

McLennan C O M M U N I T Y C O L L E G E

WACO, TEXAS

COURSE SYLLABUS AND INSTRUCTOR PLAN

CRIMINALISTICS I CJSA 1308 H1

DR. SUZANNE BALDON

NOTE: This is a 16 Week Blended/Hybrid course.

COVID 19 Notice:

McLennan Community College is committed to providing you with every resource you need to reach your academic goals including your safety. We will continue to monitor the evolving situation with COVID 19 and adjust our safety guidelines to make sure we offer a safe environment for you and our faculty. Please make sure to consult your faculty and the MCC website at <https://www.mclennan.edu/crisis-management/coronavirus-updates/index.html> on any changes to these guidelines.

CRIMINALISTICS I

CJSA 1308 H1

Course Description:

Studies the use of scientific methods in the investigation of crime, including locating, identifying, and handling of evidence for scientific analysis. Semester Hours 3 (3 lec.)

Prerequisites and/or Corequisites:

CRIJ 1301 with a grade of C or better or approval of the program director.

Course Notes and Instructor Recommendations:

This course is designed to include an introductory hybrid lecture course to the topics noted in the course description, hands-on labs during the semester, and an outside project for observing, documenting, and reporting on the decomposition process of an animal(s). If any students are hunters or herders, the donation of a feral hog, deer, or goat, etc. would be appreciated. Please check first with your instructor about delivery of any animals. During labs, you must document activities by making lab notes with photographs/sketches/activity sheets and compile them into a folder due at the end of semester on December 2

Instructor Information:

Instructor Name: Suzanne Baldon
MCC E-mail: sbaldon@mclennan.edu
Office Phone Number: 254.299.6505
Office Location: ESEC 216

Office/Teacher Conf. Hours: Instructor available through Brightspace, telephone and email.

Other Instruction Information: Please contact instructor to schedule additional conference time. Advising by appointment; call Glenda at 254.299.6502 to make an appointment for advising.

You may use Messages for non-emergency communications. If you need to reach me quickly, please email me at sbaldon@mclennan.edu, or call or text my cell phone at 254-230-3595.

Required Text & Materials:

SkyePack Custom Digital Access for course

MCC Bookstore Website: <http://www.mclennan.edu/bookstore/>

Methods of Teaching and Learning:

The course will be composed primarily of lecture materials online, online discussion boards and weekly quizzes, and participation in face to face labs, articles, news items from the media and

CRIMINALISTICS I

CJSA 1308 H1

professional publications, films, videos, and slides relating to the field of criminal justice, guest speakers when qualified and available, and an out of class project.

Course Objectives and/or Competencies:

The student will develop competency in conducting criminal investigations by learning the meaning of a complete investigation, the proof required of various crimes, and the employment of technical methods and services available.

Course Outline or Schedule:

Welcome to our class! We will use an online format for lecture information, discussion boards, quizzes, announcements, messages, and items of interest. Please check that venue regularly and after absences from our classroom.

The instructor reserves the right to make necessary changes to this document and schedule with appropriate notice given to students, for example, depending on events and guest speakers available. Please get to know study buddies in the class whom you can contact in order to find out what you may need to know in case you are absent for any reason and to form study groups for assignments. It is the student's responsibility to stay aware of class activities.

Weekly Schedule: Class meetings every Friday 10:30-12:00 in ESEC 219 with online readings, discussion boards, and quizzes during each week **before** meetings. **Read the chapters, participate in the discussion boards, and take the quizzes before coming to class!**

<u>Weeks Beginning:</u>	<u>Chapters and Labs:</u>
Aug 22, Meet Aug 26	Module 1 Introductions in Class for Students, Syllabus, and Beginning the Class
Aug 29, Meet Sep 2	Module 2 Securing and Searching the Crime Scene and Recording the Crime Scene
Sep 5 Labor Day Holiday	
Sep 5, Meet Sep 9	Module 3 Crime Scene Sketches & Start Decomp Projects
Sep 12, Meet Sep 16	Module 4 Collection of Crime-Scene Evidence and Physical Evidence
Sep 19, Meet Sep 23	Module 5 Death Investigation and Crime-Scene Reconstruction
Sep 26, Meet Sep 30	Module 6 Forensic Biometrics: Fingerprints and Facial Recognition
Oct 3, Meet Oct 7	Module 7 Firearms, Tool Marks, and Other Impressions

CRIMINALISTICS I

CJSA 1308 H1

Oct 10, Meet Oct 14	Module 8 Bloodstain Pattern Analysis and Biological Stain Analysis: DNA
Oct 17, Meet Oct 21	Module 9 Drugs and Toxicology
Oct 24, Meet Oct 28	Module 10 Trace Evidence I: Hairs and Fibers
Oct 31, Meet Nov 4	Module 11 Trace Evidence II: Paint, Glass, and Soil
Nov 7, Meet Nov 11	Module 12 Forensic Aspects of Fire and Explosion Investigation
Nov 14, Meet Nov 18	Module 13 Document Examination, Computer Forensics, and Digital and Multimedia Forensics: Cell phones, Video, and Audio. You may make your Presentation today, earlier than due, if you like.
Nov 23-26	Thanksgiving Holiday! Enjoy!
Nov 28, Meet Dec 2	Last Day of Classes! Projects, Presentations, and Lab Notes are due in class this week on Dec 2! There is no final exam because you took a Quiz every week.

Course Grading Information:

There will be a quiz given online prior to our meeting for every unit that will assess what you have learned during the previous week. In order to benefit from the face to face lab in the classroom, you must complete the quiz and discussion board by the Thursday/early Friday morning due date. Please complete the quiz and discussion board before coming to class! The average of these assessments will count for 25% of the final grade.

All students will be required to complete an out-of-class project for this class. The out-of-class project and class presentation will count 25% toward the student's final grade. The assignment start date and completion date will be given to students during the first few weeks of class. The possible projects to be assigned will be over decomposition and entomology and will include decomposition process, plants, weather, and environmental location. Each student will be required to furnish all supplies related to the project, which can be completed in an electronic or poster format. Each student will present her/his project to the class, including questions/answers from the class, on the due date.

Your final grade will be comprised of 1) completion of online quizzes (25%), 2) discussion boards (25%), 3) weekly lab notes (25%), and 4) the project/presentation (25%).

CRIMINALISTICS I

CJSA 1308 H1

If I decide it is necessary to curve the grade distribution, this will be done at the end of the course, after all the assessments have been taken. Your grade will never be lowered by curving; you will always receive your "straight-scale" grade or better.

Course Grading:

100 - 90 = A

89 - 80 = B

79 - 70 = C

69 - 60 = D

59 - 0 = F

Discussion Boards

After reviewing each week's material, you will be asked to respond to a prompt that the instructor will provide in the weekly discussion board. The initial response should be well thought out and substantial enough to indicate that you have a firm grasp on the week's materials. You must then respond to at least two (2) classmates with substantial posts. Simple responses like "I agree" or "good point" will not be counted. **Tell us why and give examples.**

Discussion Board Grading

The following rubric illustrates how each discussion session will be graded. The number of posts represented in your posting history will be calculated. The quality of your posts is a subjective assessment by me of how much your posts add to the discussion.

Metrics	Original Post 1 Entered	Responses 1 & 2 Entered	Quality of the Original Post	Quality of Your Responses 1 & 2
Points earned	1/4 credit	1/4 credit	1/4 credit	1/4 credit

Quizzes: Questions will be graded by your instructor or auto-graded by Brightspace.

Lab Notes: Portfolios will be graded by your instructor.

Projects and Presentations: Will be graded by your instructor. Part of your grade is presenting your report to the class.

Plagiarism the unacknowledged borrowing of information, wording, organization, or ideas.

CRIMINALISTICS I

CJSA 1308 H1

Whether the original source is public (e.g., a newspaper, book, journal article, the Web) or private (e.g., a classmate's paper), you need to indicate your indebtedness to it. Where you repeat the exact language of your source, you must treat the borrowed material as a quotation and place it within quotation marks. However, by *merely changing a few words or the word order or by paraphrasing, you do not avoid plagiarism*. In the case of plagiarism, the instructor has the right to give the student a "zero" for the assignment. In the case of cheating during the course of a test or unauthorized collaboration on a writing project, the instructor reserves the right to give the student a "zero" for the test or assignment. Citation style guides are available at the Purdue Online Writing Lab: https://owl.purdue.edu/owl/purdue_owl.html.

Late Work, Attendance, and Make Up Work Policies:

A student who is unable to do the scheduled work on the scheduled date must contact the instructor as soon as possible. The type, format, and schedule of any make-up assessment will be at the discretion of the instructor. Failure to take the make-up assessment or complete assignment criteria will result in an automatic "F" for that particular assessment. If you wish to drop the course, please contact your instructor and do not assume that you have been dropped as a result of absences.

Student Behavioral Expectations or Conduct Policy:

Behavior guidelines are outlined in the "Conduct Policy" portion of the Highlander Student Guide. Any behavior which disrupts the learning process will be grounds for dismissal from the class. Cell phones and laptops are permitted if the student is using those resources for the purposes of our class. If child care is a problem, please confer with Student Services for alternatives to avoid bringing children to class. Students are expected to follow the General Conduct Policy in the Highlander Student Guide.

[Click Here for the MCC Attendance/Absences Policy](https://www.mclennan.edu/highlander-guide/policies.html)

(<https://www.mclennan.edu/highlander-guide/policies.html>)

Click on the link above for the college policies on attendance and absences. Your instructor may have additional guidelines specific to this course.



ACADEMIC RESOURCES/POLICIES

Accommodations/ADA Statement:

Any student who is a qualified individual with a disability may request reasonable accommodations to assist with providing equal access to educational opportunities. Students should contact the Accommodations Coordinator as soon as possible to provide documentation and make necessary arrangements. Once that process is completed, appropriate verification will be provided to the student and instructor. Please note that instructors are not required to provide classroom accommodations to students until appropriate verification has been provided by the Accommodations Coordinator. For additional information, please visit www.mclennan.edu/disability.

Students with questions or who require assistance with disabilities involving physical, classroom, or testing accommodations should contact:

disabilities@mclennan.edu

254-299-8122

Room 319, Student Services Center

Title IX:

We care about your safety, and value an environment where students and instructors can successfully teach and learn together. If you or someone you know experiences unwelcomed behavior, we are here to help. Individuals who would like to report an incident of sexual misconduct are encouraged to immediately contact the Title IX Coordinator at titleix@mclennan.edu or by calling Dr. Drew Canham (Chief of Staff for Diversity, Equity & Inclusion/Title IX) at (254) 299-8645. Individuals also may contact the MCC Police Department at 299-8911 or the MCC Student Counseling Center at MCC at (254) 299-8210. The MCC Student Counseling Center is a confidential resource for students. Any student or employee may report sexual harassment anonymously by visiting <http://www.lighthouse-services.com/mclennan/>.

Go to McLennan's Title IX webpage at www.mclennan.edu/titleix/. It contains more information about definitions, reporting, confidentiality, resources, and what to do if you or someone you know is a victim of sexual misconduct, gender-based violence or the crimes of rape, acquaintance rape, sexual assault, sexual harassment, stalking, dating violence, or domestic violence.

Student Support/Resources:

MCC provides a variety of services to support student success in the classroom and in your academic pursuits to include counseling, tutors, technology help desk, advising, financial aid, etc. A listing of these and the many other services available to our students is available at <http://www.mclennan.edu/campus-resource-guide/>

College personnel recognize that food, housing, and transportation are essential for student success. If you are having trouble securing these resources or want to explore strategies for balancing life and school, we encourage you to contact a Success Coach by calling (254) 299-8226 or emailing SuccessCoach@mclennan.edu. Students may visit the Completion Center Monday-Friday from 8 a.m.-5 p.m. to schedule a meeting with a Success Coach and receive additional resources and support to help reach academic and personal goals. Paulanne's Pantry (MCC's food pantry) provides free food by appointment to students, faculty and staff based on household size. Text (254) 870-7573 to schedule a pantry appointment. The Completion Center and pantry are located on the Second Floor of the Student Services Center (SSC).

MCC Foundation Emergency Grant Fund:

Unanticipated expenses, such as car repairs, medical bills, housing, or job loss can affect us all. Should an unexpected expense arise, the MCC Foundation has an emergency grant fund that may be able to assist you. Please go to <https://www.mclennan.edu/foundation/scholarships-and-resources/emergencygrant.html> to find out more about the emergency grant. The application can be found at https://www.mclennan.edu/foundation/docs/Emergency_Grant_Application.pdf.

MCC Academic Integrity Statement:

Go to www.mclennan.edu/academic-integrity for information about academic integrity, dishonesty, and cheating.

Minimum System Requirements to Utilize MCC's D2L|Brightspace:

Go to <https://www.mclennan.edu/center-for-teaching-and-learning/Faculty-and-Staff-Commons/requirements.html> for information on the minimum system requirements needed to reliably access your courses in MCC's D2L|Brightspace learning management system.

Minimum Technical Skills:

Students should have basic computer skills, knowledge of word processing software, and a basic understanding of how to use search engines and common web browsers.

Backup Plan for Technology:

In the event MCC's technology systems are down, you will be notified via your MCC student email address. Please note that all assignments and activities will be due on the date specified in the Instructor Plan, unless otherwise noted by the instructor.

Email Policy:

McLennan Community College would like to remind you of the policy (<http://www.mclennan.edu/employees/policy-manual/docs/E-XXXI-B.pdf>) regarding college email. All students, faculty, and staff are encouraged to use their McLennan email addresses when conducting college business.

A student's McLennan email address is the preferred email address that college employees should use for official college information or business. Students are expected to read and, if needed, respond in a timely manner to college emails. For more information about your student email account, go to www.mclennan.edu/student-email.

Instructional Uses of Email:

Faculty members can determine classroom use of email or electronic communications. Faculty should expect and encourage students to check the college email on a regular basis. Faculty should inform students in the course syllabus if another communication method is to be used and of any special or unusual expectations for electronic communications.

If a faculty member prefers not to communicate by email with their students, it should be reflected in the course syllabus and information should be provided for the preferred form of communication.

Email on Mobile Devices:

The College recommends that you set up your mobile device to receive McLennan emails. If you need assistance with set-up, you may email Helpdesk@mclennan.edu for help.

You can find help on the McLennan website about connecting your McLennan email account to your mobile device:

- [Email Setup for iPhones and iPads](https://support.microsoft.com/en-us/office/set-up-an-outlook-account-in-the-ios-mail-app-b2de2161-cc1d-49ef-9ef9-81acd1c8e234?ui=en-us&rs=en-us&ad=us) (<https://support.microsoft.com/en-us/office/set-up-an-outlook-account-in-the-ios-mail-app-b2de2161-cc1d-49ef-9ef9-81acd1c8e234?ui=en-us&rs=en-us&ad=us>)
- [Email Setup for Androids](https://support.microsoft.com/en-us/office/set-up-email-in-android-email-app-71147974-7aca-491b-978a-ab15e360434c?ui=en-us&rs=en-us&ad=us) (<https://support.microsoft.com/en-us/office/set-up-email-in-android-email-app-71147974-7aca-491b-978a-ab15e360434c?ui=en-us&rs=en-us&ad=us>)

Forwarding Emails:

You may forward emails that come to your McLennan address to alternate email addresses; however, the College will not be held responsible for emails forwarded to an alternate address that may be lost or placed in junk or spam filters.

For more helpful information about technology at MCC, go to [MCC's Tech Support Cheat Sheet](#) or email helpdesk@mclennan.edu.

Disclaimer:

The resources and policies listed above are merely for informational purposes and are subject to change without notice or obligation. The College reserves the right to change policies and other requirements in compliance with State and Federal laws. The provisions of this document do not constitute a contract.