



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 2025
Course Credits: 1
Class Meeting Days: Wednesday
Class Meeting Hours: 2:30 – 5:20 PM
Class Location: Henry Hall Lab 6/Crime Scene House



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

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 outside of Office Hours. To do so, send an email to carlos.gutierrez@chaminade.edu. Include multiple dates and times that you are available to meet.

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.

Course Learning Outcomes & Program Learning Outcomes

Forensic science is the natural science branch of the justice system. It is concerned with interpreting physical evidence. Survey of scientific techniques applied to investigate scenes to identify and collect physical evidence and the information obtained from them, to generate hypothesis and scientific conclusions about what happened at the scene.

Each student will finish this class with the ability to:	Program Learning Outcomes
Define the role of forensic science in criminal investigation.	1. Apply the scientific method in an adaptive and mindful manner.
Identify physical evidence and the information it can provide.	2. Use techniques for recognition, documentation, analysis, and interpretation of physical evidence.
Describe quality assurance strategies in the forensic sciences, including the legal system, accreditation, and certification.	3. Implement quality assurance programs, incorporating ethics and professional practice, to act as stewards of justice and peace throughout the broader community.
Describe acceptable professional conduct in the forensic sciences.	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. Gardner R. M., Krouskup D., (2019) ***Practical Crime Scene Processing and Investigation*** CRC Press. Boca Raton, FL, USA. ISBN: 9781315170596

Recommended Textbooks

- Edward Robinson, ***Crime Scene Photography***, 3rd Edition, Academic Press, 2016, ISBN: 9780128027646

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.

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 & Participation

Laboratories are scheduled to meet in person every Wednesday unless indicated otherwise. You will earn **20 points** per laboratory attended starting Wednesday 8 of January. Please be aware that the total attendance points (260) will change if a class period is canceled due to illness, weather, or another reason.

At the beginning of this Lab, the class will be divided into CSI Teams. Each CSI team will remain until the end of the semester. ***THIS LABORATORY IS BASED ON CSI TEAMWORK.***

If you miss a lab and your absence is deemed “excused,” you will be given a substitute assignment (e.g., a 3–5-page review of journal articles related to the topic). If you are an 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 considered "unexcused," you will receive a 0 point for attendance and work for that lab session.

Examinations

You are required to complete all the laboratory activities. These weekly activities (13) are based on the knowledge obtained from the lecturers (FS 340).

After you and your CSI Team complete the weekly laboratory activities and report, you can earn up to 20 points per Lab.

Finally, you will have two midterm lab exams. Each exam is worth **100 points**.

The final lab exam is a Crime Scene processing and report, which could involve past scenes processed during the semester. The final exam is worth **200 points**.

Unexcused missed exams will be graded with 0 points.

Points & Grading

Activity	Points
Midterm Exams	200 (100 points per exam)
Final Exam	200
Attendance	260 (20 points per week)
Laboratory Activities	260 (20 points per lab activity)
Total	920

Points	%	Letter Grade
920 – 828	100 – 90	A
827 – 736	89 – 80	B
735 – 644	79 – 70	C
643 – 552	69 – 60	D
551 – 0	59 – 0	F

TENTATIVE SCHEDULE

Week	Day	Lab	Subject	Notes
1	8 Jan	Lab 6/CHS	Syllabus Review, Laboratory Safety, Introduction to CSI Lab, CSI Teams, CSH Tour.	Welcome!
2	15 Jan	CSH	Crime Scene kit and forms. Notetaking; Scene Arrival, Assessing, Observations, Evidence Identification.	
3	22 Jan	CSH	Observations, Searching the Scene, Documentation, Evidence Collection.	
4	29 Jan	CSH	Photography and sketch.	
5	5 Feb	CSH	Midterm Exam I	
6	12 Feb	CSH	Fingerprints	
7	19 Feb		AAFS Conference	No Lab
8	26 Feb	CSI	Shoe Impressions and tool marks	
9	5 Mar	CSH	Forensic Exhumation and Forensic Anthropology.	
10	12 Mar	CSH	Forensic Entomology, The body as a Crime Scene.	
11	19 Mar		Spring Recess.	No Lab
12	26 Mar	CSH	Forensic Technology, ALS. Searching and collecting biological material, BlueStar and others test (STK, OBTI, Identi-Hem, PSA.)	Night Lab
13	2 Apr	CSH/Kaimana Beach	Midterm Exam II	Beach Lab
14	9 Apr	CSH	Bloodstain Pattern Analysis	
15	16 Apr	CSH	Final CSI Lab Exam: Scene processing	
16	23 Apr	Lab 6	Final CSI Lab Exam: Compiling and Completing the Criminal Scene Investigation Report	

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.