

# Field Study in Forensic Science (FSC 497)

**Instructor:** Dean Bertram (Associate Teaching Professor/Coordinator)  
**Email:** Dean.Bertram@usm.edu  
**Tel:** 601-266-5124  
**Office Hours:** M: 9:30am – 12:30pm; 2:30-5:00pm; Tu: 11:15am – 12:45pm; W: 9:30am – 12:30pm

## **Course Objectives:**

This course intends to fulfill the requirement for participating in an internship for the completion of the BS degree in Forensic Science. Upon completion, students should have obtained experience working in the field of Forensic Science in any applicable area of expertise.

## **Course Communication:**

Communication with the students will be primarily on a one-on-one basis. If there are changes that arise in the syllabus, each student will be notified of the change via USM email. Therefore, it is given that each student is expected to have their USM email address activated for this purpose.

## **Course Requirements:**

1. Completion of 150 Hours of actual work per 3 hours of credit
2. Turn in a notebook containing:
  - a. Employer information
  - b. Explanation of work completed
  - c. Copy of evaluation letter(s) from all persons that supervised the intern
  - d. All time sheets signed by employer

## **Grading Policy:**

A = 100% completion of required work hours, completion of notebook with all required documentation, exemplary evaluation from employer

B = 100% completion of required work hours, notebook submitted with most required documentation, average evaluation from employer

C = 100% completion of required work hours, notebook submitted with most required documentation, poor evaluation from employer

D = 75% completion of required work hours, notebook submitted with most required documentation, poor evaluation from employer

F = Below 75% completion of required work hours, either no submission of notebook or submission of notebook with little required information, poor evaluation from employer

## **Disability Accommodations**

If a student believes they have a disability which is covered by the Americans with Disabilities Act (ADA) and makes them eligible to receive classroom or housing accommodations, they should contact the Office for Disability Accommodations (ODA) for information regarding the registration process. Disabilities covered by the ADA may include but are not limited to ADHD, learning disabilities, psychiatric disabilities, physical disabilities, chronic health disorders, temporary illnesses or injuries and pregnancies. Students should contact ODA if they are not certain whether their documented medical condition qualifies for ODA services.

Students are only required to disclose their disability to the Office for Disability Accommodations. All information submitted to ODA by the student is held with strict confidentiality.

## Field Study in Forensic Science (FSC 497)

**Address:**

The University of Southern Mississippi  
Office for Disability Accommodations  
118 College Drive # 8586  
Hattiesburg, MS 39406-0001

**Voice Telephone:** 601.266.5024 or 228.214.3232

**Fax:** 601.266.6035

Individuals with hearing impairments can contact ODA using the **Mississippi Relay Service** at 1.800.582.2233 (TTY) or emailing ODA at [oda@usm.edu](mailto:oda@usm.edu).

**Academic Integrity Policy**

All students at The University of Southern Mississippi are expected to demonstrate the highest levels of academic integrity in all that they do. Forms of academic dishonesty include (but are not limited to):

1. Cheating (including copying from others' work)
2. Plagiarism (representing another person's words or ideas as your own; failure to properly cite the source of your information, argument, or concepts)
3. Falsification of documents
4. Disclosure of test or other assignment content to another student
5. Submission of the same paper or other assignment to more than one class without the explicit approval of all faculty members involved
6. Unauthorized academic collaboration with others
7. Conspiracy to engage in academic misconduct

Engaging in any of these behaviors or supporting others who do so will result in academic penalties and/or other sanctions. If a faculty member determines that a student has violated our Academic Integrity Policy, sanctions ranging from resubmission of work to course failure may occur, including the possibility of receiving a grade of "XF" for the course, which will be on the student's transcript with the notation "Failure due to academic misconduct." For more details, please see the University's [Academic Integrity Policy](#). Note that repeated acts of academic misconduct will lead to expulsion from the University.

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## Intern Evaluation

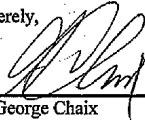
To Dean Bertram,

\_\_\_\_\_ time at Gulfport Police Department as an intern was well spent. The internship program that has now been established is a tremendous help to our workload. \_\_\_\_\_ has helped in the following areas: AFIX Tracker biographicals, Identix database, E-traces, processing evidence, destroying evidence, administrative duties, crime scenes, MS Crime Lab submissions, fingerprinting applicants and autopsy's, forensic requests for analysis, amongst many other areas of forensic science.

\_\_\_\_\_ has excelled in every area that she has attempted. She has brought much of her knowledge from USM, which has helped us gain that information and put it to use. Her ability to point out what could be changed within the department can help us better our performance and standard operations.

This experience has been a pleasure and has given us the ability to entrust future intern candidates within the department. We look further to any new students that can perform and excel as \_\_\_\_\_ has done.

Sincerely,



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Lt. George Chaix

# Field Study in Forensic Science (FSC 497)

FSC 497 (Fall 2007) - Time Sheet

| Time                    | Monday    | Tuesday | Wednesday                     | Thursday | Friday                   |
|-------------------------|-----------|---------|-------------------------------|----------|--------------------------|
| 8:00                    |           |         | Identix Transmittance         |          | Identix Transmittance    |
| 9:00                    |           |         | Copy Dispositions for Records |          | Identix Transmittance    |
| 10:00                   |           |         | Copy Dispositions for Records |          | Disposal Orders          |
| 11:00                   |           |         | Copy Dispositions for Records |          | Lunch                    |
| 12:00                   |           |         | Lunch                         |          | Research of dispositions |
| 13:00                   |           |         | Copy Dispositions for Records |          | Research of dispositions |
| 14:00                   |           |         | Copy Dispositions for Records |          | Research of dispositions |
| 15:00                   |           |         | Copy Dispositions for Records |          | Research of dispositions |
| 16:00                   |           |         | Copy Dispositions for Records |          | Research of dispositions |
| Total                   | 0 Hours   |         | 8 Hours                       |          | 8 Hours                  |
| Date                    | 03SEP2007 |         | 03SEP2007                     |          | 07SEP2007                |
| Total hours for week 16 |           |         |                               |          |                          |

| Time                    | Monday    | Tuesday | Wednesday                     | Thursday | Friday                                 |
|-------------------------|-----------|---------|-------------------------------|----------|--|
| 8:00                    |           |         | Identix Transmittance         |          | Load vehicles for move to new building |
| 9:00                    |           |         | Copy Dispositions for Records |          | Load vehicles for move to new building |
| 10:00                   |           |         | Copy Dispositions for Records |          | Load vehicles for move to new building |
| 11:00                   |           |         | Copy Dispositions for Records |          | Load vehicles for move to new building |
| 12:00                   |           |         | Lunch                         |          | Load vehicles for move to new building |
| 13:00                   |           |         | Crime Scene                   |          | Lunch                                  |
| 14:00                   |           |         | Copy Dispositions for Records |          | Load vehicles for move to new building |
| 15:00                   |           |         | Copy Dispositions for Records |          | Load vehicles for move to new building |
| 16:00                   |           |         | Copy Dispositions for Records |          | Load vehicles for move to new building |
| Total                   | 0 Hours   |         | 8 Hours                       |          | 8 Hours                                |
| Date                    | 10SEP2007 |         | 12SEP2007                     |          | 14SEP2007                              |
| Total hours for week 16 |           |         |                               |          |  |

| Time                    | Monday                        | Tuesday | Wednesday         | Thursday | Friday            |
|-------------------------|-------------------------------|---------|-------------------|----------|-------------------|
| 8:00                    | Copy Dispositions for Records |         | File Dispositions |          | File Dispositions |
| 9:00                    | Copy Dispositions for Records |         | File Dispositions |          | File Dispositions |
| 10:00                   | Copy Dispositions for Records |         | File Dispositions |          | File Dispositions |
| 11:00                   | File VHS tape                 |         | File Dispositions |          | File Dispositions |
| Total                   | 4 Hours                       |         | 4 Hours           |          | 4 Hours           |
| Date                    | 17SEP2007                     |         | 19SEP2007         |          | 21SEP2007         |
| Total hours for week 20 |                               |         |                   |          |                   |

|                         |                                     |  |           |  |                   |
|-------------------------|-------------------------------------|--|-----------|--|-------------------|
| 12:00                   | Lunch                               |  | Leave     |  | File Dispositions |
| 13:00                   | Help put up light in booking        |  |           |  | File Dispositions |
| 14:00                   | Help J.K. organize evidence storage |  |           |  | File Dispositions |
| 15:00                   | Identix Transmittance               |  |           |  | File Dispositions |
| 16:00                   | Identix Transmittance               |  |           |  | Leave             |
| Total                   | 8 Hours                             |  | 4 Hours   |  | 8 Hours           |
| Date                    | 17SEP2007                           |  | 19SEP2007 |  | 21SEP2007         |
| Total hours for week 20 |                                     |  |           |  |                   |

| Time                    | Monday                         | Tuesday | Wednesday                       | Thursday | Friday                      |
|-------------------------|--------------------------------|---------|---------------------------------|----------|-----------------------------|
| 8:00                    | File Dispositions              |         | RMS Data Entry/Verification     |          | RMS Data Entry/Verification |
| 9:00                    | File Dispositions              |         | RMS Data Entry/Verification     |          | RMS Data Entry/Verification |
| 10:00                   | File Dispositions              |         | RMS Data Entry/Verification     |          | RMS Data Entry/Verification |
| 11:00                   | File Dispositions              |         | Fingerprint Transmittance Prep. |          | File Dispositions           |
| 12:00                   | Lunch                          |         | Leave                           |          | Lunch                       |
| 13:00                   | File Dispositions              |         |                                 |          | File Dispositions           |
| 14:00                   | Latent Input AFIX              |         |                                 |          | File Dispositions           |
| 15:00                   | Latent Input AFIX              |         |                                 |          | File Dispositions           |
| 16:00                   | Latent Input AFIX Biographical |         |                                 |          | File Dispositions           |
| Total                   | 8 Hours                        |         | 4 Hours                         |          | 8 Hours                     |
| Date                    | 24SEP2007                      |         | 26SEP2007                       |          | 28SEP2007                   |
| Total hours for week 20 |                                |         |                                 |          |                             |

| Time                    | Monday                | Tuesday | Wednesday                  | Thursday | Friday                        |
|-------------------------|-----------------------|---------|----------------------------|----------|-------------------------------|
| 8:00                    | Print Disposal Orders |         | Print Disposal Orders      |          | Copy Dispositions for Records |
| 9:00                    | Print Disposal Orders |         | Print Disposal Orders      |          | Print Disposal Orders         |
| 10:00                   | Print Disposal Orders |         | Commercial w/Gary Hargrove |          | Print Disposal Orders         |
| 11:00                   | Print Disposal Orders |         | Commercial w/Gary Hargrove |          | Print Disposal Orders         |
| 12:00                   | Print Disposal Orders |         | Print Disposal Orders      |          | Print Disposal Orders         |
| 13:00                   | Print Disposal Orders |         | Print Disposal Orders      |          | Print Disposal Orders         |
| 14:00                   | Print Disposal Orders |         | Body retirement            |          | File Dispositions             |
| 15:00                   | Print Disposal Orders |         | Body retirement            |          | File Dispositions             |
| 16:00                   | Leave                 |         | Print Disposal Orders      |          | Leave                         |
| Total                   | 8 Hours               |         | 9 Hours                    |          | 8 Hours                       |
| Date                    | 01OCT2007             |         | 03OCT2007                  |          | 05OCT2007                     |
| Total hours for week 20 |                       |         |                            |          |                               |

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**Total hours for week 25**

| Time  | Monday    | Tuesday | Wednesday                     | Thursday | Friday                      |
|-------|-----------|---------|-------------------------------|----------|-----------------------------|
| 8:00  |           |         | Copy Dispositions for Records |          | File Dispositions           |
| 9:00  |           |         | File Dispositions             |          | File Dispositions           |
| 10:00 |           |         | File Dispositions             |          | File Dispositions           |
| 11:00 |           |         | File Dispositions             |          | File Dispositions           |
| 12:00 |           |         | File Dispositions             |          | File Dispositions           |
| 13:00 |           |         | File Dispositions             |          | Segment Palm Prints in AFIX |
| 14:00 |           |         | File Dispositions             |          | Segment Palm Prints in AFIX |
| 15:00 |           |         | Segment Palm Prints in AFIX   |          | Segment Palm Prints in AFIX |
| Total | Hours     |         | 8 Hours                       |          | 8 Hours                     |
| Date  | 08OCT2007 |         | 10OCT2007                     |          | 12OCT2007                   |

**Total hours for week 16**

| Time  | Monday                       | Tuesday | Wednesday                         | Thursday | Friday                            |
|-------|------------------------------|---------|-----------------------------------|----------|-----------------------------------|
| 8:00  | Pulled Evidence for Disposal |         | Pulled Evidence for Disposal      |          | Check in Evidence from MSCL       |
| 9:00  | Crime Scene                  |         | Pulled Evidence for Disposal      |          | Put Drugs returned from MSCL away |
| 10:00 | Pulled Evidence for Disposal |         | Pulled Evidence for Disposal      |          | File Invoices                     |
| 11:00 | Pulled Evidence for Disposal |         | Segment Palm Prints in AFIX       |          | File Ten Print cards              |
| 12:00 | Pulled Evidence for Disposal |         | Segment Palm Prints in AFIX       |          | File Ten Print cards              |
| 13:00 | Segment Palm Prints AFIX     |         | Put Drugs returned from MSCL away |          | Leave                             |
| 14:00 | Segment Palm Prints AFIX     |         | Segment Palm Prints in AFIX       |          |                                   |
| 15:00 | Segment Palm Prints AFIX     |         | Segment Palm Prints in AFIX       |          |                                   |
| Total | 8 Hours                      |         | 8 Hours                           |          | 5 Hours                           |
| Date  | 15OCT2007                    |         | 17OCT2007                         |          | 19OCT2007                         |

**Total hours for week 21**

| Time  | Monday                 | Tuesday | Wednesday | Thursday | Friday    |
|-------|------------------------|---------|-----------|----------|-----------|
| 8:00  | File fingerprint cards |         |           |          |           |
| 9:00  | File fingerprint cards |         |           |          |           |
| 10:00 | File fingerprint cards |         |           |          |           |
| 11:00 | File fingerprint cards |         |           |          |           |
| Total | 4 Hours                |         | Hours     |          | Hours     |
| Date  | 22OCT2007              |         | 24OCT2007 |          | 26OCT2007 |

**Total hours for week 4**

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| Time  | Monday                          | Tuesday | Wednesday   | Thursday | Friday                      |
|-------|---------------------------------|---------|---|----------|-----------------------------|
| 7:30  |                                 |         |   |          | RMS data entry/Verification |
| 8:00  | Print Dispositions              |         | Document cases in refrigerators                     |          | RMS data entry/Verification |
| 9:00  | Print Dispositions              |         | Document cases in refrigerators                     |          | RMS data entry/Verification |
| 10:00 | Document cases in refrigerators |         | Create excel spread sheet of cases in refrigerators |          | File MSCL reports           |
| 11:00 | Document cases in refrigerators |         | Create excel spread sheet of cases in refrigerators |          | File MSCL reports           |
| 12:00 | Document cases in refrigerators |         | Create excel spread sheet of cases in refrigerators |          | Lunch                       |
| 13:00 | Document cases in refrigerators |         | File MSCL reports                                   |          | no evidence from OGB/Asstia |
| 14:00 | Document cases in refrigerators |         | Leave   |          | RMS data entry/Verification |
| 15:00 | Document cases in refrigerators |         |   |          | File MSCL reports           |
| Total | 8 Hours                         |         | 6 Hours   |          | 8 Hours                     |
| Date  | 29OCT2007                       |         | 31OCT2007   |          | 02NOV2007                   |

**Total hours for week 22**

| Time  | Monday                     | Tuesday | Wednesday              | Thursday | Friday                      |
|-------|----------------------------|---------|------------------------|----------|-----------------------------|
| 8:00  | Pull Evidence for Disposal |         | File progress invoices |          | RMS data entry/Verification |
| 9:00  | Pull Evidence for Disposal |         | Identix Transmittance  |          | RMS data entry/Verification |
| 10:00 | File                       |         | Identix Transmittance  |          | Segment palm prints AFIX    |
| 11:00 | Segment palms in AFIX      |         | File fingerprint cards |          | Check in Evidence from MSCL |
| Total | 4 Hours                    |         | 4 Hours                |          | 4 Hours                     |
| Date  | 05NOV2007                  |         | 07NOV2007              |          | 09NOV2007                   |

**Total hours for week 12**

| Time  | Monday                      | Tuesday | Wednesday              | Thursday | Friday                   |
|-------|-----------------------------|---------|------------------------|----------|--------------------------|
| 8:00  | RMS data entry/Verification |         | File Fingerprint cards |          | File Fingerprint cards   |
| 9:00  | RMS data entry/Verification |         | File Fingerprint cards |          | File Fingerprint cards   |
| 10:00 | File MCL requests           |         | File Fingerprint cards |          | File Fingerprint cards   |
| 11:00 | Segment palms prints AFIX   |         | File Fingerprint cards |          | Segment palm prints AFIX |
| Total | 4 Hours                     |         | 4 Hours                |          | 4 Hours                  |
| Date  | 12NOV2007                   |         | 14NOV2007              |          | 16NOV2007                |

**Total hours for week 12**

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| Time  | Monday                 | Tuesday | Wednesday              | Thursday | Friday    |
|-------|------------------------|---------|------------------------|----------|-----------|
| 8:30  | File Fingerprint cards |         | Pull Property Invoices |          |           |
| 9:30  | Pull Property Invoices |         | Pull Property Invoices |          |           |
| 10:00 | Pull Property Invoices |         | Pull Property Invoices |          |           |
| 11:00 | Pull Property Invoices |         | Pull Property Invoices |          |           |
| Total | 4 Hours                |         | 4 Hours                |          | Hours     |
| Date  | 19NOV2007              |         | 21NOV2007              |          | 23NOV2007 |

Total hours for week 8

| Time  | Monday                    | Tuesday | Wednesday                   | Thursday | Friday    |
|-------|---------------------------|---------|-----------------------------|----------|-----------|
| 8:30  | Pull Property Invoices    |         | RMS Data Entry/Verification |          |           |
| 9:00  | Research Case Information |         | RMS Data Entry/Verification |          |           |
| 10:00 | Research Case Information |         | Pull Property Invoices      |          |           |
| 11:00 | Research Case Information |         | Pile MSCL Reports           |          |           |
| Total | 4 Hours                   |         | 4 Hours                     |          | Hours     |
| Date  | 26NOV2007                 |         | 28NOV2007                   |          | 30NOV2007 |

Total hours for week

Total to date 280



Lt. George Chink