



Course Syllabus
Chaminade University Honolulu
3140 Waiialae Avenue
Honolulu, HI
96816
www.chaminade.edu

Course Number: FS 233L
Course Title: Physical Evidence Laboratory
Department Name: Forensic Sciences
School Name: Natural Sciences and Mathematics
Term: Spring 2025
Course Credits: 1
Class Meeting Days: Thursday
Class Meeting Hours: 2:30 – 5:20 PM
Class Location: 104 Henry Hall



Instructor Name: Carlos A. Gutiérrez
Email: carlos.gutierrez@chaminade.edu
Phone: (808) 440.4209
Office Location: 207C Eiben Hall
Gutierrez Office Hours

Meetings during Office Hours can be scheduled [through my Google Calendar](#). My Office Hours are

Monday 11:30 am – 1:30 pm
Friday 12:30 pm – 1:30 pm

You can also request a meeting with Dr. Gutierrez outside of Office Hours by emailing carlos.gutierrez@chaminade.edu. Please include multiple dates and times that you are available to meet.

Instructor Name: David O. Carter
Email: david.carter@chaminade.edu
Phone: 808.739.8352
Office Location: 207A Eiben Hall

Carter Office Hours

Meetings during Office Hours can be scheduled [through my Google Calendar](#). My Office Hours are

Tuesdays 1:30p – 4:00p
Wednesdays 10:00a – 12:00p
Thursdays 9:30a – 10:30a

You can also schedule a meeting with Dr. Carter outside of Office Hours. To do so, send an email to david.carter@chaminade.edu. Provide the reason for the meeting and a list of multiple dates and times that you are available to meet.

University Course Catalog Description

FS 233L Physical Evidence Laboratory (1)

Laboratory exercises to analyze various forms of physical evidence. Explores the underlying theory, protocols, and relevance for examining and interpreting physical evidence.

Course Learning Outcomes & Program Learning Outcomes

Forensic science is the natural science branch of the justice system. It is concerned with interpreting physical evidence. Investigations proceed by using physical evidence and testimonial evidence to reconstruct past events. Not surprisingly, forensic science comprises several disparate fields of study. This course aims to combine all the scientific knowledge to reconstruct a case and give the answers the justice system needs.

<u>Each student will finish this class with the ability to:</u>	<u>Program Learning Outcomes</u>
Define the role of the Crime Scene Analyst in forensic reconstruction.	1. Apply the scientific method in an adaptive and mindful manner
Identify physical evidence and the information it can provide in an open case or cold case.	2. Use techniques for recognition, documentation, analysis, and interpretation of physical evidence
Describe forensic reconstruction strategies using scientific methodology and technology.	3. Implement scientific methods to analyze and interpret the physical evidence and the information obtained during the investigation with ethic.
Develop a forensic reconstruction report.	4. Communicate disciplinary knowledge to diverse audiences.

Required Learning Materials

This class requires a textbook, which will be complemented by lectures. The lectures are based on the textbook chapters, with some additional materials included in the recommended textbooks. My advice is to read the book chapters and listen to the lectures.

Textbooks

1. Bell, Suzanne. (2019) *Forensic Science, An Introduction to Scientific and Investigative Techniques*. CRC Press. Boca Raton, FL, USA. ISBN: 978113804812-6

Canvas

Canvas will be used to store class materials, submit assignments, and access your grade. Canvas will also be used for email communication, but you can also email me directly at carlos.gutierrez@chaminade.edu

Google Drive

This drive will be used to house larger files, if necessary.

Evaluation of Student Performance

All grades will be posted in Canvas within one week of assignment/exam submission. Attendance grades will be posted weekly. Your grade will be kept current throughout the semester. You are encouraged to contact me at carlos.gutierrez@chaminade.edu at any time to discuss your grades. I strongly encourage you to check your grades regularly.

Attendance & Lab Exercises

Laboratory are scheduled to meet in person every Thursday unless indicated otherwise. This laboratory is based on teamwork; you will be part of one Team Lab.

You will earn ten points for each lab you attend, starting with the first lab on January 9 and 10. Please be aware that the total attendance points will change if a class period is canceled due to illness, weather, or other reasons.

Express your expert point of view in forensic sciences is crucial. Because of that, you will need to participate and do an analysis in every laboratory. Doing your weekly lab exercise with your laboratory team will earn 140 points per semester (10 points for each lab session).

CUH Credit Hours

This one-credit hour course requires 45 clock hours of student engagement per the official CUH Credit Hour Policy. Students enrolled in this course are anticipated to spend 37.5 hours in the Laboratory. These laboratory hours include Lab activities and exams. There will be an additional 7.5 hours of work required beyond what is listed here (course reading and homework assignments), averaging 0.5 hours each week.

Points & Grading

Activity	Points
Lab exercise	140 (10 points per Lab)
Amazing Final Exam	100
Attendance	140 (10 point per Lab)
Total	380

Points	%	Letter Grade
380 – 342	100 – 90	A
341 – 304	89 – 80	B
303 – 266	79 – 70	C
265 – 228	69 – 60	D
227 – 0	59 – 0	F

TENTATIVE SCHEDULE

Week	Day	Lab	Subject	Notes
1	9 Jan	104 Henry Hall	Introduction, Syllabus Review, Laboratory Safety	Welcome!
2	16 Jan	104 Henry Hall/CSH	Crime Scene Investigation	Issue Tyvek Suit Tyvek Suit Required

3	23 Jan	104 Henry Hall	Fingerprints I	Lab Coat Required
4	30 Jan	104 Henry Hall	Fingerprints II	Lab Coat Required
5	6 Feb	104 Henry Hall	Shoe Impressions	Lab Coat Required End add/drop Withdraw no record Feb 7.
6	13 Feb	104 Henry Hall	Trace Evidence I	Lab Coat Required
7	20 Feb		Take Home Exercise	AAFS Conference NO Lab.
8	27 Feb	104 Henry Hall	Trace Evidence II	Lab Coat Required
9	6Mar	104 Henry Hall	Firearms	Lab Coat Required. Deadline to Withdraw(W) from classes March 8.
10	13 Mar	104 Henry Hall	Forensic Entomology	Lab Coat Required
11	20-21 Mar		Spring Recess	No Lab.
12	27 Mar	104 Henry Hall	Forensic Anthropology	Lab Coat Required
13	3 Apr	104 Henry Hall	Forensic Microanthropology	Lab Coat Required
14	10 Apr	104 Henry Hall	Body fluids analysis	STK, ALS, Bluestar, Lab Coat Required
15	17 Apr	104 Henry Hall	Bloodstain Pattern Analysis	Lab Coat Required
16	24 Apr	104 Henry Hall	“The Amazing Forensic Exam”	Final Lab Exam Tyvek Suit and Lab Coat Required

Instructor and Student Communication

Questions for this course can be emailed to the instructor at carlos.gutierrez@chaminade.edu. Online, in-person, and phone conferences can also be arranged.

Use of IA Tools

This course allows students to use any type of IA tool, such as Chat GTP, Bing IA, and Grammarly, among others, only for study purposes or to help improve grammar and spelling. The student must create all the documents (Lab reports, etc.) required during this laboratory. Using IA tools to answer midterm or final exams, extra credit papers, or other kinds of evaluations is strictly prohibited.

Use of Electronic devices

Using electronic devices such as earphones and cellphones, among others, is strictly prohibited without the instructor's authorization.

United Nations Sustainable Development Goals “SDG”



This course covers the UN *SDG 16: “Peace, Justice and Strong Institutions”*, Promote peaceful and inclusive societies for sustainable development, provide access to justice for all and build effective, accountable and inclusive institutions at all levels.

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

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.

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

- Get started and find help on specific topics at the [Canvas Community](#)
- Contact the Chaminade IT Helpdesk for technical issues: 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 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. 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.