



CRIJ 3311 Techniques of Interviewing– Spring 2018
Instructor: Tammy E. Bracewell, Ph.D.

COURSE AND CONTACT INFORMATION

Class Location:

- FH, Lecture class, MW 11:00-12:15

Class Duration:

- Jan 16- May 11

Office Hours: FH 217M/W 12:15-2:15, T 10:00-12:00, or by appt.

Email:

- tammy.bracewell@tamuct.edu or Canvas inbox *** preferred***
- Please direct all email communication through this email.
- When emailing, always identify yourself and what course you are in. In general, when communicating electronically you should use complete sentences and be very clear about what you are asking or saying to avoid miscommunication.
- I check my email several times a day. I check Canvas at least once a day. These are the two best ways to reach me. If you need to talk to me outside of office hours please email or message me.

*****Note: This syllabus is subject to revisions when necessary throughout the semester. Students will be notified of any changes via Canvas.*****

MODE OF INSTRUCTION AND COURSE ACCESS

This class meets face to face with some online components and resources. As this class has online components, students must be able to access Canvas. Students can access Canvas on the Texas A&M-Central Texas website: www.tamuct.edu. Log in with your TAMUCT issued ID and your password. If you have difficulty using Canvas, contact Help Desk Central 24/7 by phone at (254) 519-5466 or live chat at <http://hdc.tamu.edu>.

This course will use the A&M-Central Texas Instructure Canvas learning management system. Logon to A&M-Central Texas Canvas [<https://tamuct.instructure.com>].

Username: Your MyCT username (xx123 or everything before the "@" in your MyCT e-mail address)

Password: Your MyCT password

Technology Support.

For log-in problems, students should contact Help Desk Central.

24 hours a day, 7 days a week:

Email: helpdesk@tamu.edu

Phone: (254) 519-5466

[Web Chat](http://hdc.tamu.edu): [<http://hdc.tamu.edu>]

Please let the support technician know you are an A&M-Central Texas student.

For issues with **Canvas**, select “chat with Canvas support,” submit a support request to Canvas Tier 1, or call the Canvas support line: 1-844-757-0953, links to all are found inside of Canvas using the “Help” link.

For issues related to course content and requirements, contact your instructor.

STUDENT-INSTRUCTOR INTERACTION

This is a lecture class with online components. Most communication between the instructor and students will be in person. However, students can contact me via Canvas and email and all students are able to schedule a telephone conference or meet with me during office hours.

I will check and reply to student emails on a daily basis – students should expect a response within 24 hours. Any deviations from this will be announced on Canvas. Checking Canvas frequently is important as this is where any class announcements will be posted.

It is HIGHLY recommended that you go into your “settings” in Canvas, select “notifications”, and elect to receive emails when announcements are made. You are responsible for obtaining information in a timely manner.

My preferred method of electronic student interaction is via Canvas. All students should identify the class they are in, use proper salutations and signatures, identify a question, be succinct, and maintain professionalism in any correspondence. Deviations from these guidelines will likely not receive a response. Additionally, students should check the syllabus before asking questions that are likely answered in the syllabus. If the answer is in the syllabus, that is what the response email will reference.

Copyright Notice.

Students should assume that all course material is copyrighted by the respective author(s). Reproduction of course material is prohibited without consent by the author and/or course instructor. Violation of copyright is against the law and Texas A&M University-Central Texas’ Code of Academic Honesty. All alleged violations will be reported to the Office of Student Conduct.

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911 Cellular

Emergency Warning System for Texas A&M University – Central Texas

911Cellular is an emergency notification service that gives Texas A&M University-Central Texas the ability to communicate health and safety emergency information quickly via email, text message, and social media. All students are automatically enrolled in 911 Cellular through their myCT email account.

Connect at [911Cellular](https://portal.publicsafetycloud.net/Texas-AM-Central/alert-management) [https://portal.publicsafetycloud.net/Texas-AM-Central/alert-management] to change where you receive your alerts or to opt out. By staying enrolled in 911Cellular, university officials can quickly pass on safety-related information, regardless of your location.

REQUIRED COURSE WORK

I. Labs 8 (200 pts)

There will be 8 labs this semester. With the exception of one lab you must be in class to complete and obtain credit. If you miss class you will receive a zero for the assignment. No make-up labs will be provided. See course information regarding late assignments for more information.

II. Exam 3 (300 pts)

Exams will be given in class. You must take the exam with a pen, no pencils are allowed. If you are late for an exam, you will not get extra time. Additionally, if any students have finished the exam before you come to class, you will not be allowed to take the exam.

OTHER INFORMATION REGARDING THE COURSE

I. Late assignments: Late assignments will generally not be accepted. In the event a student misses a class for a legitimate reason (work or medical) advanced notice is required to make up any work. Documentation (including date and time) will be required for any make up assignments. There are very few reasons that late notice may be acceptable such as you were in a severe car accident and just regained consciousness.

In the event you have an excused absence and miss a lab your make-up assignment will be in the form of 2 page paper over the lab techniques that were used. If you have an excused absence on the date of the midterm you can take a make up exam on the date of the final. If you have an excused absence on the date of the final you must, as with any other missed assignment, provide advanced notice. The only available date where students can make up the final for an excused absence is 5/9.

II. Supplementary Material: Additional information may be given that supplement the topics to be addressed. This supplementary material is designed to broaden the educational experience and create more variety to the usual lecture/discussion format of class presentations. You are responsible for all information in the supplementary material.

III. Extra Credit: Extra credit is not available in this class.

IV. Punctuality: Please be ON TIME to this class. Excessive tardiness is a distraction to the entire class and will not be tolerated. Occasionally things may come up and you may run late. In this instance please enter as quietly as possible and take the first available seat. If tardiness becomes a reoccurring problem a policy of no admittance after a certain time frame will be implemented. If you are late to class do not expect me to stop class to catch you up. Additionally, I will not take time out of class to re-explain lab information.

V. Civility: While this is a forensics class it is inevitable that some sensitive topics (race, religion, etc...) will be discussed. All students are expected to treat each other with respect. You may disagree but you must do so with civility. Rude and degrading behavior will not be tolerated.

VI. Posting of Grades: All student grades will be posted in the Blackboard grade book and students should monitor their grading status through this tool.

VII. Miscellaneous: You are not permitted to record this course. This includes taking photos of powerpoints.

- Stay OFF your phones! Your phones should be on SILENT (not vibrate). If you are on call or have some other reason for needing your phone you may leave it on the table on SILENT. If you must take a call, take it outside without disturbing the class.
- You may eat/drink. Please clean up after yourself.
- GRAPHIC. This class contains a lot of graphic material. You will not be warned when graphic images will appear, just anticipate at a minimum of every few slides. We will also be discussing classes. If you have any negative reactions to the content please step outside if necessary. If you have any personal experiences that you think I should be aware of please let me know. This would include if you were a victim or a relative of a victim of a violent crime and are worried about triggering memories.
- You are responsible for reading the textbook and any other material PRIOR to class. I cannot go over the entire textbook while in class. Lectures compliment the text and help with understanding material. Lecture time will be spent explaining concepts, not going over verbatim what is in the text.
- Reviews before exams are just that, reviews. Do not expect to have answers given to you and do not expect the actual exam to be reviewed. To do well on exams you should study, come to class, participate, and seek extra help when needed.

VIII. Grading Criteria Rubric and Conversion:

Final course grades will be assessed on the following scale:

Assignment	Points	My Grade
Exams	300 points	
Labs	200	
Total	500	
448-500 points	A	
398-447 points	B	
348-397 points	C	
298-347 points	D	
<298 points	F	

At the end of the semester there will be NO curve and no extra points given. It is up to YOU to ensure you have the grade you want.

6.0 Course Calendar¹

Week

Date	Description	Reading/Assignments
Jan 17	Course expectations/Syllabus Personal introductions	
Jan 22	The Nature of Evidence	Chapter 3
Jan 24	Separation Methods	Chapter 6
Jan 29	Separation Methods-Lab 1	Chapter 6
Jan 31	Pathology	Chapter 7
Feb 5	Pathology	Chapter 7
Feb 7	Exam 1	
Feb 12	Anthropology /Odontology	Chapter 8
Feb 14	Anthropology/Odontology- Lab 2/3	Chapter 8
Feb 19	Anthropology/Odontology- Lab 2/3	Chapter 8
Feb 21	Entomology	Chapter 9
Feb 26	Entomology-Lab 4	Chapter 9
Feb 28	Exam 2	
Mar 5	Serology/Blood Stain	Chapter 10
Mar 7	Serology/Blood Stain	Chapter 10
Mar 12	SPRING BREAK	
Mar 14	SPRING BREAK	
Mar 19	Serology/Blood Stain-Labs 5/6	Chapter 10
Mar 21	Serology/Blood Stain-Labs 5/6	Chapter 10
Mar 26	Serology/Blood Stain-Lab	Chapter 10
Mar 28	DIY lab	
Apr 2	DNA	Chapter 11
Apr 4	DNA-Lab	Chapter 11
Apr 9	DNA-Lab	Chapter 11
Apr 11	Hair	Chapter 12
Apr 16	Hair	Chapter 12
Apr 18	Illicit Drugs	Chapter 13

Apr 23	Toxicology	Chapter 14
Apr 25	Toxicology	Chapter 14
Apr 30	Catch-up Day	
May 2	Review	
May 7	Exam 4	
May 9	Last day for make-ups	

*****this calendar is a guide and is subject to changes by the instructor...any changes will be announced to the class and posted on Canvas*****

Important University Dates:

January 2018

January 2, (Tuesday) Winter Break Ends
 January 2, (Tuesday) Priority Deadline for Admissions applications
 January 5, (Friday) VA Certification Request Priority Deadline
 January 11, (Thursday) Convocation
 January 12, (Friday) Tuition and Fee payment deadline (16 week & 1st 8 week)
 January 15, (Monday) Martin L. King Jr. Day
 January 16, (Tuesday) ADD/DROP/LATE REGISTRATION BEGINS (\$25 fee assessed for late registrants) (16 week & 1st 8 week)
 January 16, (Tuesday) Classes Begins
 January 18, (Thursday) ADD/DROP/LATE REGISTRATION ENDS (16 week & 1st 8 week)
 January 23, (Tuesday) Last day to drop 1st 8-week classes with no record
 January 31, (Wednesday) Last day to drop 16 week classes with no record

February 2018

February 2, (Friday) Priority Deadline to Submit Graduation Application
 February 9, (Friday) Last day to drop a 1st 8-week class with a Q or withdraw with a W
 February 15, (Thursday) Last day to apply for Clinical Teaching
 February 23, (Friday) Student End of Course Survey Opens (1st 8-Week Classes)

March 2018

March 1, (Thursday) Deadline to submit application to Teacher Education Program
 March 2, (Thursday) Deadline to Submit Graduation Application for Ceremony Participation
 March 9, (Friday) 1st 8 week classes end
 March 9, (Friday) Deadline for Admissions applications
 March 11, (Sunday) Student End of Course Survey Closes (1st 8-Week Classes)
 March 12, (Monday) Spring Break Begins
 March 12, (Monday) 1st 8-week grades from faculty due by 3pm
 March 15, (Thursday) Tuition and Fee Payment Deadline (2nd 8-week classes)
 March 16, (Friday) Spring Break Ends
 March 19, (Monday) 2nd 8 week begins
 March 19, (Monday) Summer Advising Starts
 March 19, (Monday) Class Schedule Published
 March 19, (Monday) ADD/DROP/LATE REGISTRATION BEGINS (\$25 fee assessed for late

registrants) (2nd 8-week classes)

March 21, (Wednesday) ADD/DROP/LATE REGISTRATION ENDS (2nd 8-week classes)

March 27, (Tuesday) Last day to drop 2nd 8-week classes with no record

March 30, (Friday) Last day to drop a 16-week course with a Q or withdraw with a W

April 2018

April 1, (Sunday) GRE/GMAT scores due to Office of Graduate Studies

April 2, (Monday) Scholarship Deadline

April 2, (Monday) Registration begins

April 5, (Thursday) Priority Deadline for International Student Admission Applications

April 13, (Friday) Last day to drop a 2nd 8-week class with a Q or withdraw with a W*

April 13, (Friday) Deadline for submission of final committee-edited theses with committee approval signatures to Office of Graduate Studies

April 27, (Friday) Student End of Course Survey Opens (16 Week and 2nd 8-Week Classes)

May 2018

May 7-11, Finals Week

May 11, (Friday) Last day to file for Degree Conferral (Registrar's Office)(\$20 Late Application Fee applies)

May 11, (Friday) Spring Term Ends

May 11, (Friday) Last day to withdraw from the university (16 week and 2nd 8 week classes)

May 11, (Friday) Last day to apply for \$1000 Tuition Rebate for Spring graduation (5pm)

May 12, (Saturday) Commencement Ceremony Bell County Expo Center 7:00 p.m.

May 13, (Sunday) Student End of Course Survey Closes (16 Week and 2nd 8-Week Classes)

May 14, (Monday) Minimester begins

May 15, (Tuesday) Last Day to clear Thesis Office

May 5, (Tuesday) Final grades due from faculty by 3pm (16 week & 2nd 8 week)

May 21, (Monday) Priority Deadline for Admissions applications

May 25, (Friday) VA Certification Request Priority Deadline

May 28, (Monday) Memorial Day

UNIVERSITY RESOURCES, PROCEDURES, AND GUIDELINES

Drop Policy.

If you discover that you need to drop this class, you must complete a [Drop Request Form](https://www.tamuct.edu/registrar/docs/Drop_Request_Form.pdf)

[https://www.tamuct.edu/registrar/docs/Drop_Request_Form.pdf].

Professors cannot drop students; this is always the responsibility of the student. The Registrar's Office will provide a deadline on the Academic Calendar for which the form must be completed, signed and returned. Once you return the signed form to the Registrar's Office, you must go into Warrior Web and confirm that you are no longer enrolled. If you still show as enrolled, FOLLOW-UP with the Registrar's Office immediately. You are to attend class until the procedure is complete to avoid penalty for absence. Should you miss the drop deadline or fail to follow the procedure, you will receive an F in the course, which may affect your financial aid and/or VA educational benefits.

Academic Integrity.

Texas A&M University -Central Texas values the integrity of the academic enterprise and strives for the highest standards of academic conduct. A&M-Central Texas expects its students, faculty, and staff to support the adherence to high standards of personal and scholarly conduct to preserve the honor and integrity of the creative community. Academic integrity is defined as a commitment to honesty, trust, fairness, respect, and responsibility. Any deviation by students from this expectation may result in a failing grade for the assignment and potentially a failing grade for the course. Academic misconduct is any act that improperly affects a true and honest evaluation of a student's academic performance and includes, but is not limited to, cheating on an examination or other academic work, plagiarism and improper citation of sources, using another student's work, collusion, and the abuse of resource materials. All academic misconduct concerns will be reported to the university's Office of Student Conduct. Ignorance of the university's standards and expectations is never an excuse to act with a lack of integrity. When in doubt on collaboration, citation, or any issue, please contact your instructor before taking a course of action.

Academic Accommodations.

At Texas A&M University-Central Texas, we value an inclusive learning environment where every student has an equal chance to succeed and has the right to a barrier free education. The Department of Access and Inclusion is responsible for ensuring that students with a disability receive equal access to the University's programs, services and activities. If you believe you have a disability requiring reasonable accommodations please contact the Department of Access and Inclusion at (254) 501-5831. Any information you provide is private and confidential and will be treated as such.

For more information please visit our [Access & Inclusion](https://www.tamuct.edu/student-affairs/access-inclusion.html) webpage [https://www.tamuct.edu/student-affairs/access-inclusion.html].

Texas A&M University-Central Texas supports students who are pregnant and/or parenting. In accordance with requirements of Title IX and guidance from US Department of Education's Office of Civil Rights, the Dean of Student Affairs' Office can assist students who are pregnant and/or parenting in seeking accommodations related to pregnancy and/or parenting. For more information, please visit <https://www.tamuct.departments/index.php>. Students may also contact the institution's Title IX Coordinator. If you would like to read more about these [requirements and guidelines online](http://www2.ed.gov/about/offices/list/ocr/docs/pregnancy.pdf), please visit the website [http://www2.ed.gov/about/offices/list/ocr/docs/pregnancy.pdf].

Title IX of the Education Amendments Act of 1972 prohibits discrimination on the basis of sex and gender – including pregnancy, parenting, and all related conditions. A&M-Central Texas is able to provide flexible and individualized reasonable accommodation to pregnant and parenting students. All pregnant and parenting students should contact the Division of Student Affairs at 254-501-5909 to seek out assistance. Students may also contact the University's Title IX Coordinator.

Tutoring.

Tutoring is available to all A&M-Central Texas students, both on-campus and online. On-campus subjects tutored include Accounting, Advanced Math, Biology, Finance, Statistics, Mathematics, and Study Skills. Tutors are available at the Tutoring Center in Warrior Hall, Suite 111.

If you have a question regarding tutor schedules, need to schedule a tutoring session, are interested in becoming a tutor, or any other question, contact Academic Support Programs at 254-519-5796, or by emailing Dr. DeEadra Albert-Green at deeadra.albertgreen@tamuct.edu.

Chat live with a tutor 24/7 for almost any subject on your computer! Tutor.com is an online tutoring platform that enables A&M-Central Texas students to log-in and receive FREE online tutoring and writing support. This tool provides tutoring in over forty subject areas. Access Tutor.com through Canvas.

University Writing Center: Located in 416 Warrior Hall, the University Writing Center (UWC) at Texas A&M University-Central Texas is a free workspace open to all TAMUCT students from 10am-5pm Monday-Thursday with satellite hours in the University Library Monday-Thursday from 6:00-9:00pm. Students may arrange a one-on-one session with a trained and experienced writing tutor by visiting the UWC during normal operating hours (both half-hour and hour sessions are available) or by making an appointment via [WOnline](https://tamuct.mywconline.com/) at [https://tamuct.mywconline.com/]. In addition, you can email Dr. Bruce Bowles Jr. at bruce.bowles@tamuct.edu to schedule an online tutoring session. Tutors are prepared to help writers of all levels and abilities at any stage of the writing process.

While tutors will not write, edit, or grade papers, they will assist students in developing more effective composing practices. By providing a practice audience for students' ideas and writing, our tutors highlight the ways in which they read and interpret students' texts, offering guidance and support throughout the various stages of the writing process. In addition, students may work independently in the UWC by checking out a laptop that runs the Microsoft Office suite and connects to WIFI, or by consulting our resources on writing, including all of the relevant style guides. Whether you need help brainstorming ideas, organizing an essay, proofreading, understanding proper citation practices, or just want a quiet place to work, the University Writing Center is here to help!

If you have any questions about the University Writing Center, please do not hesitate to contact Dr. Bruce Bowles Jr. at bruce.bowles@tamuct.edu.

University Library.

The University Library provides many services in support of research across campus and at a distance. We offer over 200 electronic databases containing approximately 250,000 eBooks and 82,000 journals, in addition to the 72,000 items in our print collection, which can be mailed to students who live more than 50 miles from campus. Research guides for each subject taught at A&M-Central Texas are available through our website to help students navigate these resources. On-campus, the library offers technology including cameras, laptops, microphones, webcams, and digital sound recorders.

Research assistance from a librarian is also available twenty-four hours a day through our online chat service, and at the reference desk when the library is open. Research sessions can be scheduled for more comprehensive assistance, and may take place on Skype or in-person at the library. Assistance may cover many topics, including how to find articles in peer-reviewed journals, how to cite resources, and how to piece together research for written assignments.

Our 27,000-square-foot facility on the A&M-Central Texas main campus includes student lounges, private study rooms, group work spaces, computer labs, family areas suitable for all ages, and many other features. Services such as interlibrary loan, TexShare, binding, and laminating are available. The library frequently offers workshops, tours, readings, and other events. For more information, please visit our [Library website](https://tamuct.libguides.com/) [https://tamuct.libguides.com/].

OPTIONAL POLICY STATEMENTS:

A Note about Sexual Violence at A&M-Central Texas

Sexual violence is a serious safety, social justice, and public health issue. The university offers support for anyone struggling with these issues. University faculty are mandated reporters, so if someone discloses that they were sexually assaulted (or a victim of Domestic/Dating Violence or Stalking) while a student at TAMUCT, faculty members are required to inform the Title IX Office. If you want to discuss any of these issues confidentially, you can do so through Student Counseling (254-501-5955) located on the second floor of Warrior Hall (207L).

Sexual violence can occur on our campus because predators often feel emboldened, and victims often feel silenced or shamed. It is incumbent on ALL of us to find ways to actively create environments that tell predators we don't agree with their behaviors and tell survivors we will support them. Your actions matter. Don't be a bystander; be an agent of change. For additional information on campus policy and resources visit the [Title IX webpage](https://www.tamuct.edu/departments/compliance/titleix.php) [https://www.tamuct.edu/departments/compliance/titleix.php].

ADDITIONAL COURSE INFORMATION

I. Attendance

Attendance on a regular basis and participation in class discussions is expected. It is to your benefit to show up to class regularly; often, I will be introducing material that is not covered in any of your assigned readings, yet such material will be instrumental in your ability to successfully fulfill the other course requirements. I have observed a direct correlation over the years between class attendance and course grade; those that attend class regularly often have higher grades than those who rarely or sporadically attend – something to think about.

Just as an employer expects you to come to work, I expect you to come to class. If you need to be absent for any reason, it is **your responsibility** to obtain class notes from another student; it is not the instructor's responsibility to provide this material to you.

This is a VERY fast paced class, if you miss a day, your grade will suffer.

II. Conduct

Mastery of course content is greatly enhanced through professional conduct in the classroom. You will be expected to conduct yourself in a professional manner at all times in this class. Professionalism includes but is not limited to:

- Punctuality – chronic lateness will not be tolerated. If you need to leave class early, please do so as quietly and with as little disruption as possible.
- As in any Criminal Justice and Social Science course, the issues of racial and ethnic diversity must be considered part of the course content. In addition, topics may come up in class that not everyone will be comfortable with or agree upon. Civility and courtesy to everyone in the class, including the instructor, is expected. Incivility or discourtesy to anyone in the class will not be tolerated and may result in your expulsion from the classroom.
- Use of tobacco products in the classroom or elsewhere in this building (including smokeless tobacco) is a violation of Texas law.
- It is inappropriate and unprofessional to listen to an iPod, mp3 player, or any other such device in the classroom; this also includes Bluetooth headsets.
- Please refrain from dressing in such a way as to be distracting to other students; the classroom should be treated as a professional setting and your dress should reflect this environment.
- Unless you are “on-call” or dealing with some type of emergency, please turn off your cell phones and other mobile devices during class; this includes ‘vibrate’. Having a cell phone or pager in sight during an exam may be treated as a cheating incident
- Tape recorders are not permitted in class nor is taking snapshots of presentations or any other recording devices.
- Eating and drinking is allowed; please clean up after yourself!
- **Do not sleep in my class!**