**Forensic Photography Laboratory**

*Tentative Course Syllabus*

**Instructor:**  Sharon Plotkin, M.S. CSCSA

**Office hours:** *contact instructor via email*

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**Website:** forensicmedicine.med.ufl.edu

**Text:**

There are no required books for this course, however the following may be helpful as a resource for this and related coursework:

**Course Description:**

This course has been designed to give students a hands-on approach regarding the basic concepts of photographing crime scenes. Students will become familiar with the history, the operation of the digital camera, admissibility and court challenges of photos, camera functions, photo sequencing and composition, use of lighting, flash, ALS, macro photography, videography, and will include photo exercises

**Course Objectives:**

Upon completion of this course, students should be able to:

* Describe the development and history of photography.
* Describe the operations of the digital camera.
* Understand the admissibility and court challenges of photos.
* Describe the camera functions (Aperture settings, shutter settings, ISO and white balance).
* Describe composition and Cardinal Rules of photography.
* Describe basic exposure concepts.
* Describe focus, depth of field, and lenses.
* Determine when to photograph the crime scene to document the evidence.
* Understand how to assess the crime scene to determine what items to photograph within the scene to include perishable, transitory, or fragile evidence.
* Determine where to place evidence markers and reference indicators when photographing a crime scene.
* Determine how to photograph a crime scene effectively, to include sequencing views, proper lighting, and framing and focusing.
* Describe Macro and Latent Print photography concepts.
* Describe special photography concepts, such as nighttime, alternative light source (ALS), impression evidence, and luminol/BlueStar®.
* Describe videography.
* Understand and describe photography for special situations, such as accidents, surveillance, aerial, and underwater.

**Topics:**

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| **Day #** | **Agenda** |
| **1** | 0800-0900 – Introduction, course overview0900-1000 – History of photography1000-1230 – Camera Functions1230-1300 – Lunch1300-1330 – Admissibility and court challenges1330-1430 – Aperture1430-1530 – Shutter speed1530-1730 – ISO |
| **2** | 0800-1030 – White balance 1030-1230 – Composition and Cardinal Rules 1230-1300 – Lunch1300-1400 – Basic composure concepts1400-1530 – Focus, depth of field, and lenses1530-1730 – Crime scene approach and access fundamentals |
| **3** | 0800-1000 – Macro photography1000-1230 – Latent print photography1230-1300 – Lunch1300-1730 – Daytime flash indoors and outdoors photography |
| **4** | 1200-1500 – Alternate Light Source photography1500-1600 – Sequencing1600-1730 – Impression evidence photography1730-1800 – Dinner1800-1900 – Flash at night photography1900-2130 – Night photography and Luminol/BlueStar® photography |
| **5** | 0800-1000 – Chain of custody1030-1230 – Videography1230-1300 – Lunch1300-1730 – Crime scene Presentations and Final Examination |

**Getting Started:**

To get started, briefly introduce yourself via the discussion board located in the left-hand menu on the homepage of the course. Once you have responded to the Introduction you will then go to Read through the course content and any required reading listed in the module introduction. Do not hesitate to contact your instructor at any time if you need guidance; if you are unsure about the focus of the assignment; if you have assignment questions or questions relating to the course content. If you don’t tell us you need help, we can’t help you!

**Revision and Notes:**

As you go through the semester, keep copies of important emails, discussions, and assignments you may use for reference as these will be purged from the course at the end of the semester. We recommend you make a copy of the course modules since this will be the only access you will get to these materials. We will not be able to provide you with copies of course content once the course is removed from your account.

**Course Assignments and Assessments:**

The practical exercises will be performed for each associated discipline. There will be five practical exercises and each practical will be worth 10% of the overall grade. Crime Scene Presentation photography will be worth 20% of the overall grade and a cumulative exam will be worth 30% of the final grade. The exam will contain 30 multiple/true-false questions and requires a 70% score to pass.

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| --- | --- |
| **Assignment** | **Portion of Final Grade** |
| Aperture Exercise | 10% |
| Impression Evidence Exercise | 10% |
| Daylight with and without Flash Exercise | 10% |
| Night photography Exercise | 10% |
| Macro Photography | 10% |
| Crime Scene Presentations | 20% |
| Exam | 30% |
| **Total** | **100%** |

**Assignment Deadlines:**

Please review the information regarding the policy for missed deadlines in the section on Instructional Policies. In some courses, content modules may be released before the scheduled calendar date to help those who need to work ahead because of work commitments, court appearances, and work-related travel. If a module is released ahead of time, the deadline for the assignment and exam will remain the same as it is on the course calendar.

**Communication:**

Course Email, not the discussion board, should always be used contact the instructor or TA if you have a problem of a personal nature. If you are having technical problems with the course content (downloads, etc.) or you are unable to access your course interface, please contact us directly, and please don’t spend hours trying to get something to work as this will only lead to frustration. We don't want any of you to be offline for any length of time. Contact us as soon as you can so we can check it out and help you. If you are experiencing difficulty with your access to course email then please email your course instructor directly via regular email. In that email, make sure to give your name and the name of your course. Please respond to all emails from your instructor or TA. When we email you, we are usually contacting you because we want to help you. If you have a question about your grade, an exam, or assignment question, please email us and we’ll be happy to help you!

**Discussion Board:**

The course discussion board can be used to post content related questions and assignment materials when necessary. Please ask us questions any time; we are here to help you. Please do not use the discussion board to ask specific questions about your current course content, assignments etc. It’s VERY important that you read all the discussion posts that have been posted. We use this site to post important information relating to content or exam changes, deadlines etc. Since postings can accumulate quickly, please login each day to stay on top of these postings or you may miss important information. Please make sure you don’t post assignments that are supposed to be submitted to the assignment submission section. If you accidentally do, email us as soon as possible so we can delete it.

**Grading:**

All written answers must be completed in your own words. Copying from other sources is not acceptable and may be considered plagiarism. Failure to complete an assignment in your own words may result in you receiving a score of 0 (zero) for the assignment. If you lose your internet connection during your exam time and scores are not recorded simply email the instructor for assistance. Always include your name when communicating with the course instructor. Students must always include a works cited or reference list with their assignments, even if the only resource used was the course module notes. Under no circumstances is Wikipedia considered an appropriate academic source. Students will receive individual feedback on points lost on the assignments. The comments of the TA or instructor can be viewed on the assignment submission page for each assignment. Students can check their progress in the course by viewing their grade records via the course gradebook interface.

Grades will be assigned as follows:

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| --- | --- | --- |
| A | 100% | to 93.0% |
| A- | < 93.0% | to 90.0% |
| B+ | < 90.0% | to 87.0% |
| B | < 87.0% | to 83.0% |
| B- | < 83.0% | to 80.0% |
| C+ | < 80.0% | to 77.0% |
| C | < 77.0% | to 73.0% |
| C- | < 73.0% | to 70.0% |
| D+ | < 70.0% | to 67.0% |
| D | < 67.0% | to 63.0% |
| D- | < 63.0% | to 60.0% |
| E | < 60.0% | to 0.0% |

Registrar’s Grade Policy regulations at <http://www.registrar.ufl.edu/catalog/policies/regulationgrades.html>

**Makeup Policy:**

Make up assignments are not usually given, but may be at the discretion of the course instructor after evaluation of the circumstances leading to the request.

**Grade Changes:**

Grades will be changed only when a grading error has been made. If you think an error has been made, you should email the instructor as soon as possible. Your entire assignment will then be re-graded.

**Instructional Policy:**

This course is part of the distance education program at the University of Florida. Instead of traditional lecture format, the format for communication between course instructors, teaching assistants, and students will be via Canvas, a user-friendly Web-based classroom management tool.

**Attendance Policy**:

Students must participate in the bulletin board discussions, and are required to visit the course site daily for important updates and bulletins. Requirements for class attendance and make-up exams, assignments, and other work in this course are consistent with university policies that can be found in the online catalog at:

[*https://catalog.ufl.edu/ugrad/current/regulations/info/attendance.aspx*](https://catalog.ufl.edu/ugrad/current/regulations/info/attendance.aspx)

**Class Participation**:

Students are expected to constructively participate in the discussion board posts to contribute interesting and relevant information and to interact professionally with their classmates.

**Performance Expectations**:

Students are expected to produce quality work of a standard comparable to any graduate level course. Discussion postings and assignments must be legible, constructive, and appropriate. Students are required to think for themselves and will be expected to complete assignments that require the application of logic and reasoning skills when the answer may not be found in a book or the course notes.

**Plagiarism**:

Plagiarism includes any attempt to take credit for another person’s work. This includes quoting directly from a book or web site, without crediting the source. Sources should always be referenced, a link to the website added, or quotation marks placed around the material. However, we expect more than simply cutting and pasting in this graduate level course. Students are expected to review, evaluate, and comment on material they research, rather than simply copying relevant material.

**Assignments**:

While we understand that our students have other work and personal commitments, we expect every effort to be made to meet these deadlines. If for some reason, because of circumstances beyond your control, you are unable to meet an assignment deadline, students should e-mail the instructor and explain the situation in advance. If you email us, we will work with you around the deadline within reason. If you have outstanding assignments at the end of the semester we will send you a follow up email as a reminder and as a means to determine your plans for completion. If you do not respond to us before the final day of classes you will be assigned a grade based on the completed assignments. Assignments submitted more than 24 hours past the deadline without prior approval will be subject to a 10% deduction per day that they are late.

**Incomplete grades**:

Under special circumstances, if a student is unable to finish a course before the end of the semester we may be able to assign an incomplete grade. An incomplete grade is a non-punitive grade assigned at the discretion of the course instructor. In this course an incomplete grade may be assigned if 1/3 or more of the course assignments have been completed and if the student has remained in communication with TAs and instructors throughout the course, or has made an effort to request an incomplete grade. If an incomplete grade is assigned, outstanding assignments must be completed by the end of the next semester. If the assignments are not completed in this time you will be assigned a grade based on the completed assignments.

**Drop Dates:**

consult the UF Calendar of Critical Dates at <http://www.forensicscience.ufl.edu/Students/Dates.asp>

Students must inform us that they are withdrawing from a course to ensure appropriate tuition reimbursement. Deleting yourself from the course roster does not officially withdraw you from a course.

**Important Dates:**

For Assignment deadlines - see the Course Calendar in Canvas.

For other important dates, consult the UF Calendar of Critical Dates and <http://www.registrar.ufl.edu/>

**Additional information on the University of Florida Grades and Grading Policies may be found at:**<https://catalog.ufl.edu/ugrad/current/regulations/info/grades.aspx>

“Students requesting classroom accommodation must first register with the Dean of Students Office. The Dean of Students Office will provide documentation to the student who must then provide this documentation to the instructor when requesting the accommodation”

University’s Honesty Policy (cheating and use of copyrighted materials)

Academic Integrity – Students are expected to act in accordance with the University of Florida policy on academic integrity (see Student Conduct Code, the Graduate Student Handbook or this web site for more details:

[www.dso.ufl.edu/judicial/procedures/academicguide.php](http://www.dso.ufl.edu/judicial/procedures/academicguide.php)).

Cheating, lying, misrepresentation, or plagiarism in any form is unacceptable and inexcusable behavior.

*We, the members of the University of Florida community,*

*pledge to hold ourselves and our peers to the*

*highest standards of honesty and integrity.*

**Accommodations for Students with Disabilities:**

The College and the course instructor are committed to providing reasonable accommodations to assist students’ coursework. To obtain academic accommodations, first register with the Dean of Students’ Office. The Dean of Students’ Office will provide documentation to be given to the course instructor at the time you request the accommodation.

**Online Course Evaluations:**

Course evaluations are conducted online. Students are expected to provide feedback on the quality of instruction in this course based on 10 criteria. These evaluations are conducted online at https://evaluations.ufl.edu. Evaluations are typically open during the last two or three weeks of the semester, but students will be given specific times when they are open. Summary results of these assessments are available to students at https://evaluations.ufl.edu.

**Counseling and Student Health:**

Students may occasionally have personal issues that arise in the course of pursuing higher education or that may interfere with their academic performance. If you find yourself facing problems affecting your coursework, you are encouraged to talk with an instructor and to seek confidential assistance at the University of Florida Counseling Center, 352-392-1575, or Student Mental Health Services, 352-392-1171. Visit their web sites for more information: <http://www.counsel.ufl.edu>. The Student Health Care Center at Shands is a satellite clinic of the main Student Health Care Center located on Fletcher Drive on campus. Student Health at Shands offers a variety of clinical services, including primary care, women's health care, immunizations, mental health care, and pharmacy services. The clinic is located on the second floor of the Dental Tower in the Health Science Center. For more information, contact the clinic at 392-0627 or check out the web site at: www.health.ufl.edu/shcc

Crisis intervention is always available 24/7 from:

Alachua County Crisis Center: (352) 264-6789

***Do not wait until you reach a crisis to come in and talk with us. We have helped many students through stressful situations impacting their academic performance. You are not alone so do not be afraid to ask for assistance*.**