

 <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 340L  
**Course Title:** Crime Scene Investigation Laboratory  
**Department Name:** Forensic Sciences  
**School Name:** Natural Sciences and Mathematics  
**Term:** Fall 2021  
**Course Credits:** 1  
**Class Meeting Days:** Wednesday  
**Class Meeting Hours:** 2:30-5:20 PM  
**Class Location:** L6 Henry Hall



**Instructor Name:** Kari Inda  
**Email:** kari.ind@chaminade.edu  
**Phone:** TBA  
**Office Location:** 207B Eiben Hall  
**Office Hours:** MWF 11:30-12:30 Tu 9:30am-12:30pm (please make an appointment)

### **University Course Catalog Description**

#### **FS 340L Crime Scene Investigation Laboratory (1)**

Laboratory and field exercises to provide experience in crime scene search and processing, recognition, collection and preservation of different categories of evidence. Applications of photography to scene documentation. Use of proper personal safety precautions while at crime scene. Materials intensive fee applies.

Prerequisites: EN 102, COM 101, FS 333 or FS 333L

Co-requisite: FS 340

### **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 kũ'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 kũ 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.

### *Canvas*

Canvas will serve as the repository for documents, smaller files, and your grade. Canvas can also be used for email communication.

### *Google Drive*

We may utilize Google Drive to house larger files such presentation files, tutorial videos, etc.

### *Class Meetings*

Classes will be held in Henry Hall, Lab 6 and the Crime Scene House. Closed toed shoes will be required for all class periods.

### *Crime Scene Kit – Practical Assignments*

Crime scene investigation materials and supplies will be provided to complete your assignments. Certain assignments may require you to bring items from home.

## TENTATIVE SCHEDULE

Lab	Date	Subject	Notes
1	25 Aug	Syllabus, Intro to Lab, Forms	
2	1 Sept	Crime Scene Kit, Crime Scene House	
3	8 Sep	First Assessment: mock crime scene	
4	15 Sep	Notetaking; Scene Arrival, Observations, Evidence Collection	
5	22 Sep	Photography	
6	29 Sep	Searching the Scene; Documentation	
7	6 Oct	Impressions (fingerprints, shoe and/or tire)	
8	13 Oct	Hairs, Fibers, Glass, Paint	
9	20 Oct	Searching and Collecting biological material	
10	27 Oct	Firearms, bullets, casings, projectiles	
11	3 Nov	Vehicle Exams	
12	10 Nov	Second Assessment: mock crime scene	
13	17 Nov	Packaging your evidence, Evidence Control, Report Writing	
14	24 Nov	Report writing wrap-up	
15	1 Dec	Final Exam week for LAB	

## EVALUATION OF STUDENT PERFORMANCE

All grades will be posted in Canvas. You are encouraged to contact me at [kari.ind@chaminade.edu](mailto:kari.ind@chaminade.edu) at any time to discuss your grades. I strongly encourage you to check your grades regularly.

### *Attendance & Participation*

You are required to participate in all scheduled class periods unless you have an excusable absence (see below). You will earn two points for attending each class. The remainder of class time will be used to review the week's exercise, 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.

### *Practical Assignments*

You are required to complete weekly laboratory exercises. All assignments are due by 4:30PM on the Tuesday following class. Late submissions will be penalized 10% per day late.

<b>Activity</b>	<b>Percentage</b>
Attendance & Participation	50%
Practical Assignments	50%
<b>Total</b>	<b>100%</b>

<b>Letter Grade Scale</b>	
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 [kari.ind@chaminade.edu](mailto:kari.ind@chaminade.edu) Online, in-person and phone conferences can also be arranged.

## **Academic Conduct Policy**

From the Undergraduate Catalog:

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.