CJ 3329: Correspondence

Course Sample
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Lesson One

Video

*Instructions:* You will need to have QuickTime for Windows installed on your computer in order to view this video. If you do not already have QuickTime for Windows installed, you may download the latest version by going to: [http://www.apple.com/quicktime/download/](http://www.apple.com/quicktime/download/) Once you have completed watching the video, you may complete the Crime Scene Sketch Exercise.

***Apple QuickTime Download***

**Crime Scene Sketch Video:**

[http://stream.its.txstate.edu/users/ds15/Crime_Scene_Sketch.mov](http://stream.its.txstate.edu/users/ds15/Crime_Scene_Sketch.mov)

Text of Video: Making a rough sketch of a crime scene seems simple, but it’s important to get all the items in the right relationship to one another and to accurately measure all dimensions.

First, you draw an approximate diagram of the crime scene. It doesn’t have to be scale, but it should show all the important features. Graph paper is helpful but it’s not necessary. A good preliminary diagram makes the rest of the job much easier.

Next come the measurements. Accurate measurements are necessary so you can construct a finished sketch at a later date.

Write down the measurements as you make them, so you won’t lose track of what you are doing.

After the measurements, make final adjustments to the sketch. Add a title block to identify the case and a legend to identify the items of evidence.

And here’s the final product. It may not be pretty, but it gets the job done.
Lesson One

Assignment 1

Crime Scene Sketch

Complete the exercise as described in the assignment instructions located under Assignments in the left-hand navigation bar, scan the completed exercise and save the scanned file to your computer.

Example Crime Scene Sketch Handout.

Instructions:

Download each assignment to your computer, open and print the file. Complete each assignment as described in the assignment instructions, scan* the completed assignment and save the scanned file to your computer, then upload the scanned completed assignment file as an attachment Using the Assignment Tool located in the Left-hand Navigation Bar in TRACS. When submitting your assignments with the Assignment Tool, please save the assignment file to your computer with the following file name: "student's last name,first initial.CJ.3329Assignment#. As an example: Spencer.D.CJ.3329Assignment1. This way of saving and naming your files will assist the instructor with the grading process and will help you to maintain organization.

About the Assignment Tool - Click on the link "Assignments" in the left-hand Navigation Bar. Once you are in the Assignments Folder, you should see the link "Crime Scene Sketch". Next, Click on that link and the Assignment Tool will open. Read the instructions, click "Browse" and locate the file on your computer. Please be sure that you have named the file correctly. Now, click "Open." You should now see the file above the browse box where the file has been placed (under the word Attachments). Check to ensure that you have selected the correct file. You must also respond to the Honor Code by checking the box. If you are not familiar with the Texas State University Honor Code, a link is provided to take you to this document. You must respond to the Honor Code in order to submit the assignment.

Finally, click "Submit". The file is now uploaded for grading. If for whatever reason you have uploaded the wrong file you are given an opportunity the "Remove" the file and upload the correct file. This must be done before you click Submit. You are also provided with the opportunity to save the assignment as a Draft, and/or Preview the file you have uploaded. Again this must be done before you Submit the assignment.

Once the instructor has been notified (automatically by TRACS) that an assignment is ready for grading, the instructor has 10 business days to complete the grading of the assignment, post the grade to the Gradebook in TRACS, and return the graded assignment (with feedback) to the student.

*Note on Scanning Completed Assignments: All assignments for this online course must be submitted with the Assignment Tool as scanned documents. Students should complete the assignments as directed, then scan those pages for submission. If you do not have a scanner, you can (a) check with your public library to see if it has scanning equipment available for use, (b) utilize one of the scanners available at computer labs on the Texas State campus or on the campus of your educational institution, or (c) utilize the scanning services of commercial copy centers such as Staples or FedEx Office. All scans must be submitted as .pdf files, and students are responsible for ensuring that the .pdf is of sufficient quality for clear printing.

If you need additional assistance regarding how to create scanned .pdf assignment files, please e-mail the Office of Distance and Extended Learning (ODEL) at corrstudy@txstate.edu or contact ODEL by phone at 512.245.2322. An ODEL staff member will be happy to assist you.