A blue text on a white background

Description automatically generated

**COURSE SYLLABUS**

**CRJ 460: FRAUD INVESTIGATIONS**

**INSTRUCTOR: DR. MARCY HEHNLY**

**EMAIL:**[**MLH1@REINHARDT.EDU**](mailto:MLH1@REINHARDT.EDU)

**PHONE: 678.524.0103**

**COURSE SCHEDULE:**

Spring Semester (Session 1):  January 8, 2024 – March 3, 2024

**COURSE DESCRIPTION:**

Provides an introduction and overview of fraud investigations. A primary focus of this course will be the various types, causes, impacts, and laws related to fraud. Students in this course will work on analyzing current examples of fraud and applying best practices to investigations.

**CREDIT HOUR STATEMENT**

Courses offered in an 8-week session are twice as intensive as those held during a traditional full semester. Each week students should expect to spend 14 hours interacting with course content through a combination of direct instruction and out of class student work.  Examples of direct instruction may include viewing or reading course lectures, engaging in class forum discussions with the course instructor and other students, viewing or reading supplementary online content required by the instructor, completing course quizzes and/or examinations, and reading instructor announcements related to course material and instructor feedback on assignments.  Examples of out of class student work may include reading the assigned course textbook, doing independent library research, completing essay assignments, developing more extensive research papers, and studying in preparation for exams and quizzes.

**REQUIRED TEXTBOOKS**:

Pedneault, S. (2009). *Fraud 101: Techniques and strategies for understanding fraud* (3rd ed.). Hoboken, NJ: John Wiley & Sons.

**STUDENT LEARNING OUTCOMES:**

After completing this course, the student will be able to:

* Identify the common theories and causes of fraud.
* Explain the cost of fraud to individuals, organizations, and government.
* Describe different types of fraud (private, public, local, state, national).
* Diagnose frequent categories of fraud and develop an appropriate investigative plan.
* Identify a variety of criminal, civil, and administrative actions that may lead to prosecution or recovery.
* List laws related to fraud and identify related evidence.
* Present strategies for the prevention and detection of fraud.

COURSE POLICIES AND PROCEDURES

**ACADEMIC INTEGRITY:**

The learner must complete all assignments.  Learners are expected to read and adhere to the Academic Integrity section of Reinhardt University’s Academic Catalog.  Cases of academic dishonesty may result in expulsion from the University, a failing grade for the course, or a failing grade for the assignment.

The following are recognized as unacceptable forms of academic behavior at Reinhardt University:

1. Plagiarizing, that is presenting words or ideas not your own as if they were your own. The words of others must be enclosed in quotation marks and documented. The source of the distinctive ideas must also be acknowledged through appropriate documentation. (NOTE:  Strictly adhere to APA citation and referencing guidelines to avoid this).
2. Submitting a paper written by another student or another person as if it were your own.
3. Submitting a paper containing sentences, paragraphs, or sections lifted from another student’s work or other publication; there must be written documentation.
4. Submitting a paper written by you for another course or occasion without the explicit knowledge and consent of the instructor.
5. Fabricating evidence or statistics that supposedly represent your original research.
6. Cheating of any sort on tests, papers, projects, reports, etc.
7. Using the Internet inappropriately as a resource. See 3 above.

Reading Assignments: Learner’s are expected to complete the assigned textbook readings for each unit prior to participating in discussions and unit assignments.

Module Discussion Posts:  All initial posts are due on Thursday each week.  Learners are required to respond to a minimum of 2 peers by Sunday of each week. Each Module Discussion posting must meet the minimum word requirement in the initial response.  Learners will be penalized 5 points for each day he/she is late on an initial posting.  Initial postings will not be accepted after 11:59 PM on the first Friday after the initial posting was due.

Learners must reply to two different students in the class with a minimum of a 75 word response by established deadlines, every Sunday at midnight.  The responses must be substantive in nature by adding additional knowledge to the conversation. Learners must also respond to any questions posed by the instructor. For maximum participation points, learners should respond to **two students in the class** (see rubric).

Use your own words to communicate ideas and incorporate source material to support your assertions.  All postings and replies must adhere to APA 7th Edition guidelines regarding citations and referencing. **Learners must also employ proper grammar, punctuation, and correct spelling.** Module discussion posts will be averaged together and will account for 30% of the final course grade.

Module Essay Assignments:  Learners must complete assignments no later than 11:59 PM (EST) on the last Sunday of that particular module. Note that some modules are two weeks long, giving the learner’s additional time to complete the assignments. Module assignments often have more than one part.  Be sure to answer each part of each question.  Learners must adhere to the minimum word count specified for each assignment.  Use your own words to communicate ideas and incorporate source material to support your assertions. Assignments must adhere to the citation and referencing guidelines contained in the 7th Edition APA Manual.  **Learners must also employ proper grammar, punctuation, and correct spelling in all submissions.** Unit assignments will be averaged together and will account for 40% of the final course grade.

Research Paper:  A research paper is required for this course and will account for 30% of the final course grade.  An annotated bibliography will also be required, which is worth 30% of the final paper grade. **The annotated bibliography will be due as shown in the module.**  See the research component section of this syllabus for specific directions and guidelines on both assignments.

**EVALUATION & GRADING:**

The following grading scale will be utilized in the determination of the student’s course grade:

Percentage of Points Earned                    Corresponding Letter Grade

            90 to 100%                                             A

            80 to 89%                                               B

            70 to 79%                                               C   *\* grade of C or higher required*

  60 to 69%                                               D

   0 to 59%                                                F

**FINAL AVERAGE BREAKDOWN:**

Discussion Posts                                                     30%

Essay Assignments                                                 40%

Research Paper and Annotated Bibliography       30%

**ONLINE ATTENDANCE AND WITHDRAWAL POLICY:**

Students are accountable for all required work in each of their courses. They must assume full responsibility for class attendance in a way satisfactory to the instructor and for work missed because of absence. Since class sessions function not merely for individual learning but also for group interaction, absences can become a serious problem both for the individual and for the group.

Online courses are generally delivered over a period of eight weeks with activities and assignments specified for each week.  An online week is defined as being Monday 12:00 AM (EST) through Sunday at 11:59 PM (EST).  Deadlines for attendance are based on Eastern Standard Time.

A student will be considered in attendance for a given week of online instruction if he or she participates in the course.  Participation is defined as posting a response to a discussion assignment or submitting a completed course room activity/assignment during the online week prior to Sunday at 11:59 PM (EST).

**Initial Course Participation**

A student who fails to participate during the first 8 calendar days of a course shall be administratively dropped from the course.

**Ongoing Course Participation**

Ongoing course participation is satisfied through the continued completion of course room activities, such as written assignments or discussion question responses.  Students who do not participate in a course for 7 or more consecutive days are not satisfying ongoing course participation.

Students who are not satisfying the ongoing course participation requirement shall be notified by a University representative via University email.  The learner must resume participation in the course within 3 calendar days following the sending of the notification.

Students who do not resume participation in the course will be administratively withdrawn from the course and be issued a grade of “W” or “F”.

A grade of “W’ will be issued if an administrative or voluntary withdrawal occurs before 11:59 PM on Monday of the fifth week of the course.

A grade of “F” will be issued if an administrative or voluntary withdrawal occurs after 11:59 PM on Monday of the fifth week of the course.

Students may be impacted academically and financially in the case of voluntary and administrative withdrawals.  It is the student’s responsibility to understand these implications.

Online Academic Support Services

Reinhardt University offers academic support services for online students through BrainFuse HelpNow.  Services include access to live tutors, writing lab assistance, and study center resources.  These resources are offered at no additional charge and are available on demand at:   [http://www.brainfuse.com/highed/helpNow.asp?a\_id=68F429E2&ss=&rLinks to an external site.=Links to an external site.](http://www.brainfuse.com/highed/helpNow.asp?a_id=68F429E2&ss=&r)

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you have a documented disability requiring an accommodation, please contact the Academic Support Office (ASO).

Reinhardt University is committed to providing reasonable accommodations for all persons with disabilities. Therefore, if you are seeking classroom accommodations under the Americans with Disabilities Act, you are required to register with the Academic Support Office (ASO). ASO is located in the basement of Lawson Building. Phone is 770-720-5567. To receive academic accommodations for this class, please obtain the proper ASO letters/forms.

**NON-DISCRIMINATION STATEMENT:**

Reinhardt University does not discriminate in any of its policies, programs, or activities on the basis of race, color, age, culture, national origin, socioeconomic status, gender, religious belief, sexual orientation, physical (dis)ability or genetic information.

**RESEARCH COMPONENT INFORMATION**

Learners will prepare an annotated bibliography and compose a scholarly literature review for the research component of this course.  Learners will be required to conduct independent research and choose one of three fraud cases that gained national attention due to the sheer size and complexity of the crime. Learners will prepare a literature review that contains the following:

* Prepare a 5-7 page review of the case chosen by the learner.
* Document the fraudulent activity, how the crime was perpetrated, and what measures could have been taken to reduce the likelihood of the crime occurring.
* Learners will be required to explain, using credible, scholarly sources as to why and how their proposed safeguards may have prevented the crime.
* Learners can choose one of the following cases:
  + Enron
  + WorldCom
  + Bernie Madoff Ponzi scheme

**ANNOTATED BIBLIOGRAPHY REQUIREMENTS**

An annotated bibliography serves to prepare students for a research project.  The process requires students to read source information and critically evaluate information.  This assignment serves to ensure that students are working towards the development of their literature review and allows the instructor an opportunity to provide feedback on student progress and the acceptability of sources.

Your annotated bibliography will account for 30% of the research paper grade in this course.

**The completed annotated bibliography must be uploaded to Canvas by the assigned date.**

The annotated bibliography must meet the following requirements:

* Consist of a minimum of (10) scholarly sources (i.e. academic journals, professional publications, etc.).
* Websites will not be accepted. Submissions that do not consist of a minimum of (10) sources will not be graded and will be assigned an automatic grade of “F”.
* The bibliographic information of the source must be written in APA 7th edition format
* Annotations for each source must be written in paragraph form and consist of a 150-200 word summary. The summary must addresses the main points/ideas found in the source.  The summary must also include a statement that evaluates the quality of the item and relates the item to your research topic.
* Your annotated bibliography will be graded based on a rubric that will evaluate the following categories: source selection, credibility, annotations, evaluations, use of APA in sources, mechanics, spelling, and grammar.

**LITERATURE REVIEW REQUIREMENTS**

**The completed literature review must be uploaded to Canvas by the required due date.**

* Written in APA 7th Edition format, consisting of an introduction, body, and conclusion.
* Must be a minimum of 5 (full) pages excluding cover page and reference page…this does not mean 4 complete pages and a paragraph or two on the fifth page.
* Must have a title and reference page in APA format. An abstract is not required for this assignment.
* Must have a minimum of 5 acceptable scholarly references listed and cited in the body of the work. The scholarly sources used in your research paper must also be used in your annotated bibliography. You are highly encouraged to exceed the minimum reference count.
* Students may use the course texts as a source, but make sure your other sources fit the category of being scholarly in nature. *Wikipedia or general websites are not scholarly.*  Students should seek guidance from the instructor if in doubt about the acceptability of a source. Scholarly sources are peer-reviewed before publication. They are the work by someone who is considered to be an expert in their respective field. Some examples of work that are NOT scholarly in nature are magazine articles, newspaper articles, and again, general websites!
* Double spacing is required between sentences and paragraphs per APA guidelines.
* Must demonstrate the ability to summarize and paraphrase information from sources in proper APA format.
* Plagiarism (which includes copying and pasting from reports or essays online) will not be tolerated…your paper must properly document all ideas and information not your own. Plagiarism or academic dishonesty may result in a failing grade for this course.  Other sanctions may be imposed based on University policy.  See your syllabus and the University’s Academic Catalog for additional information.
* Use of proper grammar, correct spelling, and writing principles are expected in all work. Full credit will not be granted for work that contains grammatical or spelling errors. In the event a student does not feel competent in this area he/she should discuss the matter with the instructor.

**TIPS FOR SUCCESS:**

* Conduct independent study on what it means to be a “critical thinker”.
* Conduct independent study on the components of a critical argument.
* Save sources from discussion posts and completes…students may be able to use these in the paper and it saves time!
* Start work on your project now…do not procrastinate…it will be due before you realize it and you’ll stress yourself out if you wait to start the week the paper is due.
* Have your paper proofed before submission by the Brainfuse Writing Lab. We all make mistakes and it is best to have another set of eyes look the product over.
* Exceed the minimum requirements…don’t just do enough to get by…
* Study APA formatting and seek help from the instructor.

**APA RESOURCES:**

The sites listed below provide guidance on APA format and how to cite and document various types of sources.

* The OWL at Purdue is my favorite at:

http://owl.english.purdue.edu/owl/resource/560/01/

* Bethel University APA Student Guide: http://bethelu.libguides.com/content.php?pid=268177&sid=2213129
* Here is a free reference maker that you can use, but bear in mind it is limited in capabilities. Click on Noodle Tools Express for the free version:  http://www.noodletools.com

**POSSIBLE PLACES TO FIND ACCEPTABLE REFERENCE MATERIAL:**

* Google Scholar (not the regular Google) http://scholar.google.com/schhp?hl=en
* Online through GALILEO http://www.galileo.usg.edu/
* Reinhardt University’s Library: http://library.reinhardt.edu/
* The National Criminal Justice Reference Service provides publications in electronic format: http://www.ncjrs.gov/
* S. Department of Justice: http://www.justice.gov/publications/publications\_a.html
* Bureau of Justice Statistics has electronic publications: http://bjs.gov/