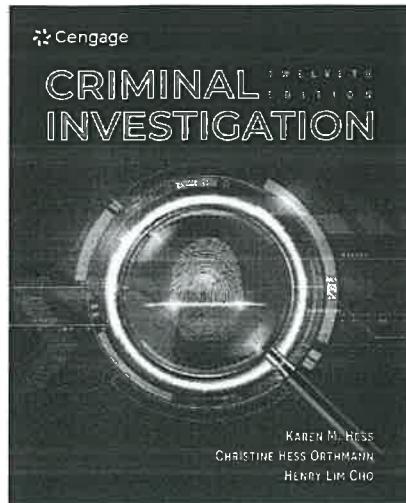
Total Hours   120

Course List

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CRIJ 2314: Criminal Investigation

Instructor: Patricia Cortes, MCJ, MPA
Email: pcortes@utep.edu

Required Textbook:
Hess, Karen M., Christine Hess Orthmann, & Henry Lim Cho. (2022). *Criminal Investigation*. (12th Ed.) Cengage.

Office Hours: Virtually via Zoom – By Appointment

Please note that I will respond to emails within 24-48 hours, but most of the time more quickly. In addition, on the weekends and holidays, response time may take up to 72 hours. If you would like an appointment, email me so that I can make arrangements.

Course Overview & Objectives:

This course provides students with an awareness of the history, theory, strategies, and procedures relating to criminal investigation and crime scene management. Included is a study of crime scene investigation, burglary, assault, sex crimes, death cases, cybercrime and terrorism. Students will process simulated crime scenes.

Students will be able to identify, understand, articulate, apply, and evaluate the following concepts and/or models:

1. The students will develop a basic understanding of the investigative process. They will develop insight into the way that professional investigators think and act. They will begin to see the investigative process as it fits into the larger criminal justice system and to understand what this means to a successful prosecution.

2. The students will develop better analytical skills by reading and discussing various case studies. They will develop an understanding of various concepts related to the field and they will learn to apply these concepts to hypothetical situations.

3. The students will develop better written and oral communication skills. They will learn the value of these skills and how they impact the success or failure of a criminal prosecution.

4. The students will develop a better understanding of the various roles that investigators play in society, both on and off duty. They will begin to understand the different career opportunities that exist within the field.

5. The student will become familiar with the physical and psychological dangers that criminal investigators face, as well as, the emotional rewards investigative success can bring.

6. The students will learn to see the investigator who seeks truth as an instrument of justice.

7. The instructor will attempt to convey the importance of common sense and good judgment in criminal investigations.

Class Format:

This course is NOT self-paced. Instead, this course is based on weekly modules that open each Monday morning at 12:30am and close the following Saturday at 11:59PM (Mountain Standard Time). If students fail to submit any required work before the module closes they will receive a grade of zero (0) for that assignment—no exceptions!

As outlined in the syllabus below, each weekly module will focus on one to two chapters from our textbook. For each of these chapters, I will prepare a _chapter outline_ that is intended to provide guidance and structure to students as they read the chapter. Students should read this outline before reading the chapter. Students are also encouraged to read the conclusions at the end of each chapter and to pay close attention to the "key terms" that are found in the textbook for each chapter.

All exams, discussions, and written assignments are "open book" and "open notes," meaning that students can use any class materials they wish when completing these assignments. However, they cannot "collaborate" in any way with any person (whether they are a fellow student or not) when completing the assignments. Doing

so constitutes cheating and will be dealt with per the policy on academic dishonesty specified later in the syllabus.

REQUIREMENTS:

Exams:

Your grade in this class will be based on 4 exams. Exams are to be taken on the week stated in the syllabus. Make-up exams may only be acceptable under extreme circumstances, such as a medical or personal emergency. I must warn you, however, that I base these decisions on a very narrow definition of extreme. The student must provide me with proper documentation to qualify for a make-up (documentation does not, unfortunately, guarantee that a make-up will be given). Missed exams will be assigned a grade of zero (0). All makeup exams, if granted, must be completed within one week of the original exam date. Each exam is worth 100 points for a total of 400 points. Again, a grade of zero (0) will be assigned to each exam not submitted by the time the respective weekly module closes. Students will have 60 minutes (1 hour) to complete the exam once they begin. Exams will be available on Monday and will close at 11:59PM on Saturday (Mountain Standard Time).
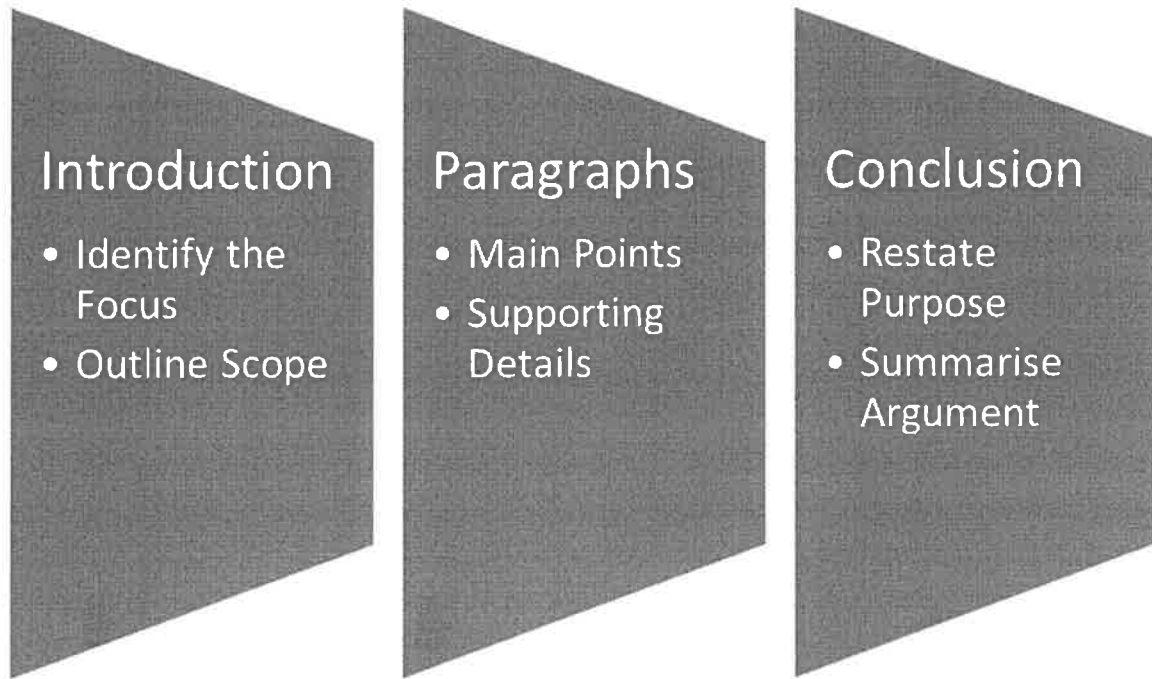
Written Assignments:

Students will be given a written assignment on the week assigned in the syllabus. These assignments consist of answering a specific question(s) regarding the chapter(s) for that week. Each written assignment should be submitted as an attachment in the link provided and is graded on a 0-50 point scale (200 points total). All written assignments are scanned by third-party software for plagiarism (cheating). Keeping the papers limited in length, and focused in scope, requires students to improve their critical thinking skills and enhance the clarity of their writing. Using your textbook, students will be able to locate and identify the question(s) provided. Although you are using your textbook, remember to cite!

This is an opportunity for students to reflect on their reading and what they have learned from a specific set of materials.

Students are to write in essay format and answer the question(s) in its entirety to receive full credit. Make-up assignments may only be acceptable under extreme circumstances and all makeup assignments, if granted, must be completed within one week of the original assignment date. If you do not follow the format below, you will automatically receive a 0. Participation points are not given!

Use the following format:

Introduction

- Identify the Focus
- Outline Scope

Paragraphs

- Main Points
- Supporting Details

Conclusion

- Restate Purpose
- Summarise Argument

- 700 words or more (Word count only includes from introduction-conclusion: For example, your heading and references will not be included in the word count)
- Times New Roman
- 12-point font
- Double Spaced
- Reference Page

Discussions: Students are required to make one post on the module's discussion board and respond to two students. The original post should more than 200 words, and consists of the question(s) given for the assigned week. When responding to other students, please remember to be respectful. You do not have to agree with someone else's opinion, however, we are all adults and arguments/disrespectful comments will not be tolerated.

Also, when responding, to do not simply reply, "I agree." Put some thought into your response. Each original post is worth up to 10 points and each response it worth up to 5 points for a total of 20 points per weekly module. I will give you feedback, it is up to you to make corrections in future posts. If your responses are too vague, you will not receive credit. Do not use the same response in separate posts. Do not use the same posts in different weeks.

Make-up discussions may only be acceptable under extreme circumstances and all discussions, if granted, must be completed within one week of the original assignment date.

If you do not follow the format, you will automatically receive a 0. Participation points are not given!

FINAL GRADE CALCULATION:

Your final grade in this class will be determined based on the exams, written assignments, and discussions.

Exam 1	100 Points
Exam 2	100 Points
Exam 3	100 Points
Exam 4	100 Points
Written Assignment 1	50 Points
Written Assignment 2	50 Points
Written Assignment 3	50 Points
Written Assignment 4	50 Points
Discussion Board	160 Points (20 points per week)
Total Points	760 Points

Final Grade Distribution:

760-684	Points=A
683-608	Points=B
607-532	Points=C
531-456	Points=D
455-0	Points=F

Please note:

I have right to make any changes to the course or syllabus and any changes will be announced ahead of time in an announcement and/or email. There will be no curve used in grading, no grades will be dropped, and there will be no extra credit. Do not contact me at the end of the semester regarding extra points for a particular letter grade. Your grade is an accomplishment, not a gift!

Important Reminders:

The exams are timed, meaning that once you begin the exam you will have a limited amount of time to complete and submit your work. The exams will automatically close and submit at the end of the time limit if you haven't already submitted it yourself. Do not wait until the last minute to begin exams. This way, if you do

experience any difficulties with submissions, they can be corrected before the module closes.

Technology Issues

Course content is delivered via the Internet through the Blackboard learning management system. Ensure your UTEP e-mail account is working and that you have access to the Web and a stable web browser. Google Chrome and Mozilla Firefox are the best browsers for Blackboard; other browsers may cause complications. When having technical difficulties, update your browser, clear your cache, or try switching to another browser.

You will need to have access to a computer/laptop, scanner, a webcam, and a microphone. You will need to download or update the following software: Microsoft Office, Adobe Acrobat Reader, Windows Media Player, QuickTime, and Java. Check that your computer hardware and software are up-to-date and able to access all parts of the course.

If you do not have a word-processing software, you can download Word and other Microsoft Office programs (including Excel, PowerPoint, Outlook and more) for free via UTEP's Microsoft Office Portal. Click the following link for more information about Microsoft Office 365 and follow the instructions.

IMPORTANT: If you encounter technical difficulties beyond your scope of troubleshooting, please contact the UTEP Help Desk as they are trained specifically in assisting with technological needs of students. Please do not contact me for this type of assistance. The Help Desk is much better equipped than I am to assist you!

NETIQUETTE

As we know, sometimes communication online can be challenging. It's possible to miscommunicate what we mean or to misunderstand what our classmates mean given the lack of body language and immediate feedback. Therefore, please keep these netiquette (network etiquette) guidelines in mind. Failure to observe them may result in disciplinary action.

- o Always consider audience. This is a college-level course; therefore, all communication should reflect polite consideration of other's ideas.
- o Respect and courtesy must be provided to classmates and to the instructor at all times. No harassment or inappropriate postings will be tolerated.

o When reacting to someone else's message, address the ideas, not the person. Post only what anyone would comfortably state in a face-to-face situation.

Blackboard is not a public internet venue; all postings to it should be considered private and confidential. Whatever is posted on in these online spaces is intended for classmates and professor only. Please do not copy documents and paste them to a publicly accessible website, blog, or other space.

ATTENDANCE AND PARTICIPATION

Attendance in the course is determined by participation in the learning activities of the course. Your participation in the course is important not only for your learning and success but also to create a community of learners. Participation is determined by completion of the following activities:

o Reading/Viewing all course materials to ensure understanding of assignment requirements
o Participating in engaging discussion with your peers on the discussion boards (grading rubric provided in the "grading information" area of each forum)
o Participating in scheduled Blackboard Collaborate sessions
o Other activities as indicated in the weekly modules

Because these activities are designed to contribute to your learning each week, they cannot be made up after their due date has passed.

Academic Dishonesty:

Academic dishonesty is prohibited and is considered a violation of the UTEP Handbook of Operating Procedures. It includes, but is not limited to, cheating, plagiarism, and collusion. Cheating may involve copying from or providing information to another student, possessing unauthorized materials during a test, or falsifying research data on laboratory reports. Plagiarism occurs when someone intentionally or knowingly represents the words or ideas of another as ones' own. Collusion involves collaborating with another person to commit any academically dishonest act. Any act of academic dishonesty attempted by a UTEP student is unacceptable and will not be tolerated. All suspected violations of academic integrity at The University of Texas at El Paso must be reported to the Office of Student Conduct and Conflict Resolution (OSCCR) for possible disciplinary action. To learn more, please visit HOOP: Student Conduct and Discipline.

Accommodations and Support Services:

The University is committed to providing reasonable accommodations and auxiliary services to students, staff, faculty, job applicants, applicants for admissions, and other beneficiaries of University programs, services and activities with documented disabilities in order to provide them with equal opportunities to participate in programs, services, and activities in compliance with sections 503 and 504 of the Rehabilitation Act of 1973, as amended, and the Americans with Disabilities Act (ADA) of 1990 and the Americans with Disabilities Act Amendments Act (ADAAA) of 2008. Students who become pregnant or have parenting responsibilities may also request reasonable accommodations. Reasonable accommodations will be made unless it is determined that doing so would cause undue hardship on the University. The UTEP Center for Accommodations and Support Services (CASS) will process requests for accommodations based on disability, pregnancy, or parenting. Contact the Center for Accommodations and Support Services at 915-747-5148, or email them at cass@utep.edu, or apply for accommodations online via the CASS portal.

COPYRIGHT STATEMENT FOR COURSE MATERIALS

All materials used in this course are protected by copyright law. The course materials are only for the use of students currently enrolled in this course and only for the purpose of this course. They may not be further disseminated.

RESOURCES:

UTEP provides a variety of student services and support:

Technology Resources

- Help Desk: Students experiencing technological challenges (email, Blackboard, software, etc.) can submit a ticket to the UTEP Helpdesk for assistance. Contact the Helpdesk via phone, email, chat, website, or in person if on campus.

Academic Resources

- UTEP Library: Access a wide range of resources including online, full-text access to thousands of journals and eBooks plus reference service and librarian assistance for enrolled students.
- University Writing Center (UWC): Submit papers here for assistance with writing style and formatting, ask a tutor for help and explore other writing resources.

Individual Resources
- <u>Military Student Success Center</u>: Assists personnel in any branch of service to reach their educational goals.
- <u>Center for Accommodations and Support Services</u>: Assists students with ADA-related accommodations for coursework, housing, and internships.
- <u>Counseling and Psychological Services</u>: Provides a variety of counseling services including individual, couples, and group sessions as well as career and disability assessments.

A Final Note:

1. I will provide you clear instructions on class expectations through weekly announcements.

2. I will check my email and will answer back to you as soon as possible.

3. I will provide graded feedback on your performance in a timely manner.

4. I will keep you informed about your graded progress in the class at all times and will make time to discuss your concerns when needed.

5. I am open to suggestions about improvement of the class and class related activities.

6. I will do all I can to ensure your learning and success in this class

7. If any changes in the course are to be implemented, I will ensure that the class is notified in a timely manner.

8. Read all postings on the bulletin board and all emails from me.

9. I strongly recommend that you check the course at least three times a week at minimum to keep up. Email messages are sent to your UTEP email address, so you will want to check your UTEP email several times a week, preferably each business day.

10. Online learning is not a spectator sport. It is everyone's responsibility to participate as fully as they can so everyone can get the most from the experience.

Week	Dates	Topic	Readings and Notes
1	January 16-20	Criminal Investigation: An overview	*Chapter 1* *Discussion Board 1*
2	January 22-27	Documenting the crime scene	*Chapter 2* *Discussion Board 2*
3	January 29-Feb 3	Writing Effective Reports	*Chapter 3* *Written Assignment 1*
4	Feb 5-10	Searches	*Chapter 4* *Discussion Board 3*
5	Feb 12-17	Chapters 1, 2, 3, and 4	*Exam 1*
6	Feb 19-24	Forensics and Physical Evidence	*Chapter 5* *Discussion Board 4*
7	Feb 26-March 2	Obtaining Information and Intelligence	*Chapter 6* *Chapter 6* *Written Assignment 2*
8	March 4-9	Chapters 5 and 6	*Exam 2*
XX	March 11-16	SPRING BREAK	*NO ASSIGNED WORK*
9	March 18-23	Identifying and Arresting Suspects	*Chapter 7* *Discussion Board 5*
10	March 25-30	Death Investigations	*Chapter 8* *Written Assignment 3*
11	April 1-6	Assault, Domestic Violence, Stalking, and Elder Abuse	*Chapter 9* *Discussion Board 6*
12	April 8-13	Chapters 7, 8, and 9	*Exam 3*
13	April 15-20	Sex Offenses	*Chapter 10* *Discussion Board 7*
14	April 22-27	Crimes against Children	*Chapter 11* *Written Assignment 4*
15	April 29-May 4	Robbery	*Chapter 12* *Discussion Board 8*
16	May 6-10	Chapters 10, 11, and 12	*Exam 4*

CURRICULUM PROPOSAL

APPROVAL PAGE

Proposal Title: Degree Plan Change-Criminal Investigation

College: Liberal Arts   Department: Criminal Justice & Security Studies

DEPARTMENT CHAIR- Dr. Egbert Zavala

I have read the enclosed proposal and approve this proposal on behalf of the department.

_1-29-24_

Signature   **Date**

COLLEGE CURRICULUM COMMITTEE CHAIR – Dr. Selfa Chew-Melendez

I have read the enclosed documents and approve the proposal on behalf of the college curriculum committee.

Signature   **Date**

COLLEGE DEAN – Dr. Anadeli Bencomo

I have read the enclosed documents and approve the proposal on behalf of the college. I certify that the necessary funds will be allocated by the college in support of this proposal.

Signature   **Date**