

Updated 07/18/2023



WACO, TEXAS

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**COURSE SYLLABUS  
AND  
INSTRUCTOR PLAN**

**FORENSIC ANTHROPOLOGY**

**CJSA\_1373\_O080**

**DR. SUZANNE BALDON**

**NOTE: This is a 16-Week Online course.**

## FORENSIC ANTHROPOLOGY

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### **Course Description:**

This on-line course will survey the recovery and analysis of skeletal remains. Estimation of biological factors such as age at death, sex, ancestry, stature, pathology, and time since death will be explored. The role of physical anthropology in criminal investigation will be discussed. Semester Hours: 3 (3 lec.)

### **Prerequisites and/or Corequisites:**

NONE

### **Course Notes and Instructor Recommendations:**

Welcome to Forensic Anthropology! Please read our Syllabus thoroughly and make sure that you have the right text book, which is available for purchase through the MCC Bookstore. It is *Forensic Anthropology Training Manual, 3rd ed.*, by Karen Ramey Burns. Enter the course on August 22 and introduce yourselves in the Introductions Forum of the Discussion Board. Read the Syllabus and note that under Content each chapter folder will open according to our course schedule. On the first day, begin with Introductions and proceed to Chapters 1 & 2. There are Assignments and Discussion Boards to complete for each chapter.

Since the course is totally constructed around online participation, the student should have knowledge of using a Web browser, computer, and e-mail: the ability to create and save documents; the ability to send and receive electronic documents; and a general understanding of online technologies and appropriate online behavior.

### **Instructor Information:**

Instructor Name: Suzanne Baldon

MCC E-mail: [sbaldon@mclennan.edu](mailto:sbaldon@mclennan.edu)

Office Phone Number: 254.299.6505, Cell Phone Number: 254-230-3595

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](mailto:sbaldon@mclennan.edu), or call or text my cell phone at 254-230-3595.

**Required Text & Materials:**

Title: Forensic Anthropology Training Manual

Author: Burns

Edition: 3<sup>rd</sup>

Publisher: Pearson Education

ISBN: 9780205022595

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

**Methods of Teaching and Learning:**

The course will be composed primarily of reading, writing, discussion and assignments. Class discussion as group participation will be required. Articles, news items from the media and professional publications, websites, films, slides and videos may be used and discussed. Our textbook has beautiful drawings of bones and, if you are able to visit our crime lab, we have excellent Bone Clones models to handle.

**Course Objectives and/or Competencies:**

Develop competency by comprehending and analyzing the various practices of the forensic anthropologist in the Criminal Justice System and in the community. The anthropologist as investigator and the techniques used by the anthropologist to recover and analyze skeletal remains and seek identification of the individual(s), will be examined.

Obtain an introduction to Human Osteology, Forensic Anthropology and Archaeology, and Anthropology and Human Rights.

Develop critical thinking skills as a way to attain higher-level thinking and reading skills essential in a culture of diverse and contradictory opinions. It is important to consider every variety of opinion in an attempt to determine the truth. Opinions from the mainstream of society will be examined. Also considered are opinions that may be radical, reactionary or minority as well as those stigmatized by some other uncomplimentary label. Students will approach this course with their own opinions on the issues. To have a good grasp of one's own viewpoint, it is necessary to understand the arguments of those with whom one disagrees. It can be said that those who do not completely understand their adversary's opinion do not fully understand their own.

**Course Attendance/Participation Guidelines:**

If a student is not in attendance in accordance with the policies/guidelines of the class as outlined in the course syllabus as of the course census date, faculty are required to drop students from their class roster prior to certifying the respective class roster. A student's financial aid will be re-evaluated accordingly and the student will only receive funding for those courses attended as of the course census date.

Regular and punctual attendance is expected of all students. Any student failing to attend classes the first two weeks of the semester or failing to participate in online courses and activities the first two weeks will be subject to being dropped by the professor. Students, whether present or absent, are responsible for all material presented or assigned for a course and will be held accountable for such materials in the determination of course grades.

Before the 60% point of the semester, a student who is absent for 25% or more of a face-to-face or blended course or who misses 25% or more of assigned work for an online course will be withdrawn from the course with a grade of W. A student may also request to be withdrawn with a grade of W before the 60% point of the semester. After the 60% point of the semester, the student may request to be withdrawn if the student is passing. If the student is not passing, they will be assigned the final grade earned at the end of the semester after grades have been updated to reflect missing work.

**[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.

**Course Outline or Schedule:**

The instructor reserves the right to make necessary changes to this document and our course schedule/outline (subject to needs-based adjustment) with appropriate notice given to the students via messages, announcements, email, or phone. Our departmental learning objective is to understand the specific role of a forensic anthropologist.

**Please follow this schedule for completion of assignments and discussions in order to reach our course objectives in a timely manner.**

**Weeks beginning on: Text Chapters:**

August 21                      Introductions and Orientation

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	Chapter 1 Introduction to Forensic Anthropology and Chapter 2 The Biology of Bone and Joints
August 28	Chapter 3 The Skull and Hyoid and Chapter 14 Race and Cranial Measurements
<b>September 4</b>	<b>Labor Day Holiday</b>
September 4	Chapter 4 The Shoulder Girdle and Thorax: Clavicle, Scapula, Ribs, and Sternum
September 11	Chapter 5 The Vertebral Column
September 18	Chapter 6 The Arm: Humerus, Radius, and Ulna—and Joints

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September 25	Chapter 7 The Hand: Carpals, Metacarpals, and Phalanges Metacarpals, and Phalanges
October 2	Chapter 8 The Pelvic Girdle: Ilium, Ischium, and Pubis
<b>October 9</b>	<b>Mid-term Exam over Chapters 1-8 (plus 14)</b>
October 9	Chapter 9 The Leg: Femur, Tibia, Fibula, and Patella
October 16	Chapter 10 The Foot: Tarsal Bones, Metatarsal Bones, and Phalanges
October 23	Chapter 11 Odontology (Teeth)
October 30	Chapter 12 Introduction to the Forensic Sciences
November 6	Chapter 13 Laboratory Analysis
November 13	Chapter 15 Field Methods
November 20	Chapter 16 Professional Results
<b>November 22-26</b>	<b>Thanksgiving: Enjoy your holidays!</b>
November 27	Chapter 17 Large-Scale Applications
December 1	Last Day of Classes: Catch up on all your work!
<b>December 4</b>	<b>Final Exam over Chapters 9-17 (not 14)</b>
December 6	Grades posted by noon

### **Course Grading Information:**

A. Two on-line examinations will be administered; there will be assignments and discussions over each chapter.

1. Each exam grade will count as one-fourth of the student's final grade.
2. Assignments grade will count as one-fourth of the student's final grade.
3. Discussion Board participation will count as one-fourth of the student's final grade

B. If I decide it is necessary to curve the grade distribution, this will be done at the end of the course, after all the exams 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

**Late Work and Make Up Work Policies:**

A student who is unable to take a scheduled test or turn in an assignment or complete a discussion board on the scheduled date must contact the instructor as soon as possible to explain why they were/will not be able to take the test or complete the assignment. The student who fails to take a test on the scheduled date must arrange a date with the instructor to take the make-up test. The type, format, and schedule of make-up test and assignment content will be at the discretion of the instructor. Failure to take the make-up examination or complete assignment criteria will result in an automatic "F" for that particular test or assignment

**Student Behavioral Expectations or Conduct Policy:**

Students are expected to follow the standards of academic honesty and integrity as described on the McLennan Community College website and in the Highlander Student Guide in all aspects of class and are expected to maintain classroom decorum that includes respect for other students and the instructor, prompt and regular attendance, and an attitude that seeks to take full advantage of the education opportunity. Points will be taken off of your participation grade for misbehavior. Cheating, plagiarism, creating an unassigned disturbance in class, and/or lying about or otherwise misrepresenting an illness or emergency situation in order to escape taking an exam or completing an assignment will be considered as cases of academic dishonesty.

Students are encouraged and required to contribute to online class discussions, if the comments are pertinent to the forum topic. Active participation would be an excellent opportunity to enhance your standing in the class and earn points for your DB grade. A discussion forum (Class Lounge) will be available for off-topic conversation, as well.

Plagiarism is the unacknowledged borrowing of information, wording, organization, or ideas. 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 using a standard citation style. If you need help with bibliographies, please ask. There is a style guide for the American Psychological Association (APA) format at this website:

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, you are paraphrasing and 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 a quiz or unauthorized collaboration on a writing project, the instructor reserves the right to give the student a "zero" for the test or assignment.

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

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## **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](http://www.mclennan.edu/disability).

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

[disabilities@mclennan.edu](mailto:disabilities@mclennan.edu) 2542998122 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 acting Title IX Coordinator at [titleix@mclennan.edu](mailto:titleix@mclennan.edu) or by calling, Dr. Claudette Jackson, (Accommodations/Title IX) at (254) 299-8465. MCC employees are mandatory reporters and must report incidents immediately to the Title IX Coordinator. Individuals may also contact the MCC Police Department at (254) 299-8911 or the MCC Student Counseling Center 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/](http://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/>

Academic Support and Tutoring is here to help students with all their course-related needs. Specializing in one-on-one tutoring, developing study skills, and effectively writing essays. Academic Support and Tutoring can be found in the Library and main floor of the Learning Commons. This service is available to students in person or through Zoom. You can contact the Academic Support and Tutoring team via Zoom or email ([ast@mclennan.edu](mailto:ast@mclennan.edu)) by going to our website (<https://www.mclennan.edu/academic-support-and-tutoring/>).

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 either MCC CREW – Campus Resources Education Web by calling (254) 299-8561 or by emailing [crew@mclennan.edu](mailto:crew@mclennan.edu) or a Success Coach by calling (254) 299-8226 or emailing [SuccessCoach@mclennan.edu](mailto:SuccessCoach@mclennan.edu). Both are located in the Completion Center located on the second floor of the Student Services Center (SSC) which is open Monday-Friday from 8 a.m.-5 p.m.

Paulanne's Pantry (MCC's food pantry) provides free food by appointment to students, faculty and staff. To schedule an appointment, go to [https://mclennan.co1.qualtrics.com/jfe/form/SV\\_07byXd7eB8iTqJg](https://mclennan.co1.qualtrics.com/jfe/form/SV_07byXd7eB8iTqJg). Both the Completion Center and Paulanne's 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](https://www.mclennan.edu/foundation/docs/Emergency_Grant_Application.pdf).

**MCC Academic Integrity Statement:**

Go to [www.mclennan.edu/academic-integrity](http://www.mclennan.edu/academic-integrity) for information about academic integrity, dishonesty, and cheating. The unauthorized use of artificial intelligence (AI) for classwork can be a violation of the College's General Conduct Policy. Whether AI is authorized in a course and the parameters in which AI can be used in a course will be outlined by each instructor.

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

Go to <https://www.mclennan.edu/center-for-teachingandlearning/FacultyandStaffCommons/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/studentemail](http://www.mclennan.edu/studentemail).

**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](mailto: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](#)
- [Email Setup for Androids](#)

**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](mailto: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.