



## Course Syllabus

### FS 430L Forensic Chemistry Laboratory

Fall 2020

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**Office Hours:** Monday (9:00-12:30), Tues (1:00-3:00), Thurs (1:00-3:00) by Zoom appointment only. Appointments can be made [here](#).

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**E-mail** is the best way to contact me. I respond to student emails by the next school day in most cases. Typically, this will be within 24 hours, but response time may be longer for e-mails sent during the evening or weekend.



**Department Name:** Natural Sciences and Mathematics

**College/School/Division Name:** Chaminade University of Honolulu

**Course Credits:** 1

**Class Meeting:** Monday 2:30 – 5:20 PM, Henry Lab 1

## University Course Catalog Description

Laboratory exercises will concentrate on techniques and forensic methodologies for qualitative and quantitative analysis of chemical evidence.

## Program Learning Outcomes

Upon completion of the program, students will have demonstrated the use of:

1. The scientific method as it is used in a forensic context;
2. Quality assurance programs, to include the legal system, ethics, and professional practice in the forensic sciences;
3. Knowledge from disciplines that comprise the forensic sciences; and
4. Techniques used for the recognition, documentation, and analysis of physical evidence.

## Course Learning Outcomes and Linkage to Program Learning Outcomes

Students who successfully complete this course will be able to:

Course Learning Outcomes	PLO 1	PLO 2	PLO 3	PLO 4
1. Apply quality control processes necessary in a forensic laboratory		X		
2. Use basic laboratory skills and procedures needed for work in a forensic laboratory	X	X	X	X

3. Solve problems using independent, critical thinking	X			
4. Interpret the results of chemical testing	X		X	X
5. Defend the quality of their work in an expert witness scenario	X	X	X	X

### Course Prerequisites

Concurrent registration in FS 430 required. Prerequisites: CH 324/L, CH 334/L.

### Recommended Learning Materials

There is no required text for this class. Students looking for further reading can reference: Bell S (2013) Forensic Chemistry. 2nd Edition. Pearson: Boston, MA.

### Course Website:

Students are required to use the canvas course for this class where all course materials will be provided.

### Technical Assistance for Canvas Users:

- Search for help on specific topics or get tips in [Canvas Students](#)
- [Live chat with Canvas Support for students](#)
- Canvas Support Hotline for students: +1-833-209-6111
- Watch this [video to get you started](#)
- [Online tutorials](#): click on "Students" role to access tutorials
- Contact the Chaminade IT Helpdesk for technical issues: [helpdesk@chaminade.edu](mailto:helpdesk@chaminade.edu) or (808) 735-4855

### Assessment

#### Professional Conduct

You will be evaluated on your professional conduct in laboratory and/or online sessions including preparedness, safety, punctuality, collegiality, teamwork and focus. Peer reviews will be required throughout the semester that will also count towards this component.

#### Job Training

Students will undergo a series of training exercises to prepare them for mock cases, including laboratory safety, laboratory ethics, etc. Assignments will be provided to test knowledge of these trainings prior to proceeding with case work.

#### Case Files

Each assigned case will require a file be submitted that includes your case report, case forms, scientist notes, and assigned questions.

#### Lab Final

Each student will be required to complete an expert witness assignment on one case from the semester.

Activity	Weight
Professional Conduct	10%
Job Training	20%
Case Files	50%
Lab Final	20%

### Grading Scale

The grading scale is:

100% - 90%	A
89% - 80%	B

79% - 70%	C
69% - 60%	D
≤ 59%	F

## Course Schedule

Week	Date	Subject	Notes
1	Feb 1	Welcome/Introduction	
2	Feb 8	Laboratory Safety & Ethics	
3	Feb 15	Case 430L-01	President's Day Holiday
4	Feb 22	Case 430L-01	
5	Mar 1	Peer Review/Report Finalization	
6	Mar 8	Case 430L-03	
7	Mar 15	Case 430L-03	
8	Mar 22	Peer Review/Report Finalization	
9	Mar 29	Case 430L-05	
10	Apr 5	Case 430L-05	
11	Apr 12	Peer Review/Report Finalization	
12	Apr 19	Lab Final Preparation	
13	Apr 26	Lab Final Submission	Course Evaluations

## Course Functioning

Students studying fully **online** will access materials asynchronously in this course. You will not be required to attend any sessions at the specified class time. It is the student's responsibility to meet course deadlines as outlined in canvas assignments. Online students will need to coordinate with their partners for peer review weeks. Videos from the lab will be posted for you at the end of the lab period each week when possible.

Students studying **face-to-face** will be required to attend all experimental sessions specified by the instructor. Week 1 will be online for all students.

## Late Work and Absence Policy

We recognize that we are living in extraordinary times and that each student's situation can change rapidly. It is important to *communicate with your instructor* so that they can help you to meet the learning objectives of the course.

Students are required to inform the University of their intent to study online or face-to-face. Absence policies will be enforced based on the mode of attendance. If you have not declared to the university that you are studying online, you must inform the instructor if you do not plan to attend class in person. It is important that the instructor has an accurate head count of the class attendees for every class to anticipate space requirements and optimize resources.

Unexcused absences will result in 0 points for any associated in-class assessments

Unexcused absences for two consecutive weeks, without communication with the course instructor, may result in being withdrawn from the course by the instructor.

A planned, excused absence must be communicated to the instructor at least one week prior to the laboratory when possible. Necessary arrangements will be made to meet student learning objectives.

An unplanned, excused absence must be communicated to the instructor within one week of the missed laboratory. Necessary arrangements will be made to meet student learning objectives.

Determination of valid excuses for missed classes is at the sole discretion of the instructor.

Student athletes should communicate absences to the instructor with the earliest possible notice. Students are not allowed to miss class for practices.

Late assignments will have 10% per day deducted from the total score. Peer review assignments will be assigned a grade of zero if they are not submitted by the deadline.

### **Laboratory Safety Information**

The following guidelines are established to provide instructions in maintaining safety for students, staff, and faculty while using any of the science laboratories at Chaminade University. Students are required to sign a safety contract. In addition to adhering to the safety contract, students are required to follow these two rules:

1. Lab coats, closed-toed shoes, and goggles are required at all times within the laboratory.
2. The maintenance of your personal protective equipment (PPE) is your responsibility. Please inform us immediately if you have issues with your PPE.

The Division of Natural Sciences and Mathematics (NSM), along with the University Environmental Safety Office are responsible for enforcing the regulations set forth in the current Student Handbook. Queries should be addressed to: Dean of Natural Sciences and Mathematics (808) 440-4204; Environmental Safety Officer (808) 739-4811

### **Marianist Values**

This class represents one component of your education at Chaminade University of Honolulu. An education in the Marianist Tradition is marked by five principles and you should take every opportunity possible to reflect upon the role of these characteristics in your education and development:

1. Education for formation in faith
2. Provide an integral, quality education
3. Educate in family spirit
4. Educate for service, justice and peace
5. Educate for adaptation and change

### **Native Hawaiian Values**

Education is an integral value in both Marianist and Native Hawaiian culture. 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

### **Alignment of Natural Sciences Courses with Marianist and Hawaiian values of the University**

The Natural Sciences Division provides an *integral, quality education*: sophisticated integrative course content taught by experienced, dedicated, and well-educated instructors.

- *We educate in family spirit* – every classroom is an *Ohana* and you can expect to be respected yet challenged in an environment that is supportive, inclusively by instructors who take the time to personally get to know and care for you.
- *We educate for service, justice and peace*, since many of the most pressing global issues (climate change, health inequity, poverty, justice) are those which science and technology investigate, establish ethical parameters for, and offer solutions to.

- *We educate for adaptation and change.* In science and technology, the only constant is change. Data, techniques, technologies, questions, interpretations and ethical landscapes are constantly evolving, and we teach students to thrive on this dynamic uncertainty.

The study of science and technology can be formative, exploring human creativity and potential in the development of technologies and scientific solutions, the opportunity to engage in the stewardship of the natural world, and the opportunity to promote social justice. We provide opportunities to engage with the problems that face Hawai'i and the Pacific region through the Natural Sciences curriculum, in particular, those centered around severe challenges in health, poverty, environmental resilience, and erosion of traditional culture. The Marianist Educational Values relate to Native Hawaiian ideas of *mana*, *na'auao*, *ohana*, *aloha* and *aina*. We intend for our Natural Sciences programs to be culturally-sustaining, rooted in our Hawaiian place, and centered on core values of *Maiau*, be neat, prepared, careful in all we do; *Makawalu*, demonstrate foresight and planning; *`Ai*, sustain mind and body; *Pa`a Na`au*, learn deeply.

### **Academic Integrity**

You are required to sign and follow the Forensic Sciences Code of Conduct. Violation of the Code of Conduct will result in a hearing in front of the Forensic Sciences Ethics Committee. In addition, students are expected to read and abide by the Student Rules of Conduct, which are available in your copy of the Student Handbook. A link to the Student Rules of Conduct will be made available on the home page of the canvas course. Cheating in the form of plagiarism, collusion, deception and will not be tolerated.

### **Grades of "Incomplete"**

Students and instructors may negotiate an incomplete grade when there are specific justifying circumstances. An Incomplete Contract (available from the Divisional Secretary and the Portal) must be completed. When submitting a grade the "I" will be accompanied by the alternative grade that will automatically be assigned after 90 days. These include IB, IC, ID, and IF. If only an "I" is submitted, the default grade is F. The completion of the work, evaluation, and reporting of the final grade is due within 90 days after the end of the semester or term. This limit may not be extended.

### **Writing Policy**

All written products should follow instructions as noted in the assignments tab on Canvas.

### **Instructor and Student Communication**

Questions for this course can be emailed to the instructor, sent in Canvas, or addressed during office hours as noted on the first page of this syllabus. Online, in-person and phone conferences can be arranged. It is the responsibility of the student to check their email frequently. Report email-related problems to the Helpdesk at 808-735-4855 or helpdesk@chaminade.edu.

The instructors may post images or products from this class to social media. A photo release form will be provided if you have not already signed one in another course. Please inform the instructor in the first week of the class if you do not want to appear in these communications.

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

*Music Devices and Cellular Phones:* Unless specifically permitted by your instructor, use of music devices and cell phones is prohibited during all Natural Science and Mathematics classes, as it is discourteous and may lead to suspicion of academic misconduct. Students unable to comply will be asked to leave class. 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.

## **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 TutorMe. Tutor Me can be accessed 24/7 from your Canvas account. Simply click Account – Notifications – TutorMe. For more information, please contact Kōkua 'Ike at [tutoring@chaminade.edu](mailto:tutoring@chaminade.edu) or 808-739-8305.

## **Disability Access**

If you need individual accommodations to meet course outcomes because of a documented disability, please speak with me to discuss your needs as soon as possible so that we can ensure your full participation in class and fair assessment of your work. Students with special needs who meet criteria for the Americans with Disabilities Act (ADA) provisions must provide written documentation of the need for accommodations from Kōkua 'Ike: Center for Student Learning by the end of week three of the class, in order for instructors to plan accordingly. If a student would like to determine if they meet the criteria for accommodations, they should contact the Kōkua 'Ike Coordinator at (808) 739-8305 for further information ([ada@chaminade.edu](mailto:ada@chaminade.edu)).

## **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.

## **University Attendance Policy**

The following attendance policy is from the 2019-2020 Academic Catalog (p. 54-55).

Students are expected to attend regularly all courses for which they are registered. Student 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 division 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 Tutor 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.

## **Academic Conduct Policy**

From the 2019-2020 Undergraduate Academic Catalog (p. 39):

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.

For further information, please refer to the [Student Handbook](#).

### **Credit Hour Policy**

The unit of semester credit is defined as university-level credit that is awarded for the completion of coursework. One credit hour reflects the amount of work represented in the intended learning outcomes and verified by evidence of student achievement for those learning outcomes. Each credit hour earned at Chaminade University should result in 45 hours of engagement. This equates to one hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately fifteen weeks for one semester, 10 week term, or equivalent amount of work over a different amount of time. Direct instructor engagement and out-of-class work result in total student engagement time of 45 hours for one credit.

The minimum 45 hours of engagement per credit hour can be satisfied in fully online, internship, or other specialized courses through several means, including (a) regular online instruction or interaction with the faculty member and fellow students and (b) academic engagement through extensive reading, research, online discussion, online quizzes or exams; instruction, collaborative group work, internships, laboratory work, practica, studio work, and preparation of papers, presentations, or other forms of assessment. This policy is in accordance with federal regulations and regional accrediting agencies.

*The instructor may modify elements of this syllabus according to the operational needs of the class.*