



Course Syllabus

Chaminade University Honolulu
3140 Waiālae Avenue - Honolulu, HI 96816
www.chaminade.edu

Course Number: FS 340L

Course Title: **Crime Scene Investigation Laboratory**

Department Name: Forensic Sciences

School Name: Natural Sciences and Mathematics

Term: Spring 2023

Course Credits: 1

Class Meeting Days: Monday

Class Meeting Hours: 1130-1430

Class Location: L6 Henry Hall/Crime Scene House

Instructor Name: Kari Inda

Email: kari.inda@chaminade.edu

Phone: (808) 739-7451

Office Location: 207B Eiben Hall

Office Hours: Make an appointment on [CANVAS](#)



University Course Catalog Description

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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.

Course Learning Outcomes (CLO)

Upon completion of this course, students will:

1. Perform practical techniques from various forensic disciplines.
2. Identify, collect, and preserve various forms of physical evidence.
3. Document crime scenes completely and accurately.
4. Follow protocol involved in an investigation from entry to the crime scene until the case is completed.

Program Learning Outcomes (PLO)

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

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
CLO 1	X	X		
CLO 2	X	X	X	
CLO 3	X	X	X	
CLO 4	X			X

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

Course Learning Outcomes (CLO)

Upon completion of this course, students will:

5. Demonstrate practical techniques from various forensic disciplines.
6. Identify, collect, and preserve various forms of physical evidence.
7. Document crime scenes completely and accurately.
8. Demonstrate the entire sequence of protocols involved in an investigation from entry to the crime scene until the case is completed.

Program Learning Outcomes (PLO)

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

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
CLO 1	X	X		
CLO 2	X	X	X	
CLO 3	X	X	X	
CLO 4	X			X

Course Prerequisites

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

Co-requisite: FS 340

Required Learning Materials

This class requires the use of several learning materials, both electronic and physical. This class will be managed electronically through Canvas and Google.

Textbook

Practical Crime Scene Investigation by Ross Gardner

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 as presentation files, tutorial videos, etc.

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.

Course Website:

<https://chaminade.instructure.com/courses/26481>

Technical Assistance for Canvas Users:

- Search for help on specific topics or get tips in [Canvas Students](#)
- [Live chat with Canvas Support for students](#)
- <https://chaminade.instructure.com/courses/21135> 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 or (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 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 or 808-739-8305.

Grading Scale

All grades will be posted in Canvas. You are encouraged to contact me at kari.ind@chaminade.edu at any time to discuss your grades.

Attendance & Participation for FS 340L

Late arrivals will not be allowed to participate if we are too far into the exercise.

Notification of absence must be made prior to the class session.

If you miss a lab and your absence is deemed **excused**, you will be given a substitute assignment (e.g. 3-5 page review of journal articles related to the topic). If you are a student athlete or military, you shall provide a letter from your coordinator prior to the class session.

If you miss a lab and your absence is **unexcused**, you will be given a 0% for attendance *and* work for that lab session. Unexcused absences may include (but are not limited to): work issues, travel, or illness without a doctor’s note.

Practical Assignments

You are required to complete weekly laboratory exercises.

Activity	Percentage
Attendance & Participation	50%
Practical Assignments	25%
Final Case File	25%
Total	100%

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.

Course Policies

Late Work Policy

Late work will not be accepted.

Grades of "Incomplete"

For information on an *Incomplete* grade, see page 138 of the current Academic Catalog (2022-23).

Instructor and Student Communication

Questions for this course can be emailed to the instructor at kari.ind@chaminade.edu. Online, in-person or phone conferences can be arranged. Response time will take place up to one business day.

Cell phones, tablets, and laptops

Out of consideration for your classmates, please set your cell phone to silent mode during class. Laptops and tablets should not be misused, such as checking distracting websites. Any type of recording during class is prohibited.

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).

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

Since it is expected that students will participate in all class sessions, excused absences are only granted in exceptional situations where evidence is provided by the student to the instructor. Examples would include illness with verification by a doctor, or the death of a close family member. Students should notify their instructors when a situation prevents them from attending class and make arrangements to complete missed assignments. While notification to the instructor by a student that he/she will be absent is courteous, it does not necessarily mean the absence will be excused.

In cases where excused absences constitute a significant portion of a course's meetings (e.g. more than 20% of course meetings, or a significant portion of online or hybrid courses) the instructor should refer the case to the Dean with a recommendation on how the case should be handled, whether that be by withdrawal or incomplete.

Chaminade University policy states that in cases where unexcused absences are equivalent to more than a week of classes, the instructor has the option of lowering the final grade. In the Education Division we have added detailed guidelines to cover different types of courses and class schedules as described below:

- 1. On-ground courses. Unexcused absences totaling more than 10% of the number of classes will result in lowering of the overall grade by one letter grade. A student who misses 20% or more should withdraw or be administratively withdrawn.*
- 2. Accelerated Semester Classes (10 classes): More than one absence lowers the final grade by one letter. Missing more than two classes results in failure or withdrawal.*
- 3. Hybrid courses (online combined with 2 or more on-ground meetings). One absence from on-ground classes lowers final grade by one letter. Two or more absences from on-ground meetings results in failure or withdrawal. For the online portion of the course, the instructor will specify and enforce expectations for online participation and receipt of assignments appropriate to the design of the course.*
- 4. Online courses and online portion of hybrid courses. The instructor will specify and enforce expectations for online participation and receipt of assignments appropriate to the design of the course. Unless otherwise specified, missing one week will drop the student one letter grade.*
- 5. If a student does not log on to an online or hybrid course for the first two weeks, the instructor should notify the Records Office via their Chaminade email account and the student will be withdrawn from the course.*
- 6. Any student who stops attending an on-ground course or stops participating in an online course without officially withdrawing may receive a failing grade.*

The University's full Attendance Policy can be found at the following website:

<https://catalog.chaminade.edu/generalinformation/academicaffairs/policies/attendance>

Student Conduct Policy

The following policy is from the current Academic Catalog, 2022-23:

Campus life is a unique situation requiring the full cooperation of each individual. For many, Chaminade is not only a school, but a home and a place of work as well. That makes it a community environment in which the actions of one students may directly affect other students. Therefore, each person must exercise a high degree of responsibility. Any community must have standards of conduct and rules 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 under Student Life.

For further information, please refer to the Student Handbook:

<https://assets.chaminade.edu/wp-content/uploads/2022/07/29101951/22-23-Student-Hanbook-Working-Revisions.pdf>

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.

TENTATIVE SCHEDULE

WEEK OF:		FS 340 LAB
1/9	1	Syllabus, Forms
1/16	2	NO LAB HOLIDAY (MLK JR)
1/23	3	Crime scene kit; tour; Notetaking; Scene Arrival, Observations, Evidence Collection
1/30	4	Searching the Scene; Documentation
2/6	5	Photography
2/13	6	Fingerprints
2/20	7	NO LAB HOLIDAY (PRESIDENTS')
2/27	8	Shoe Impressions and Toolmark
3/6	9	BlueStar* + Biological Evidence
3/13	10	Firearms, bullets, cases, projectiles
3/20	11	NO LAB - SPRING BREAK
3/27	12	NO LAB HOLIDAY (PRINCE KUHIO)
4/3	13	Packaging your evidence, Evidence Control, Report Writing
4/10	14	Mock crime scene Group 1
4/17	15	Mock crime scene Group 2/SUBMIT FINAL CASE FILE VIA CANVAS - Group 1
4/24	16	NO LAB: SUBMIT FINAL CASE FILE VIA CANVAS - Group 2
5/1 - 5/5		NO LAB