

 <p><b>Chaminade University</b> OF HONOLULU</p>	<p><b>Course Syllabus</b>  <u>Chaminade University Honolulu</u>  3140 Waiialae Avenue - Honolulu, HI 96816  <a href="http://www.chaminade.edu">www.chaminade.edu</a></p>
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**Course Number:** FS 333L-01  
**Course Title:** Physical Forensic Sciences Laboratory  
**Department Name:** Forensic Sciences  
**School Name:** Natural Sciences and Mathematics  
**Term:** Fall 2020  
**Course Credits:** 1  
**Class Meeting Days:** Monday  
**Class Meeting Hours:** 1:50PM – 5:10PM  
**Class Location:** Zoom Meetings only, until Sept 7  
Proposed L6 Henry Hall and Zoom, after Sept 11



**Instructor Name:** Cynthia Cheung  
**Email:** [cynthia.cheung@chaminade.edu](mailto:cynthia.cheung@chaminade.edu)  
**Phone:** (808) 735.4837  
**Office Location:** 207D Eiben Hall  
**Office Hours:** Mon 9:00-11:00am; Wed 12:00-2:00pm; or by appointment.  
Meetings during office hours can be scheduled through Google Calendar (link on Canvas > Pages > Instructor Information).

### University Course Catalog Description

#### FS 333L Physical Forensic Sciences Laboratory (1)

Laboratory exercises to analyze various forms of physical evidence. Explores the underlying theory, protocols, and relevance for the examination and interpretation of physical evidence. *Prerequisites:* FS 230 or CJ 220.

### Course Learning Outcomes (CLO)

Upon completion of this course, students will:

1. Demonstrate practical techniques from various forensic disciplines
2. Identify, collect, and preserve various forms of physical evidence
3. Follow protocols for processing various types of evidence
4. Communicate investigative and analytical results

## Program Learning Outcomes (PLO)

Upon completion of the degree program in Forensic Sciences, students will be able to:

1. Apply the scientific method in an adaptive and mindful manner
2. Use techniques for recognition, documentation, analysis, and interpretation of physical evidence
3. Implement quality assurance programs, incorporating ethics and professional practice, to act as stewards of justice and peace throughout the broader community
4. Communicate disciplinary knowledge to diverse audiences

## Alignment of Learning Outcomes

	PLO 1	PLO 2	PLO 3	PLO 4
<i>CLO 1</i>	X	X		
<i>CLO 2</i>	X	X	X	
<i>CLO 3</i>	X	X	X	
<i>CLO 4</i>	X			X

## Marianist Characteristics & Native Hawaiian Values

Education is an integral value in both Marianist and Native Hawaiian culture and this class represents one component of your education at Chaminade University of Honolulu. Both recognize the transformative effect of a well-rounded, value-centered education on society, particularly in seeking justice for the marginalized, the forgotten, and the oppressed, always with an eye toward God (Ke Akua). This is reflected in the 'Olelo No'eau (Hawaiian proverbs) and Marianist core beliefs:

1. Educate for Formation in Faith (Mana) E ola au i ke akua ('Olelo No'eau 364) May I live by God
2. Provide an Integral, Quality Education (Na'auao) Lawe i ka ma'alea a kū'ono'ono ('Olelo No'eau 1957) Acquire skill and make it deep
3. Educate in Family Spirit ('Ohana) 'Ike aku, 'ike mai, kōkua aku kōkua mai; pela iho la ka nohana 'ohana ('Olelo No'eau 1200) Recognize others, be recognized, help others, be helped; such is a family relationship
4. Educate for Service, Justice and Peace (Aloha) Ka lama kū o ka no'eau ('Olelo No'eau 1430) Education is the standing torch of wisdom
5. Educate for Adaptation and Change (Aina) 'A'ohe pau ka 'ike i ka hālau ho'okahi ('Olelo No'eau 203) All knowledge is not taught in the same school

This class will focus on an education in the forensic sciences as an education in service, justice, and peace. This characteristic will be obvious to you very early in the class when we discuss all of the rules associated with the collection, analysis, and interpretation of physical evidence. You will learn that most forensic scientists are public servants that conduct science for the benefit of society. Forensic scientists analyze, and speak for, evidence so that justice can be served and peaceful society can flourish.

## **Required Learning Materials & Class Meetings**

This class requires the use of several learning materials, both electronic and physical. This class will be managed electronically through Canvas and Google. You will also be sent a small crime scene kit with which to complete your assignments.

### *Canvas*

Canvas will serve as the repository for university documents and your grade, which will be updated each week. Canvas will also be used for email communication.

### *Google Drive*

You will receive a link to a shared Google Drive named FS 333L Forensic Sciences [Fall 2020]. This drive will be used to house larger files including presentation files, tutorial videos, and other files related to the class.

### *Class Meetings*

Classes will be held via Zoom as scheduled; however, these meetings will be used to communicate with one another and review the assignments that are described below. You will earn two points per class attended or asynchronous class period completed (see below). Zoom invitations will be provided.

### *Crime Scene Kit – Practical Assignments*

You will be sent a crime scene kit to complete your assignments. This kit is yours so take care of it!

There are a few materials that we will not provide. You are required to acquire the following items for your kit:

1. 25' measuring tape – multiple measuring tapes could make your life a little easier but you only need one.
2. Protractor – one from High School math class is just fine.
3. Clear packing tape – Post Office packing tape is perfect.
4. Quart size Ziploc bags – you will need about 6 of these.
5. Forceps – metal forceps/tweezers from a drug store will work fine.
6. Face mask- a cloth COVID-19 facemask is great.

### *Tutorial Videos*

You will be given access to a collection of tutorial videos every week you have an assignment. These videos will show you all of the skills that you need. You should then go practice around your house. Tutorial videos will be accompanied by class agendas that clearly describe the expectation for each assignment.

## TENTATIVE SCHEDULE

Lab	Date	Subject	Notes
A	24 Aug	Health & Safety – Syllabus, CSI Kit Shipment	Kits will be shipped to you. Get the
B	31 Aug	Health & Safety – Syllabus, CSI Kit Shipment	materials that we do not provide.
-	7 Sep	<b>Class Cancelled – Labor Day</b>	
1	14 Sep	Fingerprints I – Developing Latent Prints	Roadmap Begins, Start Scene Report
2	21 Sep	Fingerprints II – Comparing Latent and Patent Prints	
3	28 Sep	Scene Photography – Overview, Midrange, and Closeup	
Report	5 Oct	<b>Submit Interim Report</b>	Interim Report Due
-	12 Oct	<b>Class Cancelled – Discoverers’ Day</b>	Interim Reports Returned
4	19 Oct	Scene Sketches – Rough and Finished	Roadmap Ends, Finalize Scene Report
5	26 Oct	Trace Evidence – Forceps and Tape Lifting	
6	2 Nov	Footmarks – Comparative Analysis	
7	9 Nov	Bloodstain Pattern Analysis – Calculating AOI and Statistics	
8	16 Nov	Anthropology – Skeletal Morphology	
Report	23 Nov	<b>Submit Final Scene Report</b>	Final Report Due

### EVALUATION OF STUDENT PERFORMANCE

All grades will be posted in Canvas within one week of assignment/exam submission. Attendance grades will be posted to Canvas on a weekly basis. Your grade will be kept current all semester. You are encouraged to contact me at [cynthia.cheung@chaminade.edu](mailto:cynthia.cheung@chaminade.edu) at any time to discuss your grades. I strongly encourage you to check your grades regularly.

### *Attendance & Participation*

Class will meet via Zoom at scheduled class times. You are required to participate in all scheduled class periods unless you have an excusable absence (see below). You will earn two points for sharing your experiences on your education in forensic sciences. You need to tell us:

1. What topics or techniques are you enjoying the most?
2. What topics or techniques are working not so well for you?
3. What explanations do you have for any difficulties you are experiencing?
4. Do you see this week's technique as a skill you would like to pursue more in the future?

The remainder of class time will be used to review the week's Practical Assignment, answer questions, and work together. You should view the class periods as helpful meetings where we can share our experiences, spend time together, and learn from one another.

Asynchronous attendance – it is possible that you may not be able to attend some classes at the regularly scheduled time. Have no fear! When this happens, you will be required to post your update on the Discussion Board in Canvas. Each classmate will have to submit a reply in response to your updates. The replies will include any thoughts that you have regarding the update. They can be replies of encouragement, interest, or even alternative ideas. And you must respond to each reply. All of these communications must be conducted appropriately and professionally, as though you are all professional forensic scientists.

### *Practical Assignments*

You are required to complete 8 laboratory assignments. The first 5 practical assignments are part of the scene roadmap that outlines the basic steps involved in a scene investigation. Those 5 assignments represent the material for your Scene Reports. The remaining 3 practical assignments represent other types of physical evidence that you might encounter at a death scene or a crime scene. All Practical Assignments are due by 4:30PM on the Wednesday following class. Late submissions will be penalized 10 points per day late.

### *Scene Reports – Investigative Partner Interaction & Peer Review*

You will be partnered with another student to work on your Scene Reports. Your partner will serve as a peer reviewer before you submit your report to me. Data from Practical Assignments 1 – 3 will be used to generate an Interim Report. This will be reviewed and graded to make sure you have a solid foundation for the remainder of the report, which will also include data from Practical Assignments 4 and 5. This final version will then be submitted as a Final Report. Each report is worth 50 points. You will be provided with an example report that you and your partner can use as a guide for your reports. Reports are due by the end of scheduled class time on the due dates indicated in the schedule. Late Report submissions will be penalized 10 points per day late.

<b>Activity</b>	<b>Points</b>
Participate	24 @ 2 points per class
Practical Assignments	160 @ 20 points per assignment
Interim Scene Report	50
Final Scene Report	50
<b>Total</b>	<b>284</b>

Letter Grade Scale	
100% - 90%	A – Outstanding scholarship and an unusual degree of intellectual initiative
89% - 80%	B – Superior work done in a consistent and intellectual manner
79% - 70%	C – Average grade indicating a competent grasp of subject matter
69% - 60%	D – Inferior work of the lowest passing grade, not satisfactory for fulfillment of prerequisite course work
≤ 59%	F – Failed to grasp the minimum subject matter; no credit earned.

### **Instructor and Student Communication**

Questions for this course can be emailed to the instructor at [cynthia.cheung@chaminade.edu](mailto:cynthia.cheung@chaminade.edu) Online, in-person and phone conferences can also be arranged.

### **Academic Conduct Policy**

Any community must have a set of rules and standards of conduct by which it operates. At Chaminade, these standards are outlined so as to reflect both the Catholic, Marianist values of the institution and to honor and respect students as responsible adults. All alleged violations of the community standards are handled through an established student conduct process, outlined in the Student Handbook, and operated within the guidelines set to honor both students' rights and campus values.

Students should conduct themselves in a manner that reflects the ideals of the University. This includes knowing and respecting the intent of rules, regulations, and/or policies presented in the Student Handbook, and realizing that students are subject to the University's jurisdiction from the time of their admission until their enrollment has been formally terminated. Please refer to the Student Handbook for more details. A copy of the Student Handbook is available on the Chaminade website.

### **Technical Assistance for Canvas Users**

- Search for help on specific topics at [help.instructure.com](http://help.instructure.com)
- Chat live with Canvas Support 24/7/365
- Watch this [video to get you started](#) with online guides and tutorials
- Contact the Chaminade IT Helpdesk for technical issues: [helpdesk@chaminade.edu](mailto:helpdesk@chaminade.edu), or call (808) 735-4855

### **Tutoring and Writing Services**

Chaminade is proud to offer free, one-on-one tutoring and writing assistance to all students. Tutoring and writing help is available on campus at Kōkua `Ike: Center for Student Learning in a variety of subjects (including, but are not limited to: biology, chemistry, math, nursing, English, etc.) from trained Peer and Professional Tutors. Please check Kōkua `Ike's website (<https://chaminade.edu/advising/kokua-ike/>) for the latest times, list of drop-in hours, and information on scheduling an appointment. Free online tutoring is also available via Smarthinking. Smarthinking can be accessed 24/7 from your Canvas account. Simply click Account – Notifications – Smarthinking. For more information, please contact Kōkua `Ike at [tutoring@chaminade.edu](mailto:tutoring@chaminade.edu) or 808-739-8305.

### **Cell phones, tablets, and laptops**

Out of consideration for your classmates, please set your cell phone to silent mode during class. Students are encouraged to bring laptops or tablets to class as the instructor will assign online activities and readings that will require the use of a laptop or tablet. Laptops and tablets should not be misused, such as checking distracting websites. Use your best judgment and respect your classmates and instructor.

### **Disability Access**

Chaminade University of Honolulu is committed to providing reasonable accommodations for persons with documented disabilities. Any student who believes that they may need accommodations must first register with the Counseling Center. Registration with the Counseling Center begins the process of determining whether the student meets the requirements for a documented disability in accordance with the Americans with Disabilities Act (ADA), even if accommodations may not be needed for this particular class. The contact information for the Counseling Center is (808) 735-4845, 739-4603, or by email at [counselingcenter@chaminade.edu](mailto:counselingcenter@chaminade.edu). It is important for students to contact the Counseling Center as soon as possible so that accommodations are implemented in a timely fashion and to allow your instructor(s) to plan accordingly. Students will be required to provide written documentation to the Counseling Center in order for a determination to be made as to whether the requirements for a documented disability under the ADA are met.

Failure to provide written documentation through the Counseling Center will prevent your instructor from making the necessary accommodations, instructors cannot provide accommodations unless they have been prescribed by the Counseling Center. Once you have received an official notice of accommodations from the Counseling Center, it is also very important to discuss these accommodations directly with your instructor so that they can better support your needs. If you have specific questions regarding your individualized accommodations you may speak directly with your instructor and/or you may contact the Counseling Center.

### **Title IX Compliance**

Chaminade University of Honolulu recognizes the inherent dignity of all individuals and promotes respect for all people. Sexual misconduct, physical and/or psychological abuse will NOT be tolerated at CUH. If you have been the victim of sexual misconduct, physical and/or psychological abuse, we encourage you to report this matter promptly. As a faculty member, I am interested in promoting a safe and healthy environment, and should I learn of any sexual misconduct, physical and/or psychological abuse, I must report the matter to the Title IX Coordinator. If you or someone you know has been harassed or assaulted, you can find the appropriate resources by visiting Campus Ministry, the Dean of Students Office, the Counseling Center, or the Office for Compliance and Personnel Services.

### **Attendance Policy**

The following attendance policy is from the Undergraduate Catalog.

Students are expected to attend regularly all courses for which they are registered. Students should notify their instructors when illness or other extenuating circumstances prevents them from attending class and make arrangements to complete missed assignments. Notification may be done by emailing the instructor's Chaminade email address, calling the instructor's campus extension, or by leaving a message with the instructor's main office. It is the instructor's prerogative to modify deadlines of course requirements accordingly. Any student who stops attending a course without officially withdrawing may receive a failing grade. Unexcused absences equivalent to more than a week of classes may lead to a grade reduction for the course. Any unexcused absence of two consecutive weeks or more may result in

being withdrawn from the course by the instructor, although the instructor is not required to withdraw students in that scenario. Repeated absences put students at risk of failing grades.

Students with disabilities who have obtained accommodations from the Chaminade University of Honolulu ADA Coordinator may be considered for an exception when the accommodation does not materially alter the attainment of the learning outcomes. Federal regulations require continued attendance for continuing payment of financial aid. When illness or personal reasons necessitate continued absence, the student should communicate first with the instructor to review the options. Anyone who stops attending a course without official withdrawal may receive a failing grade or be withdrawn by the instructor at the instructor's discretion.