

<b>University of North Texas at Dallas</b>			
<b>Fall 2016 Syllabus</b>			
<b>CJUS 3330 "Introduction to Criminalistics" (3HR)</b>			
<b>Department of Liberal Arts &amp; Life Sciences</b>		<b>Division of Criminal Justice</b>	
<b>Instructor Name:</b>		<i>Ralph A. Yates</i>	
<b>Office Location:</b>		<i>UNT-Dallas, 3<sup>rd</sup> floor, Office 318</i>	
<b>Office Phone:</b>		<i>972-338-1837</i>	
<b>Email Address:</b>		<i>ralph.yates@untdallas.edu</i>	
<b>Office Hours:</b>	<i>Wed. 9:00-2:00pm. On Campus / Mon. 9:00-2:00pm. Virtual online via Skype or Message Link</i>		
<b>Virtual Office Hours:</b>	<i>By appointment</i>		
<b>Classroom Location:</b>	<i>Internet</i>		
<b>Class Meeting Days &amp; Times:</b>	<i>Internet Based</i>		
<b>Course Catalog Description:</b>	This course is an introductory survey course in criminalistics. The focus will be on the recognition, collection, preservation and analysis of physical evidence. Students will be presented with the theories and principles relating to the primary techniques utilized in the analysis of physical evidence with the presumption that most of the students do not have extensive scientific backgrounds (i.e. chemistry, biology and/or physics).		
<b>Prerequisites:</b>	Satisfies the Social and Behavioral Sciences required of the University Core Curriculum		
<b>Co-requisites:</b>			
<b>Required Text:</b>	Introduction to Forensic Science & Criminalistics by R.E. Gaensslen, Howard A. Harris and Henry Lee. Published by McGraw Hill. ISBN# 978-0-07-2988482		
<b>Recommended Text and References:</b>	<b>None</b>		
<b>Access to Learning Resources:</b>	UNT Dallas Library: phone: (972) 780-3625; web: <a href="http://www.unt.edu/unt-dallas/library.htm">http://www.unt.edu/unt-dallas/library.htm</a> UNT Dallas Bookstore: phone: (972) 780-3652; e-mail: <a href="mailto:1012mgr@fhq.follett.com">1012mgr@fhq.follett.com</a>		
<b>Course Goals or Overview:</b>			
	The goal of this class will be to provide students with a basic understanding of what criminalistics entails and how the role of criminalistics plays in the development of our criminal justice system.		
<b>Learning Objectives/Outcomes:</b> At the end of this course, the student will			
1	Introduce theories related to criminalistics.		
2	Examine the key roles that scientific methods play in all aspects of forensic, criminalistics, and investigation.		
3	Examine the historical development of criminalistics and forensic science.		
4	Examine how physical evidence is created by the nature of impressions, imprints, indentations, and striations at a crime scene.		
5	Examine the various types of crime scenes and initial actions to take at each.		

6	Introduce you to the 10 major patterns for reconstruction; blood spatter, glass fractures, track and trail, tire and skid marks, clothing and article or object, gunshot residue, projectile trajectory, fire burn, MO and profiling, wound injury and damage.
7	Introduce you to examination of physical pattern evidence. .
8	Introduce you to the wide variety of evidence that can be examined by a questioned document examiner when looking at individual handwriting.
9	Examine useful investigative information available from careful examination of a fire scene.
10	Examine the nature of, and difference between materials evidence when looking at transfer and trace evidence left at a crime scene.

### **Course Schedule Outline:**

This schedule is subject to change by the instructor. Any changes to this schedule will be communicated by the instructor. Course schedule will be posting inside the Information Link in the course.

- The course will open on the first day of class (Monday, August 22, 2016) so students can work at their own pace.
- The course will close at 11:55pm. Friday, December 02, 2016 and students must all assignments completed by the closing date.

### **Quiz Lockout:**

If a student gets locked out of a quiz he or she must send me a message **via the message link in the course** stating why you were locked out. I will only unlock one quiz during the semester and the unlocked quiz must be taken before the unit assignment closing date.

### **Contacting your Professor:**

Students must use the Message Link inside the course. This method of communication is used so that I may keep track of any problems my students are having during the semester. I will respond to a student's question within 24 to 48 hours (Monday through Friday) of student posting in the Message Link.

**Course Evaluation Methods:** A student's final grade will be calculated from the following means.

- four quizzes that will be given over material covered in the required textbook
- four discussion board postings
- one course information quiz

**Quiz Policy:** Quizzes must be taken as scheduled. No makeup quizzes will be allowed except for documented emergencies (See Student Handbook). Quizzes will be a combination of multiple choice and true false questions. Each quiz will be worth up to 100 points toward a student's final grade in the course. If a student gets locked out of a quiz, he or she must send me a message stating why you were locked out and I will unlock the quiz so the student may take it over. I will only unlock one quiz during the semester and the unlocked quiz must be taken before the unit assignment closing date.

### Grading Matrix:

Instrument	Point Value	Total Points
4 unit quizzes	0 – 100 points each	400
4 discussion board questions	0 – 25 points each	100
Information Quiz	0 – 100 points	100
<b>Total:</b>	<b>Total earned points will be divided by 6.</b>	<b>600</b>

### Final Grading:

90 – 100 = A      60 – 69 = D  
 80 – 89 = B      Below 60 = F  
 70 – 79 = C

#### Information Quiz:

The information quiz will be the first quiz that you will take and is located inside the Course Assignments Link. Quiz questions will come from all the information inside (3) different areas, **(the Your Professor link, the Start Here Link, and the Course Information link)**. The quiz is designed to help you understand where and how to navigate through the course. The quiz will consist of (20) questions worth (5) points each for a total of up to 100 points toward your final grade in the course. The questions will be a mix of multiple choice and true / false. **This quiz will be timed and you will have 30 minutes to complete the quiz.**

#### Discussion Board Postings:

Each student will be required to post to (4) different discussion board postings during the semester. The discussion board topics will correspond with information from each selected chapter in the textbook. Each student will be required to post to the discussion question asked and then reply to (3) other student's posts. **Postings will be graded according to the Critical Thinking Value and Written Communication Value in each posting.** The (4) discussion board postings will count up to (25) points each (for a total of 0 – 100 total points) toward a student's final grade. A completion date will be posted on each discussion question located inside the Discussion Board link.

**Discussion Board Grading:** Discussion board activities and any other grading activities will be graded within 48 hours (Monday through Friday) after the closing of each unit. Instructor will also respond to student Blackboard questions within 24 hours (Monday through Friday) of student posting in the Blackboard's messaging tool.

#### Discussion Board Grading:

- 0 - 25 points for posting to each discussion question.
- 0-5 pints each for posting to 3 other students posts for a total of 0-15 points.
- 0 - 100 total points for the (4) discussion board questions can be earned.

Discussion Board Posting Grading Rubric	Level - 3	Level - 2	Level - 1

	<b>Exceptional</b>	<b>Effective</b>	<b>Acceptable</b>
<b>Critical Thinking Value of the students posting will be considered.</b>	<b>25 points</b>	<b>15 points</b>	<b>5 points</b>
<b>Written Communication Value of the students posting will be considered.</b>	<b>25 points</b>	<b>15 points</b>	<b>5 points</b>

### **University Policies and Procedures**

#### **Students with Disabilities (ADA Compliance):**

Chapter 7(7.004) Disability Accommodations for Students:

The University of North Texas at Dallas makes reasonable academic accommodation for students with disabilities. Students seeking accommodations must first register with the Disability Services Office (DSO) to verify their eligibility. If a disability is verified, the DSO will provide you with an accommodation letter to be delivered to faculty to begin a private discussion regarding your specific needs in a course. You may request accommodations at any time, however, DSO notices of accommodation should be provided as early as possible in the semester to avoid any delay in implementation. Note that students must obtain a new letter of accommodation for every semester and must meet/communicate with each faculty member prior to implementation in each class. Students are strongly encouraged to deliver letters of accommodation during faculty office hours or by appointment. Faculty members have the authority to ask students to discuss such letters during their designated office hours to protect the privacy of the student. For additional information see the Disability Services Office website at <http://www.untdallas.edu/disability>. You may also contact them by phone at 972-338-1777; by email at UNTDdisability@untdallas.edu or at Building 2, room 204.

#### **Blackboard Learn Accessibility Statement:**

University of North Texas at Dallas is committed to ensuring its online and hybrid courses are usable by all students and faculty including those with disabilities. If you encounter any difficulties with technologies, please contact our ITSS Department. To better assist them, you would want to have the operating system, web browser and information on any assistive technology being used. Blackboard Learn course management system's accessibility statement is also provided: <http://www.blackboard.com/Platforms/Learn/Resources/Accessibility.aspx>

**NOTE:** Additional instructional technology tools, such as Turnitin, Respondus, Panopto, and publisher cartridge content (i.e. MyLab, Pearson, etc.) may NOT be fully ADA compliant. Please contact our Disability Office should you require additional assistance utilizing any of these tools.

#### **Course Evaluation Policy:**

Student's evaluations of teaching effectiveness is a requirement for all organized classes at UNT Dallas. This short survey will be made available to you at the end of the semester, providing you a chance to comment on how this class is taught. I am very interested in the feedback I get from students, as I work to continually improve my teaching. I consider students' evaluations to be an important part of your participation in this class.

**Assignment Policy:** (According to the instructor's discretion while working in concert with the division/program's guidelines).

**Exam Policy:** (Online exams and the ability to retake is solely at the instructor's discretion). NOTE: Online exams may be proctored on campus per instructor's discretion.

**Academic Integrity:**

Academic integrity is a hallmark of higher education. You are expected to abide by the University's code of Academic Integrity policy. Any person suspected of academic dishonesty (i.e., cheating or plagiarism) will be handled in accordance with the University's policies and procedures. Refer to the Student Code of Academic Integrity at

[http://www.untDallas.edu/sites/default/files/page\\_level2/pdf/policy/7.002%20Code%20of%20Academic%20Integrity.pdf](http://www.untDallas.edu/sites/default/files/page_level2/pdf/policy/7.002%20Code%20of%20Academic%20Integrity.pdf) for complete provisions of this code.

Academic dishonesty includes, but is not limited to, cheating, plagiarizing, fabrication of information or citations, facilitating acts of dishonesty by others, having unauthorized possession of examinations, submitting work of another person or work previously used without informing the instructor, or tampering with the academic work of other students.

Web-based Plagiarism Detection: Please be aware in some online or hybrid courses, students may be required to submit written assignments to Turnitin, a web-based plagiarism detection service, or another method. If submitting to Turnitin, please remove your title page and other personal information.

## **Classroom Policies**

**Online Attendance and Participation:**

The University attendance policy is in effect for this course. Class attendance in the Blackboard classroom and participation is expected because the class is designed as a shared learning experience, and because essential information not in the textbook will be discussed in the discussion board. Online presence and participation in all class discussions is essential to the integration of course material and your ability to demonstrate proficiency.

Attendance for this online or hybrid course is considered when you are logged in and active in Blackboard, i.e., posting assignments, taking quizzes, or completing Discussion Boards. To maintain financial aid award eligibility, activity must occur before the census date of the session or term of the course. Refer to <http://www.untDallas.edu/registrar> for specific dates. If you are absent/not active in the course shell, it is YOUR responsibility to let the instructor know immediately, upon your return, the reason for your absence if it is to be excused. All instructors must follow university policy 7.005 covering excused absences; however, it is the instructor's discretion, as outlined in the course syllabus, of how unexcused absences may or may not count against successful completion of the course

**Inclement Weather and Online Classes:** Online classes may or may not be effected by campus closures due to inclement weather. Unless otherwise notified by your instructor via e-mail, online messaging, or online announcement, students should assume that assignments are due as scheduled.

**Online "Netiquette:**

In any social interaction, certain rules of etiquette are expected and contribute to more enjoyable and productive communication. Emails, Discussion Board messages and/or any other forms of written communication in the online environment should use proper "netiquette" (i.e., no writing in all caps (usually denotes yelling), no curse words, and no "flaming" messages (angry, personal attacks).

Racial, ethnic, or gender slurs will not be tolerated, nor will pornography of any kind.

Any violation of online netiquette may result in a loss of points or removal from the course and referral to the Dean of Students, including warnings and other sanctions in accordance with the University's policies and procedures. Refer to the Student Code of Student Rights Responsibilities and Conduct at

<http://www.untdallas.edu/osa/policies>. Respect is a given principle in all online communication. Therefore, please be sure to proofread all of your written communication prior to submission.

**Diversity/Tolerance Policy:**

Students are encouraged to contribute their perspectives and insights to class discussions in the online environment. However, offensive & inappropriate language (swearing) and remarks offensive to others of particular nationalities, ethnic groups, sexual preferences, religious groups, genders, or other ascribed statuses will not be tolerated. Disruptions which violate the Code of Student Conduct will be referred to the Dean of Students as the instructor deems appropriate.

**Technology Requirements:** In order to successfully access the materials in an online or hybrid course, UNT Dallas advises that your computer be equipped with the minimum system requirements.

Blackboard Learn 9.1 is the platform software for this course. Blackboard Learn supports major web browsers such as Windows Internet Explorer, Apple Safari, Mozilla Firefox, and Google Chrome. However, since the latter two are updated continually, some recent versions may not be compatible. If you experience difficulty accessing or using components of the course, try using Internet Explorer. Also, no matter what browser you use, always enable pop-ups. For more information see:

- <http://www.untdallas.edu/dlit/ecampus/requirements>
- <https://blackboard.secure.force.com/publickbarticleview?id=kAB700000008Oom>
- [https://learn.unt.edu/bbcswebdav/institution/BrowserCheck/check\\_full.html](https://learn.unt.edu/bbcswebdav/institution/BrowserCheck/check_full.html)