

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

WACO, TEXAS

COURSE SYLLABUS AND INSTRUCTOR PLAN

**FORENSIC SCIENCE I
CJSA_2471_75**

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. We are also concerned for your safety. We are working through COVID-19 guidelines to make sure we offer a safe environment for you and our faculty. This will include smaller class sizes to manage social distancing and proper cleaning techniques. You will have the advantage of a physical classroom experience but may also need to work part of the time online as we adjust to limited classroom capacity. This will also allow us the flexibility to move online if so directed by federal, state and/or local COVID 19 guidelines. Faculty and staff are preparing now to ensure that you have the best experience in the midst of these uncertain times.

FORENSIC SCIENCE I

CJSA_2471_75

Course Description:

Provides an introduction to *crime scene investigation, evidence gathering and preservation*. Utilizing lecture and lab, the methods, procedures, techniques, analyses, and preservation of crime scene evidence is presented as students learn the techniques of first responders to a crime scene. After gathering evidence, the use of scientific instrumentation is presented with specific labs including trace analysis of hair and fiber, stain analysis, epithelial cell analysis, latent fingerprint analysis, DNA sequencing, and other basic evidence techniques. Additional forensic information will be obtained from guest speakers, field trips, local documented cases, and an opportunity to participate in Scholars' Day to present your research. In the process, students will have 'hands on' experience as well as practical understanding of the basic operation of a busy forensic lab. Semester Hours: 4 (3hr. lec. 1hr. lab)

Prerequisites and/or Corequisites:

BIOL &/or CHEM., CRIJ 2314, CJSA 1308, or permission of department.

Course Notes and Instructor Recommendations:

Keep up with your lab portfolios with notes and photos throughout the semester and life at the end of the semester will be easier.

Instructor Information:

Instructor Name: Suzanne Baldon

MCC E-mail: sbaldon@mclennan.edu

Office Phone Number: 254.299.6505

Office Location: ESEC 216

Office/Teacher Conference Hours: MW3:00-5:00, T11:00-12:30, TH4:00-5:00, F2:30-5:00

Other Instruction Information: Advising by appointment; call Glenda at 254.299.6502 to make an appointment or schedule additional conference time.

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:

Title: *Forensic Science: The Basics*

Author: Jay A. Siegel and Kathy Mirakovits

Edition: 3rd

Publisher: CRC Press

ISBN: 9781482223330

FORENSIC SCIENCE I

CJSA_2471_75

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

Methods of Teaching and Learning:

The course will be composed primarily of lectures, class discussion participation which is encouraged and required, articles, news items from the media and professional publications, films, videos, and slides relating to the field of criminal justice and forensic science, guest speakers and field trips when qualified and available, and hands-on laboratory practice.

Course Objectives and/or Competencies:

- A. Students will learn from hands on laboratory instrumentation the proper utilization and function of forensic lab *equipment* such as microscopy, chromatography, gel electrophoresis, thermal cyclers, etc.
- B. Students will learn the proper procedures and techniques of *evidence gathering, analysis, and preservation of evidence*.
- C. Students will learn the scientific techniques of identifying known and unknown elements and fibers.
- D. Students will learn procedures used to identify pollutants and poisons identified in toxicology.
- E. Students will learn techniques of DNA sequencing.
- F. Students will learn the language and procedures of CSI personnel.

Course Outline or Schedule:

Welcome to our class! This is a face to face class, but I may make announcements, send messages, and post items of interest for you in the Brightspace format. Please check Brightspace regularly and after absences from our classroom.

The instructor reserves the right to make necessary changes to this document with appropriate notice given to students, for example, depending on events, incl Covid, 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.

Our regular class meetings are scheduled for MW from 11:10-12:30 with required Labs from 1:00-3:00PM. **This plan is subject to change in order to accommodate our guests, field trips, and Covid restrictions.** Your research presentations are scheduled for Apr 26 & Apr 28.

FORENSIC SCIENCE I

CJSA_2471_75

Jan 11 & 13	Introductions, Syllabus, Schedule and Forensic Lab Orientation Chapters 1 & 2 & 3
Jan 18	MLK, Jr Holiday
Jan 20 & 25	Chapter 4 & 7
Jan 27 & 29	Chapter 5 & 6
Feb 1 & 3	Chapter 8 & 9
Feb 8	<i>Test Ch. 1-9 (Parts I & II)</i>
Feb 10	Chapter 10
Feb 15 & 17	Chapter 11 & 12
Feb 22 & 24	Chapter 13 & 14
Mar 1 & 3	Chapter 15 & 16
Mar 8-12	<i>Enjoy! Spring Break! Do not come to class!</i>
Mar 15 & 17	Chapter 17 & 18
Mar 22	<i>Test Ch. 9-18 (Part III & IV)</i>
Mar 24 & 29	Chapters 19 & 20
Mar 31 & Apr 5	Chapter 21 & 22
Apr 7 & 12	Chapters 23
Apr 14 & 19	Chapters 24
Apr 21 & Apr 26	Lab Makeups and Reports
Apr 28	Reports and Presentations
May 3	Review and Final Exam <i>Test Ch. 19-24 (Parts V & VI)</i>

Course Grading Information:

1. Three objective style tests, with the average of the tests counting 40% toward the student's final grade, will be given during the semester. Tests will cover the material presented in class and from the textbook and will be given when the appropriate material has been covered in class. Study guides of textbook material will be available and may be used while taking the tests, if all students have completed the answers to the study guides before we take the review. You may use your class notes and lab notes, also.
2. 25% of the student's final grade will come from satisfactorily completed lab work. Keep a documentary log and photographs of your lab work to turn in before the final exam.
3. 25% of your grade will come from a report on physical evidence for a case(s) chosen by the student. We will discuss this presentation and your lab log on the first day of class.

FORENSIC SCIENCE I

CJSA_2471_75

4. The remaining 10% of the grade will be attributed to attendance and participation in class, which includes the students' contribution to discussions, willingness for respectful involvement, and decorum exhibited during interactions with other students and the instructor.

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 Scale:

100 - 90 = A	79 - 70 = C	59 - 0 = F
89 - 80 = B	69 - 60 = D	

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. 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 take a scheduled test or turn in an assignment 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 and to schedule the make-up. 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 to complete assignment criteria will result in an automatic "F" for that particular test or assignment. **If you want to drop the course, please speak with your instructor. Do not assume you are dropped if you stop coming to class.**

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

FORENSIC SCIENCE I

CJSA_2471_75

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 Academic Integrity Statement](http://www.mclennan.edu/academic-integrity)**

(www.mclennan.edu/academic-integrity)

The link above will provide you with information about academic integrity, dishonesty, and cheating.

*** [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.

**** You will need to access each link separately through your Web browser (for example: Mozilla Firefox, Chrome, Microsoft Edge or Safari) to print each link's information.***

McLennan

C O M M U N I T Y

COLLEGE

ACADEMIC RESOURCES/POLICIES

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. Students can 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.

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 contacted/notified through 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.

* [Click Here for the Minimum System Requirements to Utilize MCC's D2L|Brightspace](https://www.mclennan.edu/center-for-teaching-and-learning/Faculty%20and%20Staff%20Commons/requirements.html)
(<https://www.mclennan.edu/center-for-teaching-and-learning/Faculty%20and%20Staff%20Commons/requirements.html>)

Click on the link above for information on the minimum system requirements needed to reliably access your courses in MCC's D2L|Brightspace learning management system.

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.

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 her/his 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.

Forwarding Emails:

You may forward the 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 become lost or placed in junk or spam filters.

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. Instructors should not provide accommodations unless approved by the Accommodations Coordinator. For additional information, please visit 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

* [Click Here for more information about Title IX](http://www.mclennan.edu/titleix)
(www.mclennan.edu/titleix)

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 Equity & Inclusion/Title IX) at 299-8645. Individuals also may contact the MCC Police Department at 299-8911 or the MCC Student Counseling Center at MCC by calling 299-8210. The MCC Student Counseling Center is a confidential resource for students. Any student or employee may report sexual harassment anonymously by visiting the following website: <http://www.lighthouse-services.com/mclennan/>.

McLennan's Title IX webpage (<http://www.mclennan.edu/titleix/>) 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.

** You will need to access each link separately through your web browser (for example Mozilla Firefox, Chrome, Microsoft Edge, or Safari) to print each link's information.*