It is your responsibility to read and understand this syllabus

The University of Southern Mississippi
School of Criminal Justice

FSC 140L - Introduction to Forensic Science Laboratory
Fall 2017

Instructor:
Dean Bertram, Ph.D.
AKH 103

Laboratory Coordinator:
Kayce Lowe
AKH 113

Teaching Assistants:
Elise Pood & Lauren Satcher
AKH 113

Dean.Bertram@usm.edu

Office Hours:
MW: 9:30am – 12:30pm; 1-2pm
TuTh: 12pm – 1pm

Kayce.Lowe@usm.edu

Office Hours:
Tu-Th: 9am – 12pm

Elise.Pood@usm.edu

Office Hours:
Tu-W: 10am – 12pm

Lauren.Satcher@usm.edu

Office Hours:
Tu: 10:30am – 1:30pm
Th: 1-2:25pm; 4:15-5pm
Fr: 1pm – 2pm

Class: FSC 140L
Place: Arthell Kelley Hall, Room #107
Time:
Section 1: Tuesday, 2:25PM – 4:15PM
Section 2: Thursday, 2:25PM – 4:15PM
Section 3: Monday, 12:00PM – 1:50PM
Credit Hours: 1

Important deadline dates:
Aug. 16: Classes begin. Add/drop and late registration begins.
Aug. 23: Last day to drop full semester classes without academic/financial penalty. After this date, no tuition refund whatsoever will be issued, and all approved drops (through October 27) will result in a grade of W.
Sept. 4: Labor Day holiday.
Oct. 19-20: Fall Break.
Oct. 27: Last day to withdraw from the University and receive a grade of W. (After this date, students will earn a letter grade for all enrolled courses).
Nov. 22-24: Thanksgiving holidays.
Dec. 4-7: Final exams.

Laboratory Objectives
This laboratory course will introduce students to specific techniques and equipment used in the various fields of forensic science. Laboratory exercises will parallel the material covered in the Introduction to Forensic Science (FSC 140) lecture. Laboratory sections are designed both to encourage students to explore their interests in the differing disciplines of forensic science, and to support their theoretical understanding of forensic science by applying that knowledge to mock exercises. The information will be communicated through lectures, instructor demos, and group exercises.
Laboratory Requirements

Labs/Attendance/Class Participation:
Laboratory attendance is mandatory since labs will include substantial material not covered in the lecture course or text. NO MAKE-UP LABS WILL BE GIVEN, except to accommodate a medical emergency for which proper documentation has been provided. If the student knows a laboratory will be missed, it is his/her responsibility to make the necessary arrangements with the instructor to substitute another lab that week. Because ample opportunity is given to students for substituting labs, only one unexcused absence will be allowed per semester without penalty. When a student misses two labs unexcused, he/she will be dropped one letter grade for each absence. If four classes are missed by a student, a grade of F for the semester will be automatically issued.

Required Materials: Students are required to obtain and bring the following materials to lab:
1. Safety Lab Coat
2. Safety Goggles or Glasses
3. Closed Toe Shoes

Should a student not come prepared with the necessary materials for lab, he/she cannot participate in the lab and will be given a “0” for that lab.

Communication with Instructor: A USM Email address is required for course communication between instructor and students. All announcements and notifications about the lab will be sent to your USM Outlook email (e.g. firstname.lastname@usm.edu). For safety and per USM policy, the instructor will not accept e-mails outside of the USM e-mail. If you are having trouble setting up your USM student e-mail, please contact the iTech helpdesk located on the first floor of the Cook Library, or by calling (601) 266-4357.

***Each week’s lab will be e-mailed to your USM e-mail. Each student is required to print out and bring to class the activity for that week. Failure to do so could result in a deduction of points.

Lab Procedure:
1. Lab reports will be turned in at the beginning of class before quizzes are distributed.
2. A timed quiz will be administered by the instructor.
3. The activity will be discussed and any questions should be asked during this time.
4. Conduct the required experiments for that day’s activity.
5. Clean up your workspace when done with the lab assignment(s).
6. Before you leave, make sure the instructor has initialed any data collected or assignments completed (points may be deducted for any data not initialed).

Lab Reports: Students are required to maintain lab reports that must be turned in at the beginning of your assigned lab time (unless alternate plans are made for a different lab time). Lab reports are considered late if they are not turned in at the beginning of normal lab time before quizzes are distributed. Late lab reports will accrue a 10% penalty for each day not turned in to the instructor. Lab report guidelines and rubric will be discussed during the first lab.

Quizzes: A quiz will be given each week at the beginning of the laboratory period. Quizzes will be based on the material covered in the previous lab as well as the activity to be performed on the day of the quiz. NO MAKE-QUIZZES WILL BE GIVEN UNDER ANY CIRCUMSTANCES. If the student
knows that he/she will miss a quiz, it is his/her responsibility to make necessary arrangements with the instructor to meet with another laboratory that week.

**Writing Assignment:** Topics will be assigned by the instructor as the semester proceeds. A handout detailing the requirements for the papers will be given to each student when the topics have been decided.

**Practicals:** Two practicals will be given during the semester: one mid-term practical and one final practical. The practicals will be *timed* and *comprehensive*. Both the mid-term and final are based on the material covered in lab up until each exam. **NO MAKE-UP EXAMS WILL BE GIVEN.** If the student knows he/she will miss an exam, it is his/her responsibility to make the necessary arrangements with the instructor to meet with another laboratory that week. The *lab final* will be given one week before full semester final exams (see tentative schedule below).

**Grading:** Points will be designated throughout the semester in the following manner:

<table>
<thead>
<tr>
<th>Component</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Paper</td>
<td>10%</td>
</tr>
<tr>
<td>Quizzes</td>
<td>15% (One drop grade will be allowed)</td>
</tr>
<tr>
<td>Lab Reports</td>
<td>25% (One drop grade will be allowed)</td>
</tr>
<tr>
<td>Mid-Term Practical</td>
<td>25%</td>
</tr>
<tr>
<td>Final Practical</td>
<td>25%</td>
</tr>
<tr>
<td><strong>Total Points Possible</strong></td>
<td><strong>100 %</strong></td>
</tr>
</tbody>
</table>

Grading Scale:
- **A** = 89.5-100%
- **B** = 79.5-89.4%
- **C** = 69.5-79.4%
- **D** = 59.5-69.4%
- **F** = Below 59.5%

**Writing and Speaking Centers**

All students should be aware that the university offers assistance in both speech and writing at no cost. The Writing Center and Speaking Center offer services to both walk-ins and scheduled appointments (although appointments are preferred). If any student is in need of assistance with their lab report(s), please visit the Writing Center located on the first floor of the Cook Library, or schedule an appointment by visiting [https://www.usm.edu/writing-center/make-appointment](https://www.usm.edu/writing-center/make-appointment).

- **Writing Center:** (601) 266-4644  [www.usm.edu/writingcenter](http://www.usm.edu/writingcenter)
- **Speaking Center:** (601) 266-4821  [www.usm.edu/speakingcenter](http://www.usm.edu/speakingcenter)

**Academic Integrity Syllabus Statement**

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.

ADA Syllabus Statement
If a student has a disability that qualifies under the Americans with Disabilities Act (ADA) and requires accommodations, he/she should contact the Office for Disability Accommodations (ODA) for information on appropriate policies and procedures. Disabilities covered by ADA may include learning, psychiatric, physical disabilities, or chronic health disorders. Students can contact ODA if they are not certain whether a medical condition/disability qualifies.

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 email Suzy Hebert at Suzanne.Hebert@usm.edu.

Tentative Laboratory Schedule
Aug. 21, 22, 24 Exercise 1: Introduction, Lab Safety, and Microscope
Aug. 28, 29, 31 Exercise 2: Crime Scene Sketches
Sept. 4, 5, 7 Labor Day Holiday (no labs)
Sept. 11, 12, 14 Exercise 3: Hair Analysis
Sept. 18, 19, 21 Exercise 4: Fiber Analysis Part I
Sept. 25, 26, 28 Exercise 5: Glass Reconstruction
Oct. 2, 3, 5 Exercise 6: Fingerprint Identification
Oct. 9, 10, 12 Mid-term (same time as normal lab period)
Oct. 16, 17, 19 Fall Break (no labs)
Oct. 23, 24, 26 Exercise 7: Impression Evidence
Oct. 30, 31, Nov. 2 Exercise 8: Forensic Anthropology
Nov. 6, 7, 9 Exercise 9: Blood Spatter Analysis
Nov. 13, 14, 16 Exercise 10: Firearms ID/Shooting Incident Reconstruction
Nov. 20, 21, 23 Thanksgiving Holiday (no labs)
Nov. 27, 28, 30 Final Exam (same time as normal lab period)