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**Calumet College**

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**of Saint Joseph**

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*Calumet College of St. Joseph is a Catholic institution of higher learning dedicated to the academic, spiritual and ethical development of undergraduate and graduate students. Informed by the values of its founding religious community, the Missionaries of the Precious Blood (C.P.P.S.), the College promotes the inherent dignity of all people, social justice, an ethic of service, student empowerment, opportunity, and lifelong learning.*

**COURSE SYLLABUS, Fall 2017****PSM 353 Identity and Financial Crimes Management Group 44****Instructor Information:**

<b>Instructor Name</b>	Joseph J. Moseley II
<b>Office Number:</b>	Suite C
<b>Phone Number:</b>	(312) 216-2167
<b>Email:</b>	jmosley@ccsj.edu
<b>Hours Available:</b>	Tuesdays, 12:30 -5:30 @ East/West University
<b>Instructor Background:</b> Joseph J. Moseley II is a 30-year veteran of the Chicago Police Department serving as a patrol officer in the 20 <sup>th</sup> district and tactical officer in the 003 <sup>rd</sup> District. Joseph J. Moseley II served as a Homicide Detective in Area 1 Violent Crimes Unit, and as one of the first members of the Chicago Police Department's Cold Case Squad. Joseph J. Moseley II is certified as a law enforcement instructor by the Illinois Standard Training Board and is also certified as a Lead Homicide Investigator. Joseph J. Moseley II has served as a trainer for the Chicago Police Department recruits, pre-service detective, sergeants, lieutenants, captains and the Cook County Sheriff's Department as well as many suburban police agencies and other governmental agencies. Educationally, Joseph J. Moseley II earned his undergraduate degree from Chicago State University and his graduate degree from Saint Xavier University (Chicago) with a Masters of Business Administration with a certificate in Concentration in Training and Performance Management. Joseph J. Moseley II is a graduate of Northwestern University's School of Staff and Command.	

**Course Information:**

<b>Course Time:</b>	
	AM @ East/West University (9:00-12:30), 829 S Wabash, Chicago, IL 60607
	PM @ CPD Academy (6:00-9:30), 1300 West Jackson Boulevard, Chicago, IL 60607
<b>Classroom:</b>	
	East West University, Room 405
	Chicago Police Academy, Room 201-204
<b>Required Books and Materials:</b>	How to do Financial Asset Investigations, Ronald L. Mendell (4 <sup>th</sup> Ed) Thomas Publishing

<p><b>Learning Outcomes/ Competencies:</b> Students in this course will:</p> <ul style="list-style-type: none"> <li>• Develop skills that are required to conduct financial crimes</li> <li>• Develop an understanding on where needed information is located</li> <li>• Be able to research and present a criminal/civil case involving a financial crime as a motive. Be able to present this case to the class using PowerPoint.</li> </ul>
<p><b>Course Description:</b> The course is intended to introduce students to basic applications of identity and financial investigative techniques, which are designed to detect and resolve criminal activity. Instruction focuses on the financial investigative approach, an approach that identifies and uncovers the movement of money and documentation during the course of investigating finance-based crimes.</p>
<p><b>Learning Strategies:</b> Group Discussions, Individual Projects (PowerPoint), Collaborative Learning.</p>
<p><b>Experiential Learning Opportunities:</b> Real time problem-based learning activities, project-based learning, and service learning opportunities.</p>

<b>Assessments:</b>					
<b>Major Assessments:</b>	Presentation		40 points possible		
	Collaboration/ Assignments		40 points possible		
	Attendance		20 points possible		
<b>Grading Scale:</b>					
100 – 92: A	91 – 90: A	89 – 88: B+	87 – 82: B	81 – 80: B-	79 – 78: C+
77 – 72: C	71 – 70: C-	69 – 68: D+	67 – 62: D	61 – 60: D-	59 and below: F
<b>Course Schedule:</b>					
Class Date	Assignments	Class Discussion/Activities			
Tuesday, 5 September 2017	Introductions, Explanations of assignments, Syllabus review	Review of actual financial fraud cases			
Tuesday, 12 September 2017	Chapter Reviews 1 thru 7 Video and/or Homework Assignment	Review of actual financial & identity fraud cases			
Tuesday, 19 September 2017	Chapter Reviews 7 thru 14 Video and/or Homework Assignment	Review of actual financial & identity fraud cases			
Tuesday, 26 September 2017	PowerPoint Presentations (1/2 class)	Presentation of students solving financial & identity fraud cases			
Tuesday, 3 October 2017	PowerPoint Presentations (1/2 class) Final Exam review	Presentation of students solving financial & identity fraud cases			
Tuesday, 10 October 2017	Final Examinations	Final Examination			

I reserve the right to change this schedule to meet the needs of the class.

<b>Responsibilities</b>	
<b>Attending Class</b>	<p>You cannot succeed in this class if you do not attend. We believe that intellectual growth and success in higher education occur through interaction in the classroom and laboratories. However, we do not want to penalize students for participating in college-sponsored events. When you miss class because of a college event, you must give notice of your absence in advance, and you are responsible for all missed work. Being absent doesn't excuse you from doing class work; you have more responsibilities to keep up and meet the objectives of this course.</p> <p><i>**This is a six (6) week course, two (2) unexcused absences will result in a failure in this course**</i></p>
<b>Turning In Your Work</b>	<p>You cannot succeed in this class if you do not turn in all your work on the day it is due. All assignments are due before class begins, late work will not be accepted.</p>
<b>CCSJ Student Honor Code</b>	<p>This course asks students to reaffirm the CCSJ Student Honor Code:</p> <p>I, as a student member of the Calumet College academic community, in accordance with the college's mission and in a spirit of mutual respect, pledge to:</p> <ul style="list-style-type: none"> <li>• Continuously embrace honesty and curiosity in the pursuit of my educational goals;</li> <li>• Avoid all behaviors that could impede or distract from the academic progress of myself or other members of my community;</li> <li>• Do my own work with integrity at all times, in accordance with syllabi, and without giving or receiving inappropriate aid;</li> <li>• Do my utmost to act with commitment, inside and outside of class, to the goals and mission of Calumet College of St. Joseph.</li> </ul>
<b>Using Electronic Devices</b>	<p>Electronic devices can only be used in class for course-related purposes. If you text or access the Internet for other purposes, you will be asked to leave, in which case you will be marked absent.</p>
<b>Participating in Class</b>	<p>You must be on time, stay for the whole class and speak up in a way that shows you have done the assigned reading. If you are not prepared for class discussion, you may be asked to leave, in which case you will be marked absent.</p>
<b>Doing Your Own Work</b>	<p>If you turn in work that is not your own, you are subject to judicial review, and these procedures can be found in the College Catalog and the Student Planner. The maximum penalty for any form of academic dishonesty is dismissal from the College.</p> <p>Using standard citation guidelines, such as MLA or APA format, to document sources avoids plagiarism. The Library has reference copies of each of these manuals, and there are brief checklists in your Student Handbook and Planner.</p> <p><i>**PLEASE NOTE: All papers may be electronically checked for plagiarism. **</i></p>
<b>Sharing Your Class Experience</b>	<p>At the end of the term, you will have the opportunity to evaluate your classroom experience. These confidential surveys are essential to our ongoing efforts to ensure that you have a great experience that leaves you well prepared for your future. Take the time to complete your course evaluations – we value your feedback!</p>
<b>Withdrawing from Class</b>	<p>After the last day established for class changes has passed (see the College calendar), you may withdraw from a course by following the policy outlined in the CCSJ Course Catalog.</p>

<b>Resources</b>	
<b>Student Success Center:</b>	The Student Success Center provides faculty tutors at all levels to help you master specific subjects and develop effective learning skills. It is open to all students at no charge. You can contact the Student Success Center at 219 473-4287 or stop by the Library.
<b>Disability Services:</b>	Disability Services strives to meet the needs of all students by providing academic services in accordance with Americans with Disabilities Act (ADA) guidelines. If you believe that you need a “reasonable accommodation” because of a disability, contact the Disability Services Coordinator at 219-473-4349.
<b>Student Assistance Program</b>	Through a partnership with Methodist Hospital, Calumet College of St. Joseph provides a free Student Assistance Program (SAP) to current students. The SAP is a confidential counseling service provided to students for personal and school concerns which may be interfering with academic performance and/or quality of life. The SAP counselor is available on campus once a week and off-site at their Employee Assistance Program (EAP) office in Merrillville or Gary. For more information, contact the SAP Counselor, at 219-736-4067.
<b>CCSJ Alerts:</b>	Calumet College of St. Joseph’s emergency communications system will tell you about emergencies, weather-related closings, or other incidents via text, email, or voice messages. Please sign up for this important service annually on the College’s website at: <a href="http://www.ccsj.edu/alerts/index.html">http://www.ccsj.edu/alerts/index.html</a> .

## **Emergency Procedures**

### **MEDICAL EMERGENCY**

<b>EMERGENCY ACTION</b>
<ol style="list-style-type: none"> <li>1. Call 911 and report incident.</li> <li>2. Do not move the patient unless safety dictates.</li> <li>3. Have someone direct emergency personnel to patient.</li> <li>4. If trained: Use pressure to stop bleeding.</li> <li>5. Provide basic life support as needed.</li> </ol>

### **FIRE**

<b>EMERGENCY ACTION</b>
<ol style="list-style-type: none"> <li>1. Pull alarm (located by EXIT doors).</li> <li>2. Leave the building.</li> <li>3. Call 911 from a safe distance, and give the following information: <ul style="list-style-type: none"> <li>• Location of the fire within the building.</li> <li>• A description of the fire and how it started (if known)</li> </ul> </li> </ol>

### **BUILDING EVACUATION**

1. All building evacuations will occur when an alarm sounds and/or upon notification by security/safety personnel. **DO NOT ACTIVATE ALARM IN THE EVENT OF A BOMB THREAT.**
2. If necessary or if directed to do so by a designated emergency official, activate the building alarm.
3. When the building evacuation alarm is activated during an emergency, leave by the nearest marked exit and alert others to do the same.

4. Assist the disabled in exiting the building! Remember that the elevators are reserved for persons who are disabled. **DO NOT USE THE ELEVATORS IN CASE OF FIRE. DO NOT PANIC.**
5. Once outside, proceed to a clear area that is at least 500 feet away from the building. Keep streets, fire lanes, hydrant areas and walkways clear for emergency vehicles and personnel. The assembly point is the sidewalk in front of the college on New York Avenue.
6. **DO NOT RETURN** to the evacuated building unless told to do so by College official or emergency responders.

**IF YOU HAVE A DISABILITY AND ARE UNABLE TO EVACUATE:**

Stay calm, and take steps to protect yourself. If there is a working telephone, call 911 and tell the emergency dispatcher where you are **or** where you will be moving. If you must move,

1. Move to an exterior enclosed stairwell.
2. Request persons exiting by way of the stairway to notify the Fire Department of your location.
3. As soon as practical, move onto the stairway and await emergency personnel.
4. Prepare for emergencies by learning the locations of exit corridors and enclosed stairwells. Inform professors, and/or classmates of best methods of assistance during an emergency.

**HAZARDOUS MATERIAL SPILL/RELEASE**

**EMERGENCY ACTION**

1. Call 911 and report incident.
2. Secure the area.
3. Assist the injured.
4. Evacuate if necessary.

**TORNADO**

**EMERGENCY ACTION**

1. Avoid automobiles and open areas.
2. Move to a basement or corridor.
3. Stay away from windows.
4. Do not call 911 unless you require emergency assistance.

**SHELTER IN PLACE**

**EMERGENCY ACTION**

1. Stay inside a building.
2. Seek inside shelter if outside.
3. Seal off openings to your room if possible.
4. Remain in place until you are told that it is safe to leave.

**BOMB THREATS**

**EMERGENCY ACTION**

1. Call 911 and report incident.
2. If a suspicious object is observed (e.g. a bag or package left unattended):
  - Don't touch it!
  - Evacuate the area.

**TERRORISM AND ACTIVE SHOOTER SITUATIONS**

**EMERGENCY ACTION**

1. Call 911 and report intruder.

## **RUN, HIDE OR FIGHT TIPS:**

- 1. Prepare** – frequent training drills to prepare the most effectively.
- 2. Run and take others with you** – learn to stay in groups if possible.
- 3. Leave the cellphone.**
- 4. Can't run? Hide** – lock the door and lock or block the door to prevent the shooter from coming inside the room.
- 5. Silence your cellphone** -- use landline phone line.
- 6. Why the landline?** It allows emergency responders to know your physical location.
- 7. Fight** – learn to “fight for your life” by utilizing everything you can use as a weapon.
- 8. Forget about getting shot – fight!** You want to buy time to distract the shooter to allow time for emergency responders to arrive.
- 9. Aim high** – attack the shooter in the upper half of the body: the face, hands, shoulder, neck.
- 10. Fight as a group** – the more people come together, the better the chance to take down the shooter.
- 11. Whatever you do, do something** – “react immediately” is the better option to reduce traumatic incidents.