

Hagerstown Community College
MASTER SYLLABUS

Course: BTC 103/103L. Forensic Science/Forensic Science Laboratory, 4 credits

Instructor: Dr. Cindy Dove

Semester/Year: Spring 2018

Contact Information

Office Phone: 240-500-2477

Email: cadove@hagerstowncc.edu

Office Hours: Monday and Wednesday 2:30 – 4:00 and Tuesday 12:30 – 2:30 or by appointment in STEM 419

COURSE DESCRIPTION:* This course is an introduction to the scientific study of crime solving. Topics included are crime scene investigation, fingerprint analysis, DNA fingerprinting, drug identification, ballistics studies and crime scene documentation.

Prerequisites: MAT 099 and ENG 098 or higher.

Textbook and course materials:

- Richard Saferstein. *Forensic Science: From the Crime Scene to the Crime Lab, 3rd edition. 2016. ISBN: 978-0-13-359128-6*
- Lab materials will be provided on Moodle. Students are responsible for printing necessary handouts.

STUDENT LEARNING OUTCOMES:

Students who complete this course successfully will

1. Collect, analyze and scientifically evaluate forensic evidence and data
2. Record data, apply to given authentic situations, and draw logical conclusions based on the evidence
3. Think through problems, identify and investigate probable solutions,
4. Evaluate the most effective means of delivering their results and follow through with effective communication

Total Hours of Coursework: To earn one academic credit at HCC, students are required to complete a minimum of 37.5 clock hours (45 fifty-minute “academic” hours) of coursework per semester. Those hours of coursework may be completed through a combination of hours within the classroom and hours outside the classroom. Certain courses may require more than the 37.5 minimum hours of coursework per credit. For most classes, students should expect to do at least 2 hours of coursework outside of class for each hour of in-class coursework.

	Directed – on-line/lab	Student work outside of class
Lecture material (3 credits)	37.5 hours	
10 Online Reading and Quizzes		10 h
3 Exams		30 h
10 Online Discussions		10 h
Final Exam		8 h (exam prep)
Laboratory (1 credit)	37.5 hours	
Lab report completing		11 h

Lab class prep & studying		14 h
Lab practicals		10 h
Total Lecture & Lab	75 hours	84
TOTAL		159

COURSE CONTENT OBJECTIVES:

See Topical Outline for schedule of content to be covered. Content Objectives will be included in each unit of study on Moodle.

ASSESSMENT PROCEDURES:

Lecture component:

a. 3 exams which are 15% each	45%
b. Cumulative final	5%
c. Quizzes, assignments	10%
d. Discussion boards	10%
	70%

Lab component:

A. 2 lab exams (mid-term and final)	20%
B. Weekly lab activities	10%
	30%

Grading Scale

- A = 90 or higher
- B = 80 or higher
- C = 70 or higher
- D = 60 or higher
- F = Below 60

Criteria (guidelines) used for grading homework/laboratory reports:

1. Data sheets are graded based on carefulness and completeness in drawing and consistency in written descriptions.
2. Drawings need to be legible, have a description, and all significant objects labeled.
3. Completeness: Each organism must be sketched, measured and described. All numerical answers require units of measure. All questions must be answered correctly.
4. Accuracy/consistency: Written descriptions and sketches of cell morphology and arrangement must match. Full credit is given if guidelines are satisfied.

COURSE POLICIES

Course Information Important to Students:

Lecture:

1. The lecture component of this course will be administered on-line through Moodle and other resources. Announcements, directions and assignments will be administered through Moodle. Moodle uses your HCC student email. **You must have access and be checking this email in order to be successful.**

2. The lab component of this course will be taught face to face. Laboratory attendance is mandatory. Attendance is taken at every class meeting. If you are unable to attend, you may leave a message on my office phone 240-500-2477 or email me at cadove@hagerstowncc.edu. Attendance is a necessary component of a science course. Repeated absences will negatively affect your grade. It is your responsibility to get any information you missed.

3. Lecture attendance/participation: You are expected to complete all lecture assignments by the deadlines. Do not wait until the last minute to start your assignments or you will be stressed out and you won't have time to finish.

4. Make up Labs: It is very difficult to make up labs as there is much instruction given during the lab and a lot of lab preparation goes into having a lab ready to go. Sometimes it will be possible to arrange to attend another lab session. This must be approved by the instructor.

5. Make up tests: If you are ill or otherwise unable to make a scheduled test date you must contact me with an explanation for your absence **before the test**. The instructor reserves the right to accept or reject the request for a makeup. If you know in advance that you are going out of town or have a scheduled absence and wish to reschedule the test you must submit your request in writing at least a week prior to the test date. Any allowed make up tests must be completed no later than one week from the original date of the test. Your makeup test may not be the same as the one given to the class during the regular session and could be entirely essay.

6. Make up Quizzes: Are not allowed. If you come in late or not at all and miss a pop quiz or you fail to take a quiz on Moodle you will not be allowed to make it up.

7. Inclement Weather: Check the HCC website for reported closings or sign up for College Emergency Alert system. See instructions below on how to sign up. If there is a delayed opening that overlaps with a class we will meet for any portion of the class. The class will not be completely canceled. **I will post an announcement on Moodle about how we will work around the closing.**

8. Honor Code: Students are expected to follow the HCC honor code. Cheating and plagiarism will not be tolerated and will result in a grade of zero on the assignment. Academic dishonesty will be reported to the Dean of Students.

9. Services for Students with Disabilities: Students may receive reasonable accommodations if they have a diagnosed disability and present appropriate documentation. Students seeking accommodations are required to contact the Disability Support Services (DSS) office as early as possible. Students may contact a DSS staff member for an appointment at dss@hagerstowncc.edu or at 240-500-2530.

Note: These policies and schedule may change at the discretion of the instructor as necessary.