



INSTRUCTIONAL PACKAGE

CRJ 203

Forensic Photography

2018-2019

INSTRUCTIONAL PACKAGE

PART I: COURSE INFORMATION

Effective Term: 2018-2019

COURSE PREFIX: CRJ 203

COURSE TITLE: Forensic Photography

CONTACT HOURS: 3.0

CREDIT HOURS: 3.0

RATIONALE FOR THE COURSE:

Forensic Photography provides the student with the preliminary skills in photography in general and crime scene photography in particular. The competencies developed in the course will allow a student to understand the relationship between elements of crime scene process including photography, crime scene sketching, and evidence collection, and transcend that understanding into application in the position of a law enforcement officer.

COURSE DESCRIPTION:

This course is designed to introduce students to procedures for photographic documentation of crime scenes and physical evidence, including preparation of court exhibits and in-court presentations.

PREREQUISITES/CO-REQUISITES:

CRJ 101 – Introduction to Criminal Justice (corequisite)

REQUIRED MATERIALS:

Robinson, E (2016). Crime scene photography (3rd ed.). Maryland Heights, MO: Elsevier.

Please visit the Bookstore online site for most current textbook information. Use the direct link below to find textbooks.

[BOOKSTORE](#).

Enter the semester, course prefix, number and section when prompted and you will be linked to the correct textbook.

ADDITIONAL REQUIREMENTS:

American Psychological Association. (2010). Publication manual of the American Psychological Association. Washington, DC: Author

TECHNICAL REQUIREMENTS:

All criminal justice courses whether traditional on-the-ground, hybrid or online, require students to access the course in D2L through a personal computer. Therefore, students should have a reliable access to a computer with a dependable Internet connection to be successful in this course or any criminal justice course. Students will be required to access, download, and/or print material from the course in D2L, which is accessible through My Courses and the student's WaveNet account. Students should pay particular attention to the course outline under Content as well as the course calendar. Students will be able to monitor grades and attendance through the course in D2L.

Criminal justice courses, whether traditional, hybrid, or online ***require*** students to complete some, if not all, course work – assignments, exams, and other activities - through an online environment in D2L. Traditional on-the-ground and hybrid require students to complete a portion of the required work online. The amount of online activity depends on the format of the course; therefore, students should pay particular attention to the course information and documents. Courses with an online component move very rapidly with graded requirements typically due each week. Students ***must*** be aware of the calendar and mindful of updates and announcements; therefore, a student ***must*** have access to a reliable computer and a dependable Internet connection. Criminal justice courses use D2L as a platform for course activities.

When having technology problems find another computer. Computers are open to students at numerous locations on all three campuses including open computer labs and the libraries. There are computers available for use in other public locations including the public libraries. A final option would be to contact a friend or relative to borrow a computer. When technology issues are related to the system (i.e., D2L and WaveNet), and not the result of a broken computer, you should contact Student Online Support OIT Help Desk at (843) 349-5340 or through their link on the WaveNet homepage. Technology issues or technical problems are not an acceptable excuse should there be a course requirement that ***must*** be completed through D2L. When having difficulty with accessing the course or its components, or e-mail function, it is a good idea to notify your professor about the problem or difficulty.

STUDENT IDENTIFICATION VERIFICATION

Students enrolled in online courses will be required to participate in a minimum of one (1) proctored assignment and/or one (1) virtual event to support student identification verification. Please refer to your Instructor Information Sheet for information regarding this requirement.

CLASSROOM ETIQUETTE:

All students are expected to conduct themselves in a ***professional and courteous*** manner at all times, and toward all members of the class, whether online or on-the-ground in a traditional classroom setting. The standards of professional behavior will be enforced. Any violation associated with inappropriate behavior including statements or remarks in class or in e-mails as well as postings or other communications will ***not*** be tolerated. At the discretion of the professor of record, the inappropriate behavior may be reported in writing as a violation of the Student Code of Conduct under Proscribed Conduct, which could result in disciplinary action as described in College Catalog and Student Handbook (HGTC, 2014-2015, pp. 31-37).

PART II: STUDENT LEARNING OUTCOMES

COURSE LEARNING OUTCOMES and ASSESSMENTS:

Unit I – History, Composition, Exposure Concepts

Week 1

Materials Covered: History of Forensic Imaging

Read Chapter 1, pages 1-18

Review MS Power Point Presentations - Chapter 1.

Student Outcome: Understand the History of Forensic Photography

Student Outcome: Describe the History of Forensic Imaging

Student Outcome: Explain the Practical Value of Forensic Photography

Assessment(s): Complete Week 1 Chapter 1 Exercise 1 Historical Article Review Due May 26, 2016 (The Drop Box).

Complete Week 1 Photographic Exercises Due May 27, 2016 11:00pm in (The Drop Box).

Week 2

Materials Covered: Composition and Cardinal Rules

Read Chapter 2, pages 19-49

Review the key terms on page 19

Review MS Power Point Presentations - Chapter 2.

Student Outcome: Describe the difference between Point and Shoot Cameras vs Professional Cameras and how each operates and is used.

Student Outcome: Describe what Composition is and how it is used. Understand what the Cardinal Rules of photography are and how they apply.

Student Outcome: Describe the Cardinal Rules of Crime Scene Photography and how they apply.

Assessment(s): Week 2 Written Exercises due June 2, 2016 11:00pm in (The Drop Box).

Week 2 Photographic Exercises due June 3, 2016 11:00pm in (The Drop Box).

Week 3

Materials Covered: Exposure Concepts

Read Chapter 3 pages 51-123

Review the all key terms on page 51

Review MS Power Point Presentations - Chapter 3

Student Outcome: Describe and explain how to use the Proper Exposure Triangle

Student Outcome: Describe and explain Reciprocal Exposure

Student Outcome: Describe Bracketing and how it is applied to crime scene work.

Student Outcome: Describe and evaluate Shutter Speed as Motion Control

Student Outcome: Describe and explain The Reflective Light Meter

Student Outcome: Describe and explain the issues with normal and non-normal scenes

Assessment(s): Week 3 Written Exercises due June 9, 2016 11:00pm in (The Drop Box).

Week 3 Photographic Exercises due June 10, 2016 11:00pm in (The Drop Box).

Unit II - Focus, Depth of Field, Lenses, & Electronic Flash

Week 4

Materials Covered: Focus, Depth of Field, & Lenses

Read Chapter 4 pages 125-207

Review the key terms on page 125

Review MS Power Point Presentations - Chapter 4

Student Outcome: Student Outcome: Describe and explain what camera focus is and how it is used in crime scene work

Student Outcome: Describe and explain Depth of Field and its application

Student Outcome: Describe and explain the different types of Lenses and their uses

Assessment(s): Week 4 Written Exercises due June 16, 2016 11:00pm in (The Drop Box).

Week 4 Photographic Exercises due June 17, 2016 11:00pm in (The Drop Box).

Week 5

Materials Covered: Electronic Flash

Read Chapter 5 pages 209-302

Review the key terms on page 209

Review MS Power Point Presentations - Chapter 5

Student Outcome: Student Outcome: Describe and explain Flash Sync Speeds and how they are used

Student Outcome: Describe and explain Manual Flash and how it is used

Student Outcome: Describe and explain Fill Flash and how it is used

Student Outcome:

Describe and explain Oblique Light and how it is used

Student Outcome: Describe and explain Bounce Flash and how it is used

Student Outcome: Describe and explain Painting with Light and how it is used

Assessment(s): Week 5 Written Exercises due June 23, 2016 11:00pm in (The Drop Box).

Week 5 Photographic Exercises due June 24, 2016 11:00pm in (The Drop Box).

Unit III – Crime Scene Photography

Week 6

Materials Covered: Crime Scene Photography

Read Chapter 6 pages 305-364

Review the key terms on page 305

Review MS Power Point Presentations - Chapter 6

Student Outcome: Student Outcome: Describe and explain Photo Documentation Forms and how they are used

Student Outcome: Describe and explain Overall Photographs and how they are used for documentation

Student Outcome: Describe and explain Midrange Photographs and how they are used for documentation

Student Outcome: Describe and explain Close-up Photographs and how they are used for documentation

Student Outcome: Describe and explain and how to Photo Document of Bodies & Wounds

Assessment(s): Week 6 Written Exercises due June 30, 2016 11:00pm in (The Drop Box).

Week 6 Photographic Exercises due July 1, 2016 11:00pm in (The Drop Box).

Week 6 Forensic Photography Exam 1 on-line June 28-30, 2016

Week 7

Materials Covered: Ultraviolet, Infrared, and Florescence

Read Chapter 7 pages 367-396

Review the key terms on page 367

Review MS Power Point Presentations - Chapter 7

Student Outcome: Describe and explain what The Electromagnetic Spectrum (EMS) is and how it applies to photography

Student Outcome: Describe and explain what Ultraviolet Light (UV) is and how it is used in forensic photography

Student Outcome: Describe and explain what Infrared Light (IR) is and how it is used in forensic photograph

Student Outcome: Describe and explain what Visible Light Fluorescence is and how it is used in forensic photography

Assessment(s): Week 7 Written Exercises due July 14, 2016 11:00pm in (The Drop Box).

Week 7 Photographic Exercises due July 15, 2016 11:00pm in (The Drop Box).

Unit IV – Special Photography, Imaging Technology, Processing Evidentiary Photography, Legal issues related to Photographs and Digital Images.

Week 8

Materials Covered: Special Photography Situations

Read Chapter 9 focus on accident photography.

Review the key terms for on page 441

Review MS Power Point Presentations - Chapter 9

Student Outcome: Describe and explain Special Photography Situations and how they affect crime scene work

Assessment(s): Week 8 Written Exercises due July 21, 2016 11:00pm in (The Drop Box).

Week 8 Photographic Exercises due July 22, 2016 11:00pm in (The Drop Box).

Week 9

Materials Covered: Imaging Technology, Processing Evidentiary Photography, Legal issues related to Photographs and Digital Images.

Read Chapter 10 -11 pages 489-580

Review the key terms on page 489 & 533

Focus on key terms JPG, RAW, and TIF formats.

Student Outcome: Describe and explain Digital Imaging Technology and how it is used in forensic work

Student Outcome: Explain what Digital Image Processing of Evidentiary Photos is and how it pertains to forensic photography

Student Outcome: Explain the Legal Issues Related to Photographs and Digital Images

Assessment(s): Week 9 Written Exercises due July 28, 2016 11:00pm in (The Drop Box).

Week 10

Materials Covered: Legal issues related to Photographs and Digital Images.

Read Chapter 12 583-648

Review the key terms on page 583

Review MS Power Point Presentations - Chapter 12

Student Outcome: Describe and explain what the Legal Issues Related to Photographs and Digital Images are and how they are used in a court setting

Assessment(s): Week 10 Written Exercises due Aug. 4, 2016 11:00pm in (The Drop Box).

CRJ 203 Forensic Photography Final Project Due Aug. 4, 2016 (In the Drop-Box) @ 11:00pm

Week 11

Forensic Photography August 9 - August 12, 2016 Final Exam (In Class)

PART III: GRADING AND ASSESSMENT

EVALUATION OF REQUIRED COURSE MEASURES/ARTIFACTS*

Students' performance will be assessed and the weight associated with the various measures/artifacts are listed below.

EVALUATION

Tests (2) Total	30%
Photographic Exercises (8) Total	30%
Written Exercises (10) Total	30%
Final Project	<u>10%</u>
	100%

****Students, for the specific number and type of evaluations, please refer to the Instructor's Course Information Sheet.***

EVALUATION OF REQUIRED COURSE MEASURES/ARTIFACTS

Test

Students will exhibit knowledge gained from each unit through written exams based on chapter material through the lectures, handouts, and textbook. Tests may include material from the lecture notes, study sheets, textbook, handouts, or any material provided by the professor. Tests will consist of true/false, multiple choice and/or short answer questions requiring discussion, description, identification and/or listing. Any additional assignments will be announced in advance. Participation in class and attendance may be used as an evaluation method. No course artifacts will be collected for this course.

Assignments

There are assignments every week with this semester course, except during College holidays or breaks. These assignments are designed to encourage students to use Internet as a research tool. For each assignment, students will be assigned topics to investigate and research. Students will then analyze information collected and report on their findings. The assignments are based on the process typically used in criminal justice of investigating, collecting, analyzing and reporting. Assignments will be announced online through the course on D2L under course Content link. Assignments will only be accepted for credit in MS Word. All assignments must be submitted to the "Course Drop Box." Assignments sent through an e-mail or as an e-mail attachment will not be accepted for credit, unless the course drop box option is not available and the professor has given you permission.

Lab Projects

There is one (1) four hour sessions (4 hr.) of lab each week in this course, and as a result, students will be required to complete lab assignments. These lab assignments will include applying techniques acquired and/or learned in previous crime scene investigations classes successfully completed, coupled with the techniques and methods introduced in this course. These lab assignments will be at the discretion of the assigned professor. Therefore, students will be required to complete assigned projects deemed appropriate for the assigned subject matter, and are required to complete any and all homework assignments. Such assignments will be announced in advance. Failure to complete a homework assignment will result in a ½ absence for the assignment due date.

WARNING:

Some activities in the CSI classes can cause the student to get dirty during the performance of required practical exercises. Students should take appropriate precautions to insure that clothing and/or shoes are not soiled, damaged, and/or permanently affected. The college is not responsible for any soiled clothing as a result of this class.

There are activities in the CSI classes that involve viewing trauma, injury, blood, and other disturbing images. Furthermore, CSI students will be required to handle evidence involving simulated blood during required practical crime scene and lab applications. The activities simulate circumstances required for employment in the field of law enforcement including crime scene processing and crime lab analyses; therefore, students who cannot perform such activities because of the materials involved should consider another field of employment. Additionally, the inability to participate in such class/lab activities involving biological evidence as required in a CSI course will prevent the student from successfully completing the course with a passing grade.

Non-class related photography is not permitted in the CSI facilities. Cell phones and other devices that can be used as a camera must remain in a pocket or purse. Photographing the classroom, students, instructors or equipment will result in the violator being asked to leave the class.

Grades earned in courses impact academic progression and financial aid status. Before withdrawing from a course, be sure to talk with your instructor and financial aid counselor about the implications of that course of action. Grades of D, F, W, WF and I (Incomplete), also have a negative impact on a student's academic progression and financial aid status.

The Add/Drop Period is the first 5 days of the semester for **full-term** classes. Add/Drop periods are shorter for accelerated format courses. Please refer to the academic calendar for deadlines for add/drop (<http://www.hgtc.edu/academics/academiccalendars.html>). You must attend at least one meeting of all of your classes during that period. If you do not, you will be dropped from the course(s) and your Financial Aid will be reduced accordingly.

PART IV: ATTENDANCE

According to the Horry-Georgetown Technical College Catalog (2016-2017) "College Students are responsible for all course work and class assignments; so, they are expected to regularly and promptly attend all meetings of classes in which they are enrolled. Students should limit absences to those that are unavoidable and, with professor's consent, should make up all missed work, if permitted. Per SC Technical College Policy, HGTC maintains a general attendance policy requiring students to be present for a minimum of 80% of classes to be eligible to receive credit for any course. However, a more rigid attendance policy may be required by the program of study. At a minimum, a student may be withdrawn from a course after he/she has been absent in more than 10% of the total contact hours for a course. Professors define absentee limits for their classes at the beginning of each term. Students withdrawn from a course due to excessive absences will receive a grade of Withdraw ("W") up to the 2/3 point of the semester. Thereafter, a Withdraw ("W") or Withdraw Failure ("WF") will be assigned, depending upon his/her academic status at the time of the last date attended. Students may be required to repay source of financial assistance for non-attendance, excessive absences or withdrawals. Attendance records begin the first day of class for ALL students, regardless of registration date. Online and hybrid classes also require attendance and each instructor defines the method for students to indicate their class attendance by logging onto the class, participating in chats and/or submitting documents. Each student is responsible for awareness of the attendance requirements for each class" (p.45).

The attendance for **traditional** courses will be determined by each student attending and participating in a traditional classroom meeting for the amount of time scheduled. Whereas, attendance for **hybrid** criminal justice courses will be determined by each student attending and participating in a traditional classroom meeting for the amount of time scheduled as well as completing all online graded requirements and/or participating in the schedule activities for each particular week.

Online attendance, whether completely online or a hybrid, is demonstrated through the student completing the graded requirements and/or participating in the schedule activities for each particular week. Participation in the scheduled activities includes but are not limited to posting an assignment to the Dropbox, responding to a question in the discussion forum, completing an exam, test, or quiz or as directed by the professor of record. ***However, an e-mail cannot be counted as attendance for online criminal justice courses.***

Beginning with the first week of class, the number of class meetings online or on-the-ground will be determined based on the 80% attendance requirement. If a student misses 20% of scheduled meetings, whether online or on-the-ground, he/she may be withdrawn by the professor of record for excessive absences without further notice. Please remember the graded requirements or activities are recorded for a score and attendance. Any student missing more than two (2) weeks without notification will be withdrawn for excessive absences.

Please be advised that simply logging into the course does not constitute participating for the purposes of attendance.

The attendance policy and requirements are published in the instructor's addendum to course Instructional Package (IP) as well as in the course in D2L.

Again, should any student not follow the announced attendance guidelines, which is in compliance with the College Attendance Policy, he/she will be withdrawn from the course. A grade of "W" or "WF" will be assigned in accordance with course withdrawal procedures of Horry-Georgetown Technical College" (HGTC, 2015-2016, pp. 44-45). Again, students withdrawn due to excessive absences will not be readmitted to the course regardless of reason or excuse.

Since the College maintains an attendance policy for all courses, including program offerings through an online format, technology issues are not an excuse for not participating or missing a deadline for a graded requirement. Therefore, if for some reason access to the course or its functions is not available, immediately notify the Help Desk via the Live Help at <http://www.hgtc.edu/>, e-mail to HelpDesk@hgtc.edu, or telephone at (843) 349-5340. The Help Desk hours of operation are posted on WaveNet. Also, notify your course professor; so, he/she is aware of the technology problems. Nevertheless, please be aware that technology issues or problems are not an acceptable excuse for not participating as required for attendance, not completing an exam during the required time period (testing window), or failing to respond to a discussion assignment before the required due date.

Part V: Student Resources



The Student Success and Tutoring Center (SSTC)

The SSTC offers to all students the following free resources:

1. **Academic coaches** for most subject areas, **Writing Center Support**, and **college success skills**.
2. **On-line student success and academic support resources**.

Visit the SSTC website: [Student Success & Tutoring Center](#) and visit the student services tab in your WaveNet account to schedule appointments using TutorTrac. For more information, call: SSTC Conway, 349-7872; SSTC Grand Strand, 477-2113; and SSTC Georgetown, 520-1455. Room locations and Live Chat is available on the SSTC website.



Student Information Center: WaveNet Central (WNC)

WNC offers to all students the following **free** resources:

1. **Getting around HGTC:** General information and guidance for enrollment!
2. Use the [Online Resource Center \(ORC\)](#) for COMPASS support, technology education, and online tools.
3. **Drop-in technology support or scheduled training** in the Center or in class.
4. **In-person workshops, online tutorials and more services** are available.

Visit the WNC website: [Wavenet Central](#). Live Chat and Center locations are posted on the website. Or please call one of the following locations: WNC Conway, 349-5182; WNC Grand Strand, 477-2076; and WNC Georgetown, 520-1473.

Student Testing: (If course is offered in multiple format include this section, delete if only F2F sections are offered.)

Testing in an **online/hybrid** course may be accomplished in a variety of ways:

- Test administered within D2L
- Test administered in writing on paper
- Test administered through Publisher Platforms

Further more tests may have time limits and/or require a proctor.

Proctoring can be accomplished either face-to-face at an approved site or online through RPNOW, our online proctoring service. To find out more about proctoring services, please visit the [Online Testing](#) section of the HGTC's Testing Center webpage.

The **Instructor Information Sheet** will have more details on test requirements for your course.

Disability Services

HGTC is committed to providing an accessible environment for students with disabilities. Inquiries may be directed to Jocelyn Williams, Director of Student Development on the Conway Campus Jaime Davis, Counselor/Advisor on the Georgetown Campus or Kristin Griffin, Counselor on the Grand Strand Campus. These individuals will review documentation of the student's disability and, in a confidential setting with the student, develop an educational accommodation plan.

Note: It is the student's responsibility to self-identify as needing accommodations and to provide acceptable documentation. After a student has self-identified and submitted documentation of a disability, accommodations may be determined, accepted, and provided.

Statement of Equal Opportunity/Non-Discrimination Statement

Horry Georgetown Technical College prohibits discrimination and harassment, including sexual harassment and abuse, on the basis of race, color, gender, national or ethnic origin, age, religion, disability, marital status, veteran status, sexual orientation, gender identity, or pregnancy in educational programs and/or activities.

Title IX Requirements

Horry Georgetown Technical College prohibits the offenses of domestic violence, dating violence, sexual assault, and stalking. Any student who believe he or she has experienced or witnessed discrimination including sexual harassment, domestic violence, dating violence, sexual assault or stalking is encouraged to report such incidents to one of the College's Title IX Coordinators.

*Faculty and Staff are required to report incidents to the Title IX Coordinators when involving students. The only HGTC employees exempt from mandatory reporting are licensed mental health professionals (only as part of their job description such as counseling services).

Inquiries regarding the non-discrimination policies:	
Student and prospective student inquiries concerning Section 504, Title II, and Title IX and their application to the College or any student decision may be directed to the Associate Vice President for Student Affairs.	Employee and applicant inquiries concerning Section 504, Title II, and Title IX and their application to the College may be directed to the Associate Vice President for Human Resources.
Dr. Melissa Batten, AVP Student Affairs <i>Title IX Coordinator</i> Building 1100, Room 107A, Conway Campus PO Box 261966, Conway, SC 29528-6066 843-349-5228 Melissa.Batten@hgtc.edu	Jacquelyne Snyder, AVP Human Resources <i>Section 504, Title II, and Title IX Coordinator</i> Building 200, Room 212A, Conway Campus PO Box 261966, Conway, SC 29528-6066 843-349-5212 Jacquelyne.Snyder@hgtc.edu