



Course Syllabus

Title: Criminalistics	Semester: Fall 2015
Catalog Number: CJUS-125-01	Co-requisite: CJUS-105 Intro. to Criminal Justice
Credit Hours: 3	Contact Hours: 45
Offered: Tuesday and Thursday, 11:00am-12:15am, Howe Hall 105	
Professor: Thomas P. Joyce Jr.	Phone: (207) 741-5551
Email: tjoyce@smcme.edu	Office Hours: Flexible and by appointment

Course Description

This is a one semester introductory course in forensic science for students pursuing a career in the criminal justice field.

This course provides the student with the entry-level forensic skills instrumental in conducting a complete and thorough criminal or civil investigation.

The course will provide students with knowledge of the principles of effective crime scene management as well as what types of information can be learned from physical evidence as a result of laboratory analysis.

The course is designed to prepare students in the legal and practical documentation, collection, preservation and laboratory analysis of physical evidence discovered during a criminal investigation.

Actual criminal investigations will be presented and discussed.

Course Objectives

Upon the successful completion of this course the student will be able to:

1. describe and apply the principles and techniques of crime scene processing and laboratory analysis to actual criminal cases
2. describe and apply the legal and proper methods of documentation, collection and preservation of physical evidence in actual criminal investigations
3. demonstrate awareness for the value of properly collected physical evidence examined by trained laboratory technicians
4. describe and apply the procedures and capabilities of the F.B.I. and state laboratory to actual criminal investigations

5. describe the crime scene and laboratory analysis procedures for the more commonly recovered physical evidence

Work Outside of the Classroom

All students should be prepared to spend a minimum of two hours on out of class preparation for each hour of classroom instruction.

This preparation will include but not limited to review of lecture notes, completion of reading assignments, studying of course materials and completion of class projects/papers as assigned.

Course Topics (Presented in the order as listed)

1. Crime Scene Management:

- Criminalistics defined.
- Three significant areas of concern related to crime scene management.
- Evidence defined.
- Miscellaneous: forensics related terminology.
- Ways that physical evidence can aid in an investigation.
- Crime scene and crime scene search defined.
- Attitude: The key to a successful crime scene search.
- Factors that influences the effectiveness of processing a crime scene.
- Crime laboratories.
- Certification of crime laboratories and crime scene technicians.
- Court cases that have influenced the use and analysis of physical evidence.
- Courtroom testimony: the expert and lay witness.
- Processing a crime scene (12 stages)

Mid-term Examination

2. Field and laboratory analysis of the more commonly encountered physical evidence.

- Fingerprints
- Forensic serology
- Hair and fiber examinations
- Miscellaneous examinations (rope, botanical material, wood, cigarettes, matches, buttons, fabric impressions, glove prints, paint, fracture matching, number restoration, document examinations, commonly found trace evidence)
- Footwear examinations
- Tire examinations
- Firearms examinations
- Glass examinations
- Tool mark examinations
- Soil examinations

3. Case Studies (Application of course material and information to actual criminal investigations.)

Final Examination

Required Materials

Textbook The required course pack is available at the campus bookstore.

Grading

Course Grade:

A	93-100	A-	90-92.9		
B+	87-89.9	B	83-86.9	B-	80-82.9
C+	77-79.9	C	73-76.9	C-	70-72.9
D+	67-69.9	D	63-66.9	F	0-62.99

“I” Grade: A temporary grade of “I” may be given when a student has, *due to extraordinary circumstances*, failed to complete all required course work by the end of the semester. This assumes that the student has made a consistent and persistent effort up to the point the “circumstances” occurred and that most course work has been completed. The remaining work must be completed and a new grade submitted by the mid-point of the semester following receipt of the “I” grade. An “I” grade which is not changed during this period automatically becomes an “F”.

Your final grade for this course will be based on the following:

Quizzes (25%)

Quiz dates: September 15, September 29, October 13,
November 5, November 17, December 10.

Projects (15%)

Due dates to be assigned.

Projects requiring a written response will be assigned throughout the semester. Students are required to bring two copies of their written response for the “Tread Lightly” and Comparative Analysis projects. One copy will be turned in for review and grading. The other copy will be kept by the student for purposes of class discussion. No late assignments will be accepted. Students unable to attend class on the day the project is due may submit the assignment via email before by 11 am or have another student bring the project to class.

Project List

1. “Tread Lightly” project. 3%
2. Comparative analysis project. 3%
3. Fingerprint comparison project. 2%
4. Scaled diagram. 2%
5. Blood stain pattern project. 2%
6. International Association of Identification (I.A.I.) project. 3%

Mid-term examination (30%) October 22
Final examination (30%) December 17

There will be no make-up quizzes given. The professor drops the lowest quiz grade before calculating the average of the quiz scores.

Only under extraordinary circumstances and at the discretion of the professor will a student be allowed to take a missed examination. In the event that the class is cancelled, the scheduled quiz or examination will be given at the next class meeting.

Key to Success!!!

All students are encouraged to periodically review the “Key to Academic Success”.

Key to Academic Success!!!

1. I will attend class regularly and arrive to class on time.
2. I will treat others with courtesy, respect and how I would like to be treated.
3. I will bring all required materials to class (i.e. notebooks, workbook, textbook, assignments due)
4. I will be attentive in class.
5. I will participate in whole class and group discussions.
6. I will complete my assignments on time.
7. I will ask questions when I do not understand the material.
8. I will take notes in class.
9. I will study for quizzes and examinations.
10. I will be honest (avoiding plagiarism, cheating)
11. I will reflect on how I could make improvements to my learning.
12. I will seek out my advisor if I am having difficulty with my course(s).
13. I will recognize this course syllabus as a contract that I must abide by to ensure my academic success.

Course and College Policies

Attendance Policy:

In order to meet the course goals and objectives students must be present in the classroom. Any more than two absences will result in a (3) point deduction per absence from a student’s final course grade calculation. All students will sign the class attendance sheet before each class.

Being late to class three times will constitute one absence. Late means arriving once the instructor has begun the class. The closed classroom door is a signal that the class has begun. Students arriving late will enter quietly through the rear door of the classroom. Students leaving while the class is in session will leave quietly through the same rear door.

Deductions will be made beginning September 8 at 5 pm, the end of add/drop week.

A student who misses three classes in a row without notifying the instructor prior to the missed classes or during the period the student is absent will not be permitted to return to the course. Enrollment Services will be notified. It is then up to the student to go to Enrollment Services and formally withdraw from the course to prevent an adverse affect on the students GPA.

Computers:

The use of laptop computers for note taking only is permitted. Students will not use the Internet during class unless directed to do so by the professor. Students found to be in violation of this policy will be prohibited from using the computer in class. The professor will periodically check laptop note taking.

Cell phones:

Cell phones will be turned off or the ringer silenced during class. Any student wishing to use a cell phone must exit the classroom to do so.

Food and beverages:

Beverages are permitted; eating of food is not permitted.

Student Code of Conduct:

All students are expected to be aware of and conform to the Student Code of Conduct. The Code can be found in the Student Handbook: The Compass.

End-of-Course Evaluation

Students complete evaluations for each course attended at SMCC. Evaluations are submitted online and can be accessed through the student portal. Students can access the course evaluations beginning one week before the end of classes. The deadline for submission of evaluations occurs Monday at 5 PM following the last day of the class. You will receive an email to your student email account when course evaluations are available.

ADA Syllabus Statement

Southern Maine Community College is an equal opportunity/affirmative action institution and employer. For more information, please call 207-741-5798. If you have a disabling condition and wish to request accommodations in order to have reasonable access to the programs and services offered by SMCC, you must register with the Disability Services Coordinator, Sandra Lynham, who can be reached at 741-5923. Further information about services for students with disabilities and the accommodation process is available upon request at this number. Course policies about online testing are modified to suit each individual's accommodations.

SMCC Pay-for-Print Policy

Per Page Costs

Each semester students receive a \$20 printing credit. The balance resets at the end of the semester and any remaining credits are removed. The cost varies depending upon page size and whether printing is done in black and white or color.

- a. There is a \$0.10 per page fee for standard 8.5" by 11" black and white documents.
- b. The reverse sides of duplex (double-sided) documents are free.
- c. There is a \$.50 per page fee for standard 8.5" by 11" color documents.
- d. There is a \$.20 per page fee for 8.5" by 14" (legal) or 11" by 17" (tabloid) black and white documents.
- e. There is a \$1.00 per page fee for 8.5" by 14" (legal) or 11" by 17" (tabloid) color documents.

Duplex charges (printing on both sides of a page) work in the following fashion: One page is \$0.10, two pages are \$0.10, three pages are \$0.20, and four pages are \$0.20, etc. The flipsides are free, but another sheet of paper is \$0.10. Please be aware that a document with any color at all (when printed to a color printer) will by default be printed in color. You are responsible for setting the print job to print black and white if you do not need color. For directions, please go to the IT Help tab in My SMCC.

How does it work?

The College's pay-for-print system monitors printing on all printers (including those in general access labs, library printers, the Academic Achievement Center, Noisy Lounge and technology labs). Students can check the number of pages they have printed by using the Printing Balance tool available on SMCC computers (located in the lower right corner of the screen, near the clock). Departments with work study students who need to print documents for the department should contact the Help Desk at 741-5696 to have a special account set up.

Refunds

Print jobs are eligible for a refund in the event of mechanical or electronic error on the part of the printer, print server, or software used to submit the job. Jobs are not eligible for a refund in cases where the job was not set up correctly, was submitted multiple times, or the student is not satisfied with the result. To request a refund, please bring the offending print to the IT Department in the basement of the Ross Technology Center. Refunds will be granted in the form of a credit to the student's account.

Why is SMCC charging for printing?

The pay-for-print system is an effort to control escalating printing costs. Charging for printing helps offset the increasing cost of supplies and encourages students to conserve resources. To find ways to reduce your printing charges, please go to the IT Help tab on My SMCC. If you have questions about the pay-for-printing policy or your printing charges, please contact the Help Desk at 741-5696 or send an email to helpdesk@smccme.edu.

Be sure to log OUT of the system when you've finished your printing, to prevent unauthorized access to your account.

Add-Drop Policy

Students who drop a course during the one-week “add/drop” period in the fall and spring semesters and the first three days of summer sessions receive a 100% refund of the tuition and associated fees for that course. Please note any course that meets for less than the traditional semester length, i.e., 15 weeks, has a pro-rated add/drop period. There is no refund for non-attendance.

Withdrawal Policy

A student may withdraw from a course only during the semester in which s/he is registered for that course. The withdrawal period is the second through twelfth week of the fall and spring semesters and the second through ninth week of twelve-week summer courses. This period is pro-rated for shorter-length courses. To withdraw from a course, a student must complete and submit the appropriate course withdrawal form, available at the Enrollment Service Center (no phone calls, please). The designation “W” will appear on the transcript after a student has officially withdrawn. A course withdrawal is an uncompleted course and may adversely affect financial aid eligibility. Failure to attend or ceasing to attend class does not constitute withdrawal from the course. There is no refund associated with a withdrawal.

Plagiarism Statement

Adherence to ethical academic standards is obligatory. Cheating is a serious offense, whether it consists of taking credit for work done by another person or doing work for which another person will receive credit. Taking and using the ideas or writings of another person without clearly and fully crediting the source is plagiarism and violates the academic code as well as the Student Code of Conduct. If it is suspected that a student in any course in which s/he is enrolled has knowingly committed such a violation, the faculty member should refer the matter to the College’s Disciplinary Officer and appropriate action will be taken under the Student Code of Conduct. Sanctions may include suspension from the course and a failing grade in the course. Students have the right to appeal these actions to the Disciplinary Committee under the terms outlined in the Student Code of Conduct.