SYLLABUS

CJE 3650

INTRODUCTION TO FORENSIC SCIENCE

Spring Semester - 2015

Instructor: William P. Kemper
Professor, University of South Florida

Department: Criminology/North Port Campus
University of South Florida
College of Arts & Sciences
Dr. Jane Rose, Dean

Phone: 941-426-7330
NOTE: Use email unless emergency

Time: Tuesday 3-5:50 p.m.


Contact For Your Professor

Because I lecture at State College of Florida as well as University of South Florida, I have my own email as follows: profwpkemper@gmail.com. This makes it more convenient for all students to contact me.

Note: My college email is for college use only under no circumstances send me anything other than official college business, violation of this will result in a meeting with your professor

Please use the email to contact me rather than calling the college offices. I check my email each day and on lecture nights I check it before the lecture while I am on campus.

Course Description

1. Justice and Science
2. Evidence: Origins, Types, and Admissibility
3. Crime Scene Investigation
4. Forensic Death Investigation
5. Forensic Biology
6. Forensic Chemistry
7. Pattern and Impression Evidence
8. Cross Cutting Forensic Disciplines
9. Engineering and Computing
10. The Human Element and the Future of Forensic Science
11. The Future of Forensic Science

Course Requirements:

Students are expected to read and study pertinent text chapters prior to each class, to attend each class session in a timely manner, to complete assignments, and to participate in class discussion (this includes asking thoughtful questions and appropriately challenging statements of the instructor and other students).
Methodology:

The course is constructed to be interactive, using a variety of classroom activities. The instructor will present lecture material, offer questions for discussion, utilize readings in the text, and present outside material in various forms. Student involvement will include timely attendance, class discussion and participation, textbook study, and successful exam completion.

Attendance Policy

Attendance will be taken at the end of each class; you must attend the total class to receive credit. Leaving early unless excused by your professor will result as an absence from class.

For an unexcused absence, appropriate points will be subtracted from the total grade, in addition to exam points or other points missed. Absences are considered unexcused unless due to a major verified crisis, such as a death in the immediate family or a serious student illness requiring doctor’s verification. Makeup exams will not be given, except for verified excused absences.

In the event of a major crisis, the student must contact the instructor personally and at once by email at profwpkemper@gmail.com not at the next class you attend, otherwise it will be deemed as an unexcused absence.

A student with three or more unexcused absences or tardiness will be deducted 10 points from their final score for the semester; this will also require a meeting with your professor to evaluate your continuance in this class, as three unexcused absences will greatly have an effect on your final grade.

Late or Tardy Entering of Classroom:

If you are tardy for the assigned time of our class, enter and take a seat near the door without any verbal comment on your part. It is very disruptive to a class lecture to have a latecomer enter the room, and is also unfair to your fellow student who makes it a policy to be on time for the class, MY CLASSES START EXACTLY ON TIME.

If a student is absent or tardy more than 2 times I will require a personal meeting with you after the class lecture to see how we can address your problem.

Cell Phones and Electronic Devices – Turn off cell phones and all electronic devices including laptop computers before class - -

NOTE: cell phones are to be completely turned off - this means not in silent or vibrate mode.

The only exception to this is emergency personnel who are on call. However, this must have my prior approval via a letter from your employer stating the reason that a pager or phone must be on during classroom time. If you are in this category and get a call, please go out into the hallway so as not to disturb the lecture.

The bottom line is cell phones and text messaging disturbs my lecture and it is also a distraction to fellow students endeavoring to get a quality education. Any violation of this will require a meeting with your professor so we can address this issue which could result in the removal from my class.

Testing:

Testing will consist of a weekly test/quiz, a mid-semester and final exam.

Students shall come to class prepared to take a weekly exam/quiz. The test will be true and false and multiple choice questions. The test material will be taken from various chapters of your textbook. You will be given study reference guides for the weekly quizzes.

The mid and final exam will consist of all material presented during the course of the semester.

You must be present in class to take the test; missed test will count as a zero.
In case you are absent from a class it is your responsibility to check with a fellow student for any missed lecture notes, test study guide, or classroom discussion that might be pertinent to a test.

I do not repeat myself or give reviews on the past week’s lecturers, as I feel it is not fair to the students who show up on time and prepare themselves to complete the class. Reviews are redundant to students who already have the material and because it is time consuming it takes away from future learning, however, I will do a review for the mid-semester and final exam.

I will not accept any excuse that you did not know of an assignment or due date as all pertinent information needed to complete this class will be given out during the regular classroom dates and times, or can be attained from a fellow student. The bottom line, there is no excuse for not being prepared. Also check your Canvas for any additional information pertinent to the class.

**Weekly Test/Quiz**

1. Each week you will be given a study handout for the following week’s test, **if you are absent, it is your responsibility to contact a fellow student to obtain the study sheet. ALL TEST DATES WILL BE ON CANVAS**

2. The following week you will be given a test/quiz comprising of the questions with true and false and multiple choice answers. The bottom line – read the chapter, make good notes from my study sheet and you will have no trouble passing the test.

3. The weekly tests will be given at the start of each class you will be allotted time reference the number of test questions.

4. Keep your test booklet and record the page numbers of the answer. I will be calling on all students’ reference the question page number and your answer.

   **The class starts on time, so if you are late this will cut into your allotted time on the test.**

5. **No make-up will be given** - You have to attend the class to take the test; missing the class will result in a zero for that test (NO EXCEPTIONS*) if you miss a class see a fellow student to get the next week’s assignment. (*The only exception is that of a pre-arranged excused absence by your professor)

**Grade Scoring:**

The college uses a plus and minus grade system

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>F</td>
<td>59 or less</td>
<td>89-87</td>
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<tr>
<td>D-</td>
<td>62-60</td>
<td>92-90</td>
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<td>D</td>
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<td>96-93</td>
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<td>D+</td>
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<td>B-</td>
<td>82-80</td>
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<tr>
<td>B</td>
<td>86-83</td>
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</tbody>
</table>

The above scoring is a combination of the averages of all tests, assignments, mid-semester and final exam. **Weekly test 1/3, mid-semester 1/3, final exam 1/3** will be your final semester score, plus any bonus points that will be added and/or penalty subtracted. The mid and final exam will be discussed in class as to dates and content.

Example 33.04 % average of weekly test 33.04% of Mid and 33.04% of final exam =a maximum of 100%

During the semester I will assign various student participation exercises in the class room.

**Bonus Points:**

A student with 100% attendance shall receive 2 points toward their final score for the semester, example: your final score is 92 = A- two bonus points would give you a 94 taking you from A-to an A.
Penalty Points:

A student with three or more unexcused absences or tardiness will be deducted 10 points from their final score for the semester.

Reports and Written Assignments:

All Assignments that require a written reply shall be turned into the professor in a professional manner. I will not accept a paper torn out of a spiral notebook with rough edges nor will I accept a report that has been folded over the edge to bind the paper together. I will only accept assignments turned in as listed below:

1. Typed and double spaced. The college has computers available for your use, so I will not accept a hand written report (no exceptions).

2. The first page shall be a heading describing the assignment, the due date along with your name and student ID number. I will not accept a paper without a heading page and it will be returned to you.

3. All pages shall be numbered.

4. The paper shall be stapled together in the upper left corner. I will not accept a non-stapled paper.

5. Don’t place the paper in a cover folder; this is a waste of your time and money. The bottom line here is that I am more concerned with what your paper says not how fancy the cover is.

Miscellaneous Requirements:

All scan tests will be done with a #2 pencil, NOTE I will not supply them. The scans are corrected in a machine that will only code #2 lead pencil, a scan done with a pen will show zero for all questions.

Final Exam:

The University provides that the final meeting of each semester should be used for the administering of final examinations. Early administration of final examination denies students of the entitlement of schedules classroom learning time they have purchased. It is not a “gift” to the student to have a course end early. If for some reason a course does not involve a final examination during the last week of the semester, the class should still be held to review the learning. It should never be perceived as “giving the students a break” or granting a free week.

Disruption of Academic Process:

Challenging discussions and intellectual disagreements are encouraged in this class, with the stipulation that all disagreements must be appropriately respectful, and that all individuals in the class must always be treated with dignity and respect. Actual incivilities or disruptions of the academic process, however, are not tolerated. Penalties for actual disruptions of the academic process vary from a verbal reprimand to class dismissal, and serious instances may result in suspension or permanent expulsion from USF.

Test Anxiety:

(This is taken from the Gale Encyclopedia of Psychology)

Students commonly experience stress as they anticipate taking tests. Those who experience extreme discomfort, including physical symptoms and impaired ability to perform well, is said to suffer from test anxiety. Physical symptoms include many of those common to people who experience other types of anxiety: increased heart rate, sweating, and trembling muscles and hands. Students also worry excessively about failure no matter how well prepared they are. Cognitive impairment frequently accompanies the physical symptoms. Students forget information they have learned, misinterpret questions, or fail to follow instructions. They sometimes have difficulty completing a test because they spend time worrying instead of concentrating.
A technique called “systematic desensitization” has proven successful in treating test anxiety in many patients. Students are taught progressive relaxation techniques along with accompanying visualization exercises. With practice, the patient pairs relaxation with images that correspond to test-taking situations. Often, therapy includes visits to actual exam rooms and the administration of mock exams. Specific test-taking skills are also taught.

If you find yourself with the aforementioned problem make an office appointment to see me and I will endeavor to help you to defeat test anxiety.


**Class Withdrawal Policy:**

If a student desires to withdraw from the class they shall adhere to the college policy listing dates and times for this procedure. Last day to drop individual courses and qualify for a tuition refund is February 2, 2015.

All Students – After this date the instructor’s permission must be obtained to withdraw from a course. A grade of “W” will appear on the transcript.

This syllabus is subject to changes at the professor’s discretion. YOU WILL keep this with you at all times to refer back to, or to make changes when required.

**Academic Dishonesty:**

The field of criminal justice is based upon the integrity of those working in it. It is assumed that students taking this class will live up to the highest levels of academic honesty.

Please note that any form of plagiarism or cheating on exams, projects, or papers is considered unacceptable behavior. If the instructor has reason to believe a student is cheating or being academically dishonest in any way, proceeding may be instituted to assign a failing grade for the assignment and/or the course and/or to have the student dismissed from the program and/or the University. Please be sure to review the University’s policy in the student handbook or check: [http://www.sa.usf.edu/handbook/academics/ImportantAcademicPolicies.htm](http://www.sa.usf.edu/handbook/academics/ImportantAcademicPolicies.htm).

**Harassment Policy:**

My philosophy is that all people should be treated fairly and should not come under any harassment because of their religion, sexual preferences, race, color, creed, or political party.

I require that all students, while they are in my classroom, adhere to my policy, and respect other student’s rights as well as all policies outlined in your student handbook.

If any student feels he/she has come under any type of harassment, see your professor or student counsel. I would strongly suggest that you, the student, read and become familiar with the harassment policy outlined in your student handbook.

**Plagiarism:**

Plagiarism, a form, of Academic Dishonesty, is defined as “literary theft” and consists of the unattributed quotation of the exact words of published text, or the unattributed borrowing of original ideas by paraphrase from the published text. Software will be utilized to assess potential plagiarism. On written papers for which the student employs information gathered from books, articles, or oral sources, each direct quotation, as well as ideas and facts that are not generally known to the public at large, or the form, structure, style of a secondary source must be attributed to its author by means of the appropriate citation procedure. Only widely known facts and thoughts and observations original to the student do not require citations. Citations shall be made within the body of the text. Plagiarism, also, consists of passing off as one’s own, segments or the total of another person’s work.
**ADA Statement:**

Students with disabilities are responsible for registering with the Office of Student Disabilities Services in order to receive special accommodations and services. Please notify the instructor during the first week of classes if a reasonable accommodation for a disability is needed for this course. A letter from USF Disabilities Office must accompany this request.

**Emergency Closing:**

In the event of an emergency, it may be necessary for USF to suspend normal operations. During this time, USF may opt to continue delivery of instruction through methods that include but are not limited to: Blackboard, Illuminate, Skype, and email messaging and/or an alternate schedule. It’s the responsibility of the student to monitor Blackboard site for each class for course specific communication, and the main USFSM, College, and department websites, emails, and Mobil messages for important general information.

**FERPA Compliance:**

The University must have written permission from the student in order to release any information from a student’s education record. Compliance with FERPA means that instructors cannot post any grades anywhere nor can they return graded materials in a non-secure manner, such as leaving any graded assignments, papers, or exams unattended for students to pick up. If papers are left for pick up with College staff, they must be in an envelope. Instructors should not ever discuss grades via email. The only secure, private communication is through Blackboard grade book or privately in person.

**Office Hours**

My office hours are one hour prior to the class meeting on an appointment basis. I will be available to discuss any matter personally with you reference this class. If you want to meet with me – contact me via email at profwpkemper@gmail.com at least one day ahead, as if I have more students to see then time, it would not be to your advantage. If your problem takes longer than 30 minutes to resolve I will schedule another meeting With more time allotted to solving your concern. If there is anything you are having trouble with please Arrange a meeting with me – don’t wait till the semester is almost over and you are left holding the bag for lack of a clear understanding. As my comment to you will be, I was here, where were you? Please note - I will not use my office time to catch up a student that has missed several classes without the proper documental excuse. As previously discussed in this syllabus, this is totally unfair to your fellow students that have good class attendance.

**Conduct of Students**

Students are expected to respect the rights and welfare of other members of the College community and its guests. This College recognizes that a thoughtful and reasoned search for truth can be conducted only in an atmosphere that is free of intimidation and coercion. As such, violence, the threat of violence, disruption to the learning process and intimidation are unacceptable to the College community.

Students are expected to assume full responsibility for their behavior and will be held accountable for their individual and/or collective actions, under no circumstances will I allow students to get into a heated argument with a fellow student or your professor, if something is troubling you see your professor after class in private, so we can come under some type of agreement.

**Policy on Religious Observances:**

Students who anticipate the necessity of being absent from class due to the observation of a major religious observance must provide notice of the date(s) to the instructor, in writing, by the second class meeting.

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*Syllabus – Introduction to Forensic Science*
**Canvas**

Canvas has replaced Blackboard. It is important you check canvas before your next class for any assignments or test dates///I will not accept any excuse that you did not know of a test date or class assignment as it will be clearly posted. PLEASE NOTE MISSED ASSIGNMENTS WILL RECEIVE A ZERO

**College Calendar – 2015**

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<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>January 5, 2015</td>
<td>Start of semester</td>
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<tr>
<td>March 2-7, 2015</td>
<td>Spring break</td>
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<tr>
<td>April 24, 2015</td>
<td>Last day of class</td>
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<tr>
<td>April 25 to May 1, 2015</td>
<td>Final Exam week</td>
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**INTRODUCTION TO FORENSIC SCIENCE**

**READING ASSIGNMENT**

TEXT BOOK – “Forensic Science” by Stuart James

<table>
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<th>Date</th>
<th>Assignment</th>
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<tbody>
<tr>
<td>1-6-15</td>
<td>Reading Assignment – Chapter 1</td>
</tr>
<tr>
<td>1-13-15</td>
<td>Reading Assignment – Chapter 2</td>
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<tr>
<td>1-20-15</td>
<td>Reading Assignment – Chapter 3</td>
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<tr>
<td>1-27-15</td>
<td>Reading Assignment – Chapter 4</td>
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<td>2-3-15</td>
<td>Reading Assignment – Chapter 5</td>
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<td>2-10-15</td>
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<td>2-17-15</td>
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<td>2-24-15</td>
<td>Reading Assignment – Chapter 8</td>
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<tr>
<td>3-3-15</td>
<td>Spring Break</td>
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<tr>
<td>3-10-15</td>
<td>Reading Assignment – Chapter 9 plus Mid Semester Test</td>
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<td>3-17-15</td>
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<td>3-24-15</td>
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<td>3-31-15</td>
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<tr>
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*Syllabus – Introduction to Forensic Science*