



INSTRUCTIONAL PACKAGE

CRJ 203

Forensic Photography

Effective Term
2020-2021

INSTRUCTIONAL PACKAGE

PART I: COURSE INFORMATION

Effective Term: AY 2020-2021

COURSE PREFIX: CRJ 203

COURSE TITLE: Forensic Photography

CONTACT HOURS: 3.0

CREDIT HOURS: 3.0

2 Lecture Hours

3 Lab Hours

5 Semester Hours

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: None.

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, hybrid, or online, require students to access the course

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in D2L through a personal computer. Therefore, students should have 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, or print material from the course in D2L, which is accessible through MyCourses 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 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 of Horry-Georgetown Technical College, including open computer labs and libraries. There are computers available for use in other public locations, including 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 TECH Central at (843) 349-8324 or https://www.hgtc.edu/admissions/student_information/index.html. 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 email function, it is a good idea to notify the course 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.

COURSE ETIQUETTE AND ETHICAL BEHAVIOR:

According to the Student Code for the South Carolina Technical College System (3-2-106.1), there are numerous forms of academic misconduct including, but not limited to, cheating on tests, plagiarism, collusion, and fabrication of information (HGTC Catalog, 2020, p. 35).

Furthermore, as described under Section III, Student Conduct Regulations, inappropriate behavior can include but is not limited to (1) abuse of privilege of freedom of speech or assembly, (2) falsification of information and other acts intended to deceive, (3) actions which endanger students and the college community, (4) infringement of rights of others, and (5) other acts which call for discipline (HGTC Catalog, 2020, p. 35).

All criminal justice students are expected to conduct themselves in a **professional and ethical**

manner at all times in word or action. The standards of professional and ethical behavior will be enforced. Any violation associated with inappropriate behavior including but not limited to statements or remarks made in class, during internships, or through emails, postings including Facebook or social media sites, text messages, or other communications will **not** be tolerated.

At the discretion of the professor of record, academic misconduct or inappropriate behavior may be reported in writing as a violation of the Student Code under Section IV, which could result in disciplinary action (HGTC Catalog, 2020, p. 37).

All alleged acts of sexual violence or sexual harassment **must** be reported to the Title IX Coordinator or designee. Per the South Carolina Technical System Student Code Procedures for Addressing Alleged Acts of Sexual Violence and Sexual Harassment (3-2-106.2), "students may also contact any responsible employee, who has an obligation to report any claim of sexual harassment or sexual assault to the Title IX Coordinator, or designee" (HGTC Catalog, 2020, p. 40).

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

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 (The Drop Box).

Week #1 Discussion Question Topic

Complete Week 1 Photographic Exercises (The Drop Box).

Week 2

Materials Covered: Composition and Cardinal Rules

Read Chapter 2

Review the key terms

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 (The Drop Box).

Week #2 Discussion Question Topic

Week 2 Photographic Exercises (The Drop Box).

Week 3

Materials Covered: Exposure Concepts

Read Chapter 3

Review the all key terms

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 (The Drop Box).

Week #3 Discussion Question Topic

Week 3 Photographic Exercises (The Drop Box).

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

Week 4

Materials Covered: Focus, Depth of Field, & Lenses

Read Chapter 4

Review the key terms

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 (The Drop Box).

Week #4 Discussion Question Topic

Week 4 Photographic Exercises (The Drop Box).

Week 5

Materials Covered: Electronic Flash

Read Chapter 5
Review the key terms
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 (The Drop Box).

Week #5 Discussion Question Topic

Week 5 Photographic Exercises (The Drop Box).

Unit III – Crime Scene Photography

Week 6

Materials Covered: Crime Scene Photography

Read Chapter 6
Review the key terms
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 (The Drop Box).

Week #6 Discussion Question Topic

Week 6 Photographic Exercises (The Drop Box).

Week 6 Forensic Photography Exam 1 (On-line)

Week 7

Materials Covered: Ultraviolet, Infrared, and Florescence

Read Chapter 7
Review the key terms

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 (The Drop Box).

Week #7 Discussion Question Topic

Week 7 Photographic Exercises (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

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 (The Drop Box).

Week #8 Discussion Question Topic

Week 8 Photographic Exercises (The Drop Box).

Week 9

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

Read Chapter 10 -11

Review the key terms

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

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Assessment(s): Week 9 Written Exercises (The Drop Box).

Week 10

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

Read Chapter 12

Review the key terms

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 (The Drop Box).

CRJ 203 Forensic Photography Final Project (In the Drop-Box)

Week 11

Forensic Photography August 5 - August 8, 2019 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 | 20% |
| Discussion Topics (8) | 20% |
| Photographic Exercises (8) Total | 20% |
| Written Exercises (10) Total | 20% |
| Final Project | 20% |
| | <hr/> |
| | 100% |

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

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.

****Students – please refer to the Instructor’s Course Information sheet for specific information on assessments and due dates.***

GRADING SYSTEM:

State the College’s or departmental grading system as delineated in the Catalog. Please note the College adheres to a 10 point grading scale A = 100 – 90, B = 89- 80, C = 79 – 70, D = 69 – 60, F = 59 and below. You must have your Dean’s approval if changes in the scale are made.

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

Grades earned in courses impact academic progression and financial aid status. Before withdrawing from a course, the student should speak with the course instructor and a financial aid counselor about the implications of withdrawing. Grades of D, F, W, WF, and Incomplete (I), will have a negative impact on a student's academic progress and financial aid status.

The Add/Drop Period is the first five (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>). The student must attend at least one meeting in all classes enrolled during that period. If the student does not attend as described, he/she will be dropped from the course(s), which may reduce the financial aid received.

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 (3 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.

Part IV: Attendance

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 the professor's consent, should make up all missed work, if permitted.

Per SC Technical College Policy, HGTC maintains a general attendance policy. The policy requires students to be present for a minimum of 80% of classes to be eligible to receive credit for any course. If a student is not in attendance for two consecutive weeks, they will be withdrawn from the course. Also, 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. Up to the 2/3 point of the semester, any student who has been withdrawn from a course due to excessive absences will receive a grade of "W" (Withdraw). After the two-thirds point, a student will receive a "W" if passing the course on the date last attended. If the student is failing the course on the date last attended, a grade of "WF" ("U" for developmental Studies courses). Students may be required to repay any source of financial assistance for non-attendance, excessive absences, or withdrawals (HGTC, 2019-2020, p. 52).

Attendance records begin the first day of class for ALL students, regardless of registration date.

Online and hybrid classes require attendance. Attendance is defined as the submission of or participation in an academic-related activity. An academic activity can include participation in a discussion forum, submission of assignment, or completion of an exam or quiz. Each instructor defines the method for students to indicate class attendance, and students are responsible for meeting the attendance requirements for each class.

This course is being offered in an online format, which requires each student to attend 100% in a virtual classroom. Therefore, this course has an attendance policy, which is as follows.

- ***Attendance will be determined through a student completing a graded requirement for each week. Weekly graded requirements, which are essential to student engagement, demonstrate participation. Weekly graded requirements include posting to a discussion, posting an assignment, submitting a term paper, or completing an exam or quiz.***
- ***Students can only miss 80% of the online activities or graded weekly requirements or two (2) weeks. After missing the maximum allowable absences, upon missing any additional meetings or online activity, the student will be withdrawn without further notification.***
- ***Any student missing two (2) weeks in a row will be withdrawn for excessive absences.***
- ***Missing graded requirements not only affect attendance but also result in the loss of points. Points are crucial for a satisfactory final grade, and absences can result in a grade being less than the required "C."***
- ***Again, after a student has missed the maximum allowable absences, upon missing any additional meetings or online activity, the student will be withdrawn without further notification.***

Again, after a student has missed the maximum allowable absences, upon missing any additional meetings or online activity, the student will be withdrawn without further notification.

Part V: Student Resources



THE STUDENT SUCCESS AND TUTORING CENTER (SSTC):

The SSTC offers to all students the following **free** resources:

1. **Academic tutors** for most subject areas, **Writing Center support**, and **college success skills**.
2. Online **tutoring** and academic support resources.
3. Professional and interpersonal communication **coaching** in the EPIC Labs.

Visit the [Student Success & Tutoring Center](#) website for more information. To schedule tutoring appointments using TutorTrac, visit the Student Services tab in WaveNet. Email ssc@hgtc.edu or call SSTC Conway, 349-7872; SSTC Grand Strand, 477-2113; and SSTC Georgetown, 520-1455, or go to the [Online Resource Center](#) to access on-demand resources.



CENTRAL STUDENT INFORMATION CENTER: TECH Central

TECH Central offers to all students the following **free** resources:

1. **Getting around HGTC:** General information and guidance for enrollment!
2. Use the [Online Resource Center \(ORC\)](#) including scheduled technology training, Office 365 support, password resets, and username information.
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.
5. **Chat with our staff on TECH Talk**, our live chat service. TECH Talk can be accessed on the student portal and on TECH Central's website, or by texting questions to (843) 375-8552.

Visit the [Tech Central](#) website for more information. Live Chat and Center locations are posted on the website. Or please call (843) 349 – TECH (8324).

STUDENT TESTING:

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 HGTC's [Accessibility and Disability Service webpage](#). The Accessibility and Disability staff 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, sex, national or ethnic origin, age, religion, disability, marital or family status, veteran status, political ideas, sexual orientation, gender identity, or pregnancy, childbirth, or related medical conditions, including, but not limited to, lactation in educational programs and/or activities.

TITLE IX REQUIREMENTS:

All students (as well as other persons) at Horry-Georgetown Technical College are protected by Title IX—regardless of their sex, sexual orientation, gender identity, part- or full-time status, disability, race, or national origin—in all aspects of educational programs and activities. Any student, or other member of the college community, who believes that he/she is or has been a victim of sexual harassment or sexual violence may file a report with the college's Chief Student Services Officer, campus law enforcement, or with the college's Title IX Coordinator, or designee.

*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/TITLE IX 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 Vice President for Student Affairs.

Dr. Melissa Batten, VP Student Affairs

Title IX Coordinator

Building 1100, Room 107A, Conway Campus

PO Box 261966, Conway, SC 29528-6066

843-349-5228

Melissa.Batten@hgtc.edu

Employee and applicant inquiries concerning Section 504, Title II, and Title IX and their application to the College may be directed to the Vice President for Human Resources.

Jacquelyne Snyder, VP Human Resources

EEO and Title IX Coordinator

Building 200, Room 212A, Conway Campus

PO Box 261966, Conway, SC 29528-6066

843-349-5212

Jacquelyne.Snyder@hgtc.edu