Principles of Crime Scene Investigation Laboratory

Tentative Course Syllabus

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Text: There are no required texts for this class. All required reading materials will be provided through the course interface.

Course Description: This course has been designed to give students a hands-on approach regarding the basic concepts of forensic science and crime scene investigation and related examination of evidentiary items. Students will become familiar with the multidisciplinary nature of forensic science and several of the specializations within them and perform tasks pertaining to each specialization.

Course Objectives: Upon completion of this course students should be able to:

- Explain crime scene security, approaching a scene, searches and documentation of evidence.
- Illustrate various forms of documentation including photography and sketching as it is relates to crime scenes.
- Perform latent print recovery using different processing methodology and documentation
- Apply tasks related to trace evidence identification and recovery utilizing alternate light sources and collection.
- Demonstrate the documentation and collection of impression evidence and tool marking evidence.
- Perform biological examinations, including presumptive blood testing, alternative light source applications and chemical enhancement and detection procedures.
- Demonstrate the basic concepts of DNA recovery, examination, and preservation.
- Illustrate concepts related to firearm examination including GSR testing, muzzle-totarget distance determinations, and other analyses as well as shooting reconstruction.
- Analyze, process, and document a mock crime scene using the culmination of all methodologies and present evidentiary findings in a courtroom setting.

Topics/Agenda:

Day #	Agenda

1	0800-0900 – Introduction, course overview 0900-1000 – Initial response and Legal Aspects 1000-1200 – Photography and sketching 1200-1300 – Lunch 1300-1730 – Scene Photography/ sketching Practical Exercise
2	0800-0900 – Impression Evidence Identification 0900-1200 - Impression Evidence Practical Exercise Casting practical exercise 1200-1300 - Lunch 1300-1400 – Alternate light source use 1400-1730- Alternate light source use practical exercise
3	0800-1000 – Fingerprinting Techniques 1000-1200 - Fingerprinting Techniques Practical Exercise 1200-1300 – Lunch 1300-1730 -Fingerprinting Techniques Practical Exercise continued
4	0800-0900 – DNA and Biological Evidence 0900-1200 - Presumptive blood testing,, collection and packaging biological evidence 1200-1300 – Lunch 1300-1430 - Blood enhancement and detection 1430-1730 - Blood enhancement and detection practical exercise
5	0800-9000 – Shooting reconstruction 0900-1200 - Shooting reconstruction practical exercise 1200-1300 – Lunch 1300-1430 - Tool marking evidence 1500-1630 - Tool marking evidence practical exercise 1630-1730- Certificates, evaluations, portfolio review

Course Assignments and Assessments:

Progress through this course will be assessed with practical exercises and a final exam. Each day's practical exercises will be worth 15% of the overall grade. The final exam – administered via Canvas – will be worth 25% of the overall grade.

A portfolio will be required for this workshop. This will comprise of ll work artifacts compiled during the week. This portfolio will be hard copy . It will include a cover page, table of contents, dividers. and work products. The organization of the portfolio is up to you. This will be reviewed on the last day of the workshop.

Assignment Type	Portion of Final Grade
Practical Exercises (15% per day)	75%
Portfolio	25%
Total	**100%**

Grading Policies:

Letter grades will be assigned as indicated in the below table. As such, grades will not be rounded up to the next letter grade. Your final letter grade will be calculated in accordance with your exact percentage grade.

A	93.0% - 100%
A-	90.0% - 92.9%
B+	87.0% - 89.9%
B	83.0% - 86.9%
B-	80.0% - 82.9%
C+	77.0% - 79.9%
C	73.0% - 76.9%
C-	70.0% - 72.9%
D+	67.0% - 69.9%
D	63.0% - 66.9%
D-	60.0% - 62.9%
E	0.00% - 59.9%

Students should check their progress on course grades within the Canvas gradebook throughout the semester. Any unsubmitted or outstanding assignments at the end of the semester will be assigned a grade of 0.

General University of Florida policies associated with grades and academic regulations can be found at the below link. https://gradcatalog.ufl.edu/graduate/regulations/

Assignment Deadlines, Late Work Policy, and Extensions:

At the beginning of each semester, review the assignment deadlines posted within the Course calendar. Assignment deadlines will also be posted on the "to-do list" within the Canvas system. Please keep in mind that the University of Florida is located within the Eastern Time Zone and all deadlines are posted accordingly. You may adjust your settings within Canvas to accommodate for your local time zone.

Assignments submitted after the posted deadline will be subject to a 10% deduction per day that they are late. Thus, any work that is 10 days or more overdue will be assigned a grade of 0. We will allow a 12-hour grace period for late submission up to 2-times per course to account for unexpected issues such as time-zone differences, technical difficulties submitting assignments, other unexpected challenges. Consistent or habitual submission of work within this 12-hour

grace period (that is, submitting more than 2 assignments within this timeframe) will be viewed as abuse of policy leniency and will be met with the full late policy deduction.

While we understand that our students have other work and personal commitments in addition to their coursework, we expect every effort to be made to meet posted course deadlines. If for some reason due to circumstances beyond your control you are unable to meet an assignment deadline, students should e-mail the instructor and explain the situation in advance to request an extension. Extensions must be requested ahead of a posted deadline with the exception of medical emergencies. If you have experienced a medical emergency and were unable to request an extension before the posted deadline, you must submit proper documentation along with your extension request. Extensions will not be granted for reasons associated with poor time management. No more than 2 extensions per student per course will be granted.

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. A student may quality for an incomplete grade if 1/3 or more of the course assignments have been completed *and* if the student has remained in communication with the instructor(s) throughout the course to explain ongoing challenges and circumstances. If an incomplete grade is assigned, outstanding assignments must be completed by the end of the next semester.

Academic Calendar and Critical Dates:
If a student wishes to drop or withdraw from a course or request an incomplete this must be done in accordance with the posted deadlines of the UF Graduate School. Students must inform their instructor and/or program director of their intention to drop or withdraw from a course to ensure the appropriate administrative steps are taken. In some cases, a portion of tuition may be refunded upon course withdrawal.

Critical dates relating to add/drop and course withdrawal can be found at the below link.
https://gradcatalog.ufl.edu/graduate/calendar/

Plagiarism, Academic Honesty, and Student Expectations:
All course assignments and discussion posts must be written fully in your own words. Failure to do so will be considered plagiarism. This includes quoting from a book, website, or module content without directly crediting the source. Assignments may not be made up substantially of quoted material as that is not aligned with the purpose of course assignments. You may include quotes if they are beneficial to a point you are trying to make, but you must complete all assignments in your own words. Simply paraphrasing from your sources is not acceptable. The University of Florida uses the Turn-It-In plagiarism detection software. Any similarity score above 40% is considered unacceptable for submission. Please ensure you are checking your score after assignment submission and making any necessary changes in accordance with this threshold.

The University of Florida also prohibits self-plagiarism which is defined as “the reuse of the student’s own submitted work, or the simultaneous submission of the student’s own work, without the full and clear acknowledgment and permission of the faculty to whom it is

submitted." In some cases, assignments across program courses may be similar enough that you wish to reuse substantial portions of a previous assignment, but you must request permission from the course instructor to reuse previous or simultaneous work *before* assignment submission.

All students within this program are expected to read, understand, and adhere to all policies listed within the UF Student Code of Conduct and the UF Maples Center for Forensic Medicine Code of Conduct and Professionalism. All participants in UF Maples Center for Forensic Medicine Programs must read, understand, and agree to adhere to the Code of Conduct and Professionalism before participating in the programs. Failure to do so will prohibit participation in these programs. The full UF Maples Center Code of Conduct and Professionalism is included within each program course.

More information on UF policies associated with plagiarism and academic honesty as well as the full UF Student Code of Conduct can be found at the below link.
https://sccr.dso.ufl.edu/policies/student-honor-code-student-conduct-code/

Performance Expectations and Citing Your Sources:
Students are expected to produce quality work of a standard comparable to any graduate level course. Discussion posts and assignments must be legible, constructive, and appropriate which includes refraining from the use of foul or offensive language. 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 module notes. Students are also expected to use academic sources within written assignments. Academic sources include textbooks, journal articles, research papers, and only websites of academic repute such as those ending in .gov or .edu. All written assignments must include a works cited wherein you reference the sources used for completing the assignment. A minimum of one academic source must be used within each assignment and a minimum of three academic sources must be used for essay-style exams. You may use additional non-academic sources such as newspaper or media websites within your assignments, but these may only be supplemental to academic sources; they cannot substitute academic sources. If you are unsure whether or not a source in question is considered academic, email your course instructor for clarification.

Attendance Policy and Participation Expectations:
This course is part of the distance education program at the University of Florida. Rather than traditional lectures, course content is presented in written module format with supplemental reading as indicated within each module. It is imperative students regularly interact with the course and their peers on the discussion boards. We recommend students check Canvas at least once per day for posted announcements, emails, or other course updates.

Course Communication and Instructor Contact:
Do not hesitate to contact your instructor at any time if you need guidance, if you have assignment questions, or if you have questions relating to the course content. Course-specific questions should be sent via the Canvas-integrated email system to ensure that your instructor can associate your question with your course and section number. Other questions or general correspondence should be sent directly to the instructor's UF email address. We strive to answer all course-related questions within 24 business hours.

Any comments or questions about an assignment, including questions about grades, should be sent via the Canvas email system. Within module assignments and written portions of exams, if you lose points in a way that is not explained by the rubric (if applicable), a comment with feedback explaining the post loss will be provided. Please do not reply to these comments as instructors are not notified of comments made on the assignment submission page. Instead, email the instructor using the Canvas email system. If your course has a TA, please always email both the course instructor *and* the TA when asking course content questions to ensure all parties stay on the same page.

Technical Assistance:
Assistance with technical difficulties is provided by the UF Help Desk which is staffed 24/7. A specialist can be reached by calling (352) 392-HELP (4357) or emailing helpdesk@ufl.edu. There is also a live chat feature available at the Help Desk website. https://helpdesk.ufl.edu/

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.

Recorded Materials Privacy Statement and Copies of Course Content:
Students are allowed to record video or audio of class lectures. However, the purposes for which these recordings may be used are strictly controlled. The only allowable purposes are (1) for personal educational use, (2) in connection with a complaint to the university, or (3) as evidence in, or in preparation for, a criminal or civil proceeding. All other purposes are prohibited. Specifically, students may not publish recorded lectures without the written consent of the instructor.

A "class lecture" is an educational presentation intended to inform or teach enrolled students about a particular subject, including any instructor-led discussions that form part of the presentation, and delivered by any instructor hired or appointed by the University, or by a guest instructor, as part of a University of Florida course. A class lecture does not include lab sessions, student presentations, clinical presentations such as patient history, academic exercises involving solely student participation, assessments (quizzes, tests, exams), field trips, private conversations between students in the class or between a student and the faculty or lecturer during a class session.

Publication without permission of the instructor is prohibited. To "publish" means to share, transmit, circulate, distribute, or provide access to a recording, regardless of format or medium, to another person (or persons), including but not limited to another student within the same class section. Additionally, a recording, or transcript of a recording, is considered published if it is posted on or uploaded to, in whole or in part, any media platform, including but not limited to social media, book, magazine, newspaper, leaflet, or third party note/tutoring services. A student who publishes a recording without written consent may be subject to a civil cause of action instituted by a person injured by the publication and/or discipline under UF Regulation 4.040 Student Honor Code and Student Conduct Code.

As you go through the semester, we recommend you keep copies of module content, important emails, discussions, and assignments to use for reference. The course will close at the end of the semester, and you will lose access to the content. We will not be able to provide you with copies of course content once the course is removed from your account.

Course Evaluations:
Students are expected to provide professional and respectful feedback on the quality of instruction in this course by completing course evaluations online via GatorEvals. Guidance on how to give feedback in a professional and respectful manner is available at https://gatorevals.aa.ufl.edu/students/ . Students will be notified when the evaluation period opens and can complete evaluations through the email they receive from GatorEvals or in their Canvas course menu under GatorEvals.

Accommodations for Students with Disabilities:
The University of Florida is committed to providing reasonable accommodations to assist students with disabilities with their coursework. Students with disabilities who experience learning barriers and would like to request academic accommodations should connect with the disability Resource Center. 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. It is important for students to share their accommodation letter with their instructor and discuss their access needs, as early as possible in the semester.

Information on how to begin this process as well as other disability resources offered by UF can be found at the below link. https://disability.ufl.edu/

Campus Resources:
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 your instructor and/or to seek confidential assistance at the University of Florida Counseling Center.

More information about the resources offered by UF for counselling and wellness can be found at the below links.

U Matter, We Care: If you or someone you know is in distress, please contact umatter@ufl.edu, 352-392-1575, or visit U Matter, We Care website to refer or report a concern and a team member will reach out to the student in distress.

Counseling and Wellness Center: Visit the Counseling and Wellness Center website or call 352-392-1575 for information on crisis services as well as non-crisis services.

Student Health Care Center: Call 352-392-1161 for 24/7 information to help you find the care you need, or visit the Student Health Care Center website.

University Police Department: Visit UF Police Department website or call 352-392-1111 (or 9-1-1 for emergencies).

UF Health Shands Emergency Room / Trauma Center: For immediate medical care call 352-733-0111 or go to the emergency room at 1515 SW Archer Road, Gainesville, FL 32608; Visit the UF Health Emergency Room and Trauma Center website.

GatorWell Health Promotion Services: For prevention services focused on optimal wellbeing, including Wellness Coaching for Academic Success, visit the GatorWell website or call 352-273-4450.