



# **INSTRUCTIONAL PACKAGE**

CRJ 203

Forensic Photography

Effective Term

Fall 2024/Spring 2025/Summer 2025

# INSTRUCTIONAL PACKAGE

## Part I: Course Information

Effective Term: Fall 2024/Spring 2025/Summer 2025

**COURSE PREFIX:** CRJ 203

**COURSE TITLE:** Forensic Photography

**CONTACT HOURS:**

2 Lecture Hours

3 Lab Hours

5 Semester Hours

**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:** None

\***Online/Hybrid** courses require students to complete the [Distance Learning Orientation Video](#) prior to enrolling in an online course.

**REQUIRED MATERIALS:**

Please visit the [BOOKSTORE](#) online site for most current textbook information.

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

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

**ADDITIONAL REQUIREMENTS:** None

**TECHNICAL REQUIREMENTS:**

Access to Desire2Learn (D2L), HGTC's learning management system (LMS) used for course materials.

Access to myHGTC portal for student self-services.

College email access – this is the college's primary official form of communication.

**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 criminal justice students are expected to conduct themselves in a professional and courteous manner and toward all class members, whether online or 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 emails, as well as postings or other communications, will be investigated and reported to Student Affairs for appropriate action. At the discretion of the professor of record, academic misconduct may be reported in writing as a violation of the Student Code of Conduct. Reporting inappropriate behavior or academic misconduct could result in disciplinary action, as described in College Catalog and Student Handbook (HGTC, 2024, p. 39). Please see the Instructor's Course Addendum for further information.

**Originality Score:**

All writing, including but not limited to discussion responses, exam or test answers, and term papers, has an originality score. Therefore, any part of writing turned in for a graded requirement that is copied, cut and pasted, or quoted, whether correctly cited or NOT, or created whole or in part by an AI-writing generator will be subtracted from the overall word count, and a reduction in the overall points awarded. Any egregious, blatant, or continued submission of written work containing copied or cut and pasted passages will be considered plagiarism and reported as academic misconduct per the HGTC Catalog (2023-2024) p. 39.

**NETIQUETTE:** is the term commonly used to refer to conventions adopted by Internet users on the web, mailing lists, public forums, and in live chat focused on online communications etiquette. For more information regarding Netiquette expectations for distance learning courses, please visit [Online Netiquette](#).

## **Part II: Student Learning Outcomes**

**COURSE LEARNING OUTCOMES and ASSESSMENTS\*:**

## **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 photography.

**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

**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 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%



100%

## **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.

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

## **GRADING SYSTEM:**

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.

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. Ds, Fs, Ws, WFs and Is also negatively impact 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. 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

Horry-Georgetown Technical College maintains a general attendance policy requiring students to be present for a minimum of 80 percent (80%) of their classes in order to receive credit for any course. Due to the varied nature of courses taught at the college, some faculty may require up to 90 percent (90%) attendance. Pursuant to 34 Code of Federal Regulations 228.22 - Return to Title IV Funds, once a student has missed over 20% of the course or has missed two (2) consecutive weeks, the faculty is obligated to withdraw the student and a student may not be permitted to reenroll. **Instructors define absentee limits for their class at the beginning of each term; please refer to the Instructor Course Information Sheet.**

**For online and hybrid courses**, check your Instructor's Course Information Sheet for any required on-site meeting times. Please note, instructors may require tests to be taken at approved testing sites, and if you use a testing center other than those provided by HGTC, the center may charge a fee for its services.

## 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, contact the SSTC at [ssc@hgtc.edu](mailto:ssc@hgtc.edu) or self-schedule in the Penji iOS/Android app or at [www.penjiapp.com](http://www.penjiapp.com). Email [ssc@hgtc.edu](mailto: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.



## 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, financial aid, registration, and payment plan support!
2. Use the [Online Resource Center \(ORC\)](#) including Office 365 support, password resets, and username information.
3. **In-person workshops, online tutorials and more services** are available in Desire2Learn, Student Portal, Degree Works, and Office 365.
4. **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.



## HGTC LIBRARY:

Each campus location has a library where HGTC students, faculty, and staff may check out materials with their HGTC ID. All three HGTC campus libraries are equipped with computers to support academic research and related school work; printing is available as well. Visit the [Library](#) website for more information or call (843) 349-5268.

## STUDENT TESTING:

Testing in an **online/hybrid** course and in **make-up exam** situations may be accomplished in a variety of ways:

- Test administered within D2L.
- Test administered in writing on paper.
- Test administered through Publisher Platforms (which may have a fee associated with the usage)

Furthermore, 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 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 Services staff will review documentation of the student's disability and, in a confidential setting with the student, engage in an interactive process to 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. Students will need to reach out to the Accessibility and Disability Services staff each semester to renew their accommodations.

**COUNSELING SERVICES:**

HGTC Counseling Services strives to optimize student success through managing personal and academic concerns that may interfere with achieving educational goals. Staff are available to every student for assistance and guidance on personal matters, academic concerns and other areas of concern. HGTC offers free in-person and telehealth counseling services to students. For more information about counseling services, please reach out to [counseling@hgtc.edu](mailto:counseling@hgtc.edu) or visit the website the [Counseling Services webpage](#).

**STATEMENT OF EQUAL OPPORTUNITY/NON-DISCRIMINATION STATEMENT:**

Horry-Georgetown Technical College shall not discriminate in employment or personnel decisions or in student admissions or in student decisions, or in all other segments of the College community 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 the educational programs and activities which it operates, and the college is prohibited from discrimination in such manner by applicable laws. Practices and requirements for nondiscrimination extend to the enrollment of students in programs and activities of the College and employment by the College.

All inquiries regarding the federal laws as they relate to discrimination on the basis of sex may be directed to Tamatha Sells, Title IX Coordinator, Horry-Georgetown Technical College, Building 1100C, Room 107B, 2050 Hwy 501 E, PO Box 261966, Conway, SC 29528-6066, 843-349-5218, [tamatha.sells@hgtc.edu](mailto:tamatha.sells@hgtc.edu) or to the US Department of Education Office of Civil Rights. (Telephone: 800-421-3481/Email: [OCR@ed.gov](mailto:OCR@ed.gov)).

Other employee and applicant inquiries concerning the federal laws and their application to the College may be directed to Jacquelyne Snyder, Vice President,

Human Resources and Employee Relations & the College's Affirmative Action/Equal Opportunity Officer, Horry-Georgetown Technical College, Building 200C, Room 205B, 2050 Hwy 501 E, PO Box 261966, Conway, SC 29528-6066, 843-349-5212, [jacquelyne.snyder@hgtc.edu](mailto:jacquelyne.snyder@hgtc.edu).

Other student and prospective student inquiries concerning the federal laws and their application to the College or any student decision may be directed to Dr. Melissa Batten, Vice President, Student Affairs, Section 504 & Title II Coordinator Horry-Georgetown Technical College, Building 1100C, Room 107A, 2050 Hwy 501 E, PO Box 261966, Conway, SC 29528-6066, 843-349-5228, [melissa.batten@hgtc.edu](mailto:melissa.batten@hgtc.edu).

### **TITLE IX REQUIREMENTS:**

Title IX of the Education Amendments of 1972 protects students, employees, applicants for admission and employment, and other persons from all forms of sex discrimination.

HGTC prohibits the offenses of domestic violence, dating violence, sexual assault, and stalking and will provide students, faculty, and staff with necessary information regarding prevention, policies, procedures, and resources.

Any student, or other member of the college community, who believes that they have been a victim of sexual harassment, domestic violence, dating violence, sexual assault, or stalking may file a report with the college's Title IX Coordinator or campus law enforcement\*.

\*Faculty and Staff are required to report these incidents to the Title IX Coordinator 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).

For more information, contact Tamatha Sells, Title IX Coordinator, Conway Campus, Building 1100C, Room 107B, 843-349-5218, [tamatha.sells@hgtc.edu](mailto:tamatha.sells@hgtc.edu).

### **PREGNANCY ACCOMMODATIONS**

Under Title IX, colleges must not exclude a pregnant student from participating in any part of an educational program. Horry-Georgetown Technical College is committed to ensuring that pregnant students receive reasonable accommodations to ensure access to our educational programs.

Students should advise the Title IX Coordinator of a potential need for accommodations as soon as they know they are pregnant. It is extremely important that communication between student, instructors, and the Title IX Coordinator begin as soon as possible. Each situation is unique and will be addressed individually.

Title IX accommodations DO NOT apply to Financial Aid. Financial Aid regulations do not give the College any discretion in terms of Financial Aid eligibility.

Certain educational programs may have strict certification requirements or requirements mandated by outside regulatory agencies. Therefore, in some programs, the application of Title IX accommodations may be limited.

To request pregnancy accommodations, please complete the [\*\*Pregnancy Intake Form\*\*](#).