

Updated 012/12/2026



WACO, TEXAS

**COURSE SYLLABUS
AND
INSTRUCTOR PLAN**

**FORENSIC ART
CJSA_1372_75**

SUZANNE BALDON

NOTE: This is a 16-week course.

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Course Description:

In this science-based Anthropology course, as it relates to Criminal Justice, students will practice the forensic art reconstruction techniques that are used for the postmortem identification of persons and the identification/location of missing or wanted individuals, including age progressions, reconstructive and composite drawings, clay construction of a skull and muscles, and clay reconstruction of appearance on a plastic skull model. Students will use pencil and paper to create imagery in two-dimensions and modeling clay to reconstruct craniofacial appearance in three dimensions. 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:

Hint: Our text book by Karen T. Taylor is an easy read. Go ahead and read the whole book and start practicing your drawing. Your practice sketches will go into your portfolio.

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: MW3:00-4:30, T4:30-4:30, TH4:00-4:30

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

Required Text & Materials:

Title: *Forensic Art and Illustration*
Author: Karen T. Taylor
Edition:
Publisher: CRC Press
ISBN: 0849381185

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

Methods of Teaching and Learning:

The course will be composed primarily of lectures and hands-on practice of forensic art. Class discussion will be required. At least one group project and one individual project will be required. A portfolio of the work done during the semester will be required. Articles, news items from the media and professional publications, websites, films, slides and videos will be used and discussed. There will be three take home quizzes that are posted on Brightspace.

Course Objectives and/or Competencies:

Students will explore methods that could aid in the identification of deceased persons whose physical remains are found in diverse conditions and how to apply these techniques for looking at human behavior and appearance, e.g., in criminal activity, accidents, historical and archaeological research, and in displaying the human face and neck. They will demonstrate the techniques to reconstruct appearance from remains, use eye-witness reports to locate suspects, and project possibilities of appearance by means of making age progressions. This course should enhance the skills of the anthropologist and sociologist, serious portraitist and art student, bio-chemistry and biology student on the forensic investigations track, criminal investigator and those working for justice through the court system, as well as history, psychology, and interdisciplinary studies students. The hands-on practices should enable the students to *perceive* concepts that they study in various disciplines.

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 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.

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Through classroom discussion students can develop critical thinking skills as a way to attain higher-level thinking and promote reading skills essential in a culture of diverse and contradictory opinions.

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, Jan 28.

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, or be assigned the final grade earned at the end of the semester after grades have been updated to reflect missing work.

Please communicate with me about your intentions for the course. By law, you are only allowed 6 Ws for your entire college career and military financial aid is adversely affected by Ws.

Please note that students who stop attending classes without communicating with the teacher will not be guaranteed a withdrawal. Please let your teacher know your plans!

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 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.

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Hint: Read your chapters ahead of time because during most of our class meetings we'll be practicing our techniques. Regular class meetings are TTH from 12:40-2:00pm.

Jan 13 & 15 Introductions, Overview of Forensic Art, Chapters 1 & 2
 Faces, Chapters 3 & 4

Hint: Practice drawing shapes and spaces between shapes. Don't worry if it looks like anything! At every available moment, during lectures and while watching videos, for example, your hands should be moving, either taking notes or sketching. Keep practicing!

Jan 20 & 22 *Quiz 1-4* Drawing, Chapter 4. Begin work on quiz posted in Brightspace.

Jan 27 & 29 Construct Clay Skulls and Add Muscles, Chapters 3 & 11

Feb 3 & 5 Construct Clay Skulls and Add Muscles, Chapters 3 & 11

Feb 10 & 12 Construct Clay Skulls and Add Muscles, Chapters 3 & 11

Feb 17 & 19 Construct Clay Skulls and Add Muscles, Chapters 3 & 11

Feb 24 & 26 *Quiz 5-6* Interviewing/Ethics/Composite Imagery, Chapters 5 & 6

Age Progression, Chapters 7, 8 & 9

Turn in first quiz and begin second quiz posted in Brightspace.

Mar 3 & 5 Postmortem Drawing, Chapters 10 & 11

Mar 9-13 Enjoy! Spring Break! Do not come to class!

Mar 17 & 19 *Quiz 7-10* Facial Reconstruction 3-D, Chapters 11, 12 & 13

Turn in second quiz and begin third quiz posted in Brightspace.

Mar 24 & 26 Facial Reconstruction 3-D, Chapters 11, 12 & 13

Mar 31 & Apr 2 Facial Reconstruction #-D, Chapters 11, 12 & 13

April 7 & 9 Superimposition/Review of Ethics and Technology/Broadcast
Media/and Legal Responsibilities. Chapters 14, 15, 16, 17&18

April 14 & 16 Facial Reconstruction 3-D, Chapters 11 & 13

April 21 & 23 Facial Reconstruction 3-D, Chapters 11 & 13

April 28 & Apr 30 Facial Reconstruction 3-D, Chapters 11 & 13

May 5 Facial Reconstruction 3-D, Chapters 11 & 13

May 5 *Finals* **Portfolios and Projects Due, Portfolio Counts for Final Exam.**

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Course Grading Information:

Grades will be based on the student's demonstrated use and understanding of the techniques, which will include a portfolio of drawings, practices, assignments, class work, and photos of clay projects (70%) and the average of three quizzes (15%). Artistic talent may be useful, but is not necessary for successful application of these techniques. Therefore students with no artistic experience will begin the class with the same potential for success as students with prior art training. In the case of a missing face, effectiveness is more important than beauty.

The remaining 15% of the grade will be attributed to attendance and participation, 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:

100 - 90 = A

79 - 70 = C

59 - 0 = F

89 - 80 = B

69 - 60 = D

Plagiarism 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 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. The student who fails to take a test on the scheduled date

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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. If you need to drop the course, please speak with the instructor. Do not assume that you have been dropped because you stopped attending.

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.

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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 Accommodations (Disability Services) as soon as possible to begin the steps for requesting accommodations. 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 Accommodations (Disability Services). 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

Title IX:

Title IX of the Education Amendments of 1972 is a Federal civil rights law that prohibits discrimination on the basis of sex in educational programs and activities that receive Federal funds. 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 a Title IX incident are encouraged to immediately contact the Title IX Coordinator at titleix@mclennan.edu or by calling, Dr. Claudette Jackson, (Accommodations/Title IX) at (254) 299-8465.

Additionally, Title IX provides rights and protections for pregnant and newly parenting students which can include educational accommodations such as excused absences

and the opportunity to make up assignments and tests. Lactation spaces are also available on campus. Please email titleix@mclennan.edu for more information.

MCC employees are mandatory reporters and must report incidents immediately to the Title IX Coordinator. Faculty and Staff may email titleix@mclennan.edu to submit a report.

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 may report sexual harassment anonymously by visiting <https://www.lighthouse-services.com>

Visit McLennan's Title IX webpage at <https://www.mclennan.edu/titleix/> to learn more about Title IX protections, reporting, and resources.

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/>

Paulanne's Pantry (MCC's food pantry) provides free food by appointment to students, faculty and staff. To schedule an appointment, go to <https://calendly.com/paulannespantry-mcc/15min>.

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) by going to our website (<https://www.mclennan.edu/academic-support-and-tutoring/>)

Success Coaching Services is here for you.

We know life can be overwhelming sometimes—and that challenges outside the classroom can impact your success inside it. That's why our Success Coaches provide personalized support to help you navigate it all.

Success Coaching is available to every MCC student, no matter where you're starting from. Whether you're looking for direction, need quick advice, or just want someone to talk to, our coaches are here to listen, celebrate your strengths, and help you move forward with confidence. At Success Coaching Services, your voice is heard, your goals matter, and your future is our focus.

To learn more or schedule an appointment, visit www.mclennan.edu/successcoaching, call 254-299-8226, or email success@mclennan.edu.

College personnel also recognize that food, housing, and transportation are essential for student success. If you are having trouble securing these resources and other essential resources, we encourage you to contact the CREW - Campus Resources Education Web by calling 254-299-8561 or emailing crew@mclennan.edu.

Success Coaching Services, the CREW, and Paulanne's Pantry are located on the second floor of the Student Services building in Success Coaching Services, suite 249.

The Student Counseling Center offers confidential mental health counseling to currently enrolled students at no charge. Counselors are trained to help students with problems related to personal, social, and emotional concerns. Sessions focus on short-term goals in order to facilitate students college success and adjustment. This service is available to students in person or through Zoom.

Make an appointment to meet with a counselor by visiting the center in the Wellness & Fitness building, room 101, calling 254-299-8210, or emailing counseling@mclennan.edu.

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/scholarships-and-resources/emergencygrant.html>

MCC Academic Integrity Statement:

Please view our [Academic Integrity statement](#) for more 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:

For online and blended/hybrid courses, students must have access to a reliable computer and internet. For more information on the minimum system requirements needed to reliably access your courses in MCC's D2L|Brightspace learning management system go to: <https://www.mclennan.edu/center-for-teaching-and-learning/Faculty-and-StaffCommons/requirements.html>

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.

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](#)
- [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](#) 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.