



INSTRUCTIONAL PACKAGE

CRJ 235

Practical Crime Scene Investigation

Effective Term
AY 2020-2021

INSTRUCTIONAL PACKAGE

PART I: COURSE INFORMATION

Effective Term: AY 2020-2021

COURSE PREFIX: CRJ 235

COURSE TITLE: Practical Crime Scene Investigations

CONTACT HOURS:

2 Lecture Hours

3 Lab Hours

5 Semester Hours

CREDIT HOURS: 3

RATIONALE FOR THE COURSE:

Practical Crime Scene Investigations is designed to provide the student with an understanding of the appropriate processes important in the collection and preservation of evidence from a crime scene. An exposure to the application of forensic techniques learned in previous crime scene investigation courses through hands-on processing of simulations allows the student to understand the complex and crucial tasks that are involved in a criminal investigation; where evidence must be properly collected and preserved for truthful presentation in trial or other judicial proceedings.

COURSE DESCRIPTION:

This course is the study of practical, hands-on instruction in methodology and policies for the identification, interpretation, collection, packaging, preservation, and chain of custody of crime scenes and evidence taken from crime scenes.

PREREQUISITES/CO-REQUISITES:

Credit level CRJ 101 Minimum Grade of C or Credit level CRJ 101 Minimum Grade of TC) and (Credit level CRJ 201 Minimum Grade of C or Credit level CRJ 201 Minimum Grade of TC) and (Credit level CRJ 203 Minimum Grade of C or Credit level CRJ 203 Minimum Grade of TC) and (Credit level CRJ 229 Minimum Grade of C or Credit level CRJ 229 Minimum Grade of TC) and Background Check Form 1

REQUIRED MATERIALS:

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.

REQUIRED MATERIALS:

Gardner, R.M., & Krouskup, D.R. (2019). Practical crime scene processing and investigation 3rd Ed. Boca Raton, FL: CRC Press.

Ramirez, C. R., & Parish-Fisher, C. (2012). Crime scene processing and investigation workbook. Boca Raton FL: CRC Press.

ADDITIONAL REQUIREMENTS:

ADDITIONAL REQUIREMENTS: (Required for the Criminal Justice Program):

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

The textbooks and materials required for CRJ 201 – Fingerprinting Science, CRJ 202 – Criminalistics, CRJ 203 – Forensic Photography, and CRJ 230 – Criminal Investigation are supplemental materials for this course.

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.

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*:

List Assessments and Learning Outcomes for each module.

COURSE SCHEDULE

Week 1

Materials Covered: Introduction & the Crime Scene

Chapter 1

Read Chapter 1, pages 1- 19 and

Review MS PowerPoint Presentations

Chapter 1. Review all Photograph Slides.

Student Outcome: Describe Police Goals and Objectives

Student Outcome: Define what Evidence is and how it is used

Student Outcome: Examine and Describe Integrity Issues and Ethics

Student Outcome: Describe Investigative Ethics

Assessment(s): Week 1 Chapter 1 Exercises

Week 2

Materials Covered: Physical Evidence

Chapter 2

Read Chapter 2, pages 19 - 51.

Review MS PowerPoint Presentations

Chapter 2. Review all Slides.

Student Outcome: Describe the difference between Class and Individual Characteristics

Student Outcome: Examine and Describe Fingerprint Evidence

Student Outcome: Examine and Describe Serology and Biological Evidence

Student Outcome: Examine and Describe Trace Evidence

Student Outcome: Examine and Describe Tool Mark Evidence

Student Outcome: Examine and Describe Impression Evidence

Student Outcome: Examine and Describe Chemical Evidence

Student Outcome: Examine and Describe Documentation Evidence

Student Outcome: Examine and Describe Computer Forensics

Student Outcome: Examine and Describe Forensic Pathology

Assessment(s): Week 2 Chapter 2 Exercise 1

Week 3

Materials Covered: Initial Response

Chapter 3

Read Chapter 3, pages 51 - 63.

Review MS PowerPoint Presentations

Chapter 3. Review all Slides.

Student Outcome: Examine and Describe Specific Objectives in Response

Student Outcome: Examine and Describe Securing and Documenting the Scene

Student Outcome: Examine and Describe Basic Activities

Assessment(s): Week 3 Chapter 3 Exercise 1

Week 4

Materials Covered: Processing Methodologies

Chapter 4

Read Chapter 4, pages 63 - 75.

Review MS PowerPoint Presentations

Chapter 4. Review all Slides.

Student Outcome: Examine and Describe Basic Activities of Scene Processing

Student Outcome: Examine and Describe Processing Model

Assessment(s): Week 4 Chapter 4 Exercise 1

Examination 1 Week 4 Chapters 1-4 Pages 1-75

Week 5

Materials Covered: Assessing the Crime Scene

Chapter 5

Read Chapter 5, pages 75 - 104.

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Review MS PowerPoint Presentations

Chapter 5. Review all Slides.

Week 5 Chapter 5 Exercise 1 - 2

Student Outcome: Examine and Describe Initial Information Collection

Student Outcome: Examine and Describe Scope and Boundary

Student Outcome: Examine and Describe Integrity and Contamination

Student Outcome: Examine and Describe Crime Search Pattern Considerations

Student Outcome: Examine and Describe Personal Hazards and Protective Measures

Student Outcome: Examine and Describe Mass Crime Scenes

Assessment(s): Week 5 Chapter 5 Exercise 1 - 2

Week 6

Materials Covered: Crime Scene Photography

Chapter 6

Read Chapter 6, pages 107 - 145.

Review MS PowerPoint Presentations

Chapter 6. Review all Slides.

Student Outcome: Examine and Describe Recurring Problems in Crime Scene Photography

Student Outcome: Examine and Describe Types and Purpose of Photographs

Student Outcome: Examine and Describe the Road Mapping Method of Photographic Documentation

Student Outcome: Examine and Describe Camera Control Issues

Assessment(s): Week 6 Chapter 6 Exercise 1 Article Review

Crime Scene Notes and Reports Exercise Due

Week 7

Materials Covered: Sketching and Mapping

Chapter 7

Read Chapter 7, pages 147 - 178.

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Review MS PowerPoint Presentations

Chapter 7. Review all Slides.

Week 7 Chapter 7 Exercise 1

Student Outcome: Examine and Describe Elements of Sketching

Student Outcome: Examine and Describe Methods of Crime Scene Mapping

Student Outcome: Examine and Describe Mapping Technologies

Assessment(s): Week 7 Chapter 7 Exercise 1

Week 8

Materials Covered: Narrative Descriptions

Chapter 8

Read Chapter 8, pages 179 - 190.

Review MS PowerPoint Presentations

Chapter 8. Review all Slides.

Student Outcome: Examine and Describe Investigative Notes

Student Outcome: Examine and Describe Crime Scene Reports

Assessment(s): Week 8 Chapter 8 Exercise 1

Examination 2 Week 8 Chapters 5-8 Pages 75-190

Week 9

Materials Covered: Basic Skills

Chapter 9

Read Chapter 9, pages 191 - 207.

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Review MS PowerPoint Presentations

Chapter 9. Review all Slides.

Student Outcome: Examine and Describe Applying Light Technology

Student Outcome: Examine and Describe Choosing Light Sources

Student Outcome: Examine and Describe Recovering Fingerprints

Student Outcome: Examine and Describe On Scene Fingerprinting

Student Outcome: Examine and Describe Casting Impressions

Assessment(s): Week 9 Chapter 9 Exercise 1-9

Crime Scene Photo & Sketch Documentation Exercise

Week 10

Materials Covered: Basic Skills for Scene Processing: Fingerprint Evidence

Chapter 10

Read Chapter 10, pages 207 - 232.

Review MS PowerPoint Presentations

Chapter 10. Review all Slides.

Student Outcome: Examine and Recovering Fingerprints

Student Outcome: Examine and Describe the Science of Fingerprints

Student Outcome: Examine and Describe Classification vs. Identification

Assessment(s): Week 10 Chapter 10 Exercise

Week 11

Materials Covered: Basic Skills for Scene Processing: Impression Evidence

Chapter 11

Read Chapter 11, pages 233 - 355.

Review MS PowerPoint Presentations

Chapter 11. Review all Slides.

Week 11 Chapter 11 Exercise

Student Outcome: Examine and Describe Impression Evidence

Student Outcome: Examine and Describe Specific Issues Related to Tire Mark Impressions

Student Outcome: Examine and Describe Recovery of Standards for Impression Evidence Examinations

Assessment(s): Week 11 Chapter 11 Exercise

Crime Scene Processing & Collection Exercise

Week 12

Materials Covered: Advance Techniques: Shooting Scene Documentation and Reconstruction

Chapter 12

Read Chapter 12, pages 255 - 281.

Review MS PowerPoint Presentations

Chapter 10. Review all Slides.

Student Outcome: Examine and Describe Bullet Trajectory Analysis

Student Outcome: Examine and Describe Direction of Fire

Student Outcome: Examine and Describe Trajectory Analysis Documentation

Assessment(s): Week 12 Chapter 12 Exercise

Week 13

Materials Covered: Advance Techniques: Bloodstain Pattern Analysis in the Crime Scene

Chapter 13

Read Chapter 13, pages 281 - 305.

Review MS PowerPoint Presentations

Chapter 13. Review all Slides.

Week 13 Chapter 13 Exercise

Student Outcome: Examine and Describe Blood Pattern Analysis

Student Outcome: Examine and Describe the Theory and Principles of Bloodstain Pattern Analysis

Student Outcome: Examine and Describe the Pattern Diversity Principle

Student Outcome: Examine and Describe the Principle of Stain Shape and Vector Correlation

Student Outcome: Examine and Describe the Physically Altered Bloodstain Principle

Student Outcome: Examine and Describe the Methodology of BPA

Assessment(s): Week 13 Chapter 13 Exercise

Crime Scene Processing & Collection Exercise

Week 14

Materials Covered: Special Considerations

Chapter 14

Read Chapter 14, pages 307 - 331.

Review MS PowerPoint Presentations

Chapter 14. Review all Slides.

Student Outcome: Examine and Describe Fire Scenes

Student Outcome: Examine and Describe Landfill Recoveries

Student Outcome: Examine and Describe Buried and Scattered Remains

Student Outcome: Examine and Describe Entomology Evidence Associated with Bodies

Assessment(s): Week 14 Chapter 14 Exercise

Week 14

Materials Covered: Advance Techniques: Body as a Crime Scene

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Chapter 15

Read Chapter 15, pages 331 - 349.

Review MS PowerPoint Presentations

Chapter 15. Review all Slides.

Student Outcome: Examine and Describe Body as a Crime Scene

Student Outcome: Examine and Describe Examination of a Corpse

Student Outcome: Examine and Describe Understanding the Mechanisms of Injury

Assessment(s): Week 14 Chapter 14 Exercise

Evidence Examination & Processing

Week 14

Materials Covered: Analysis and Reconstruction

Chapter 16

Read Chapter 16, pages 349 - 369.

Review MS PowerPoint Presentations

Chapter 16. Review all Slides.

Week 14 Chapter 14 Exercises

Student Outcome: Examine and Describe Concept of Scene Reconstruction

Student Outcome: Examine and Describe Scene Reconstruction Methodology

Student Outcome: Examine and Describe Event Analysis

Assessment(s): Week 14 Chapter 14 Exercises

Crime Scene Project Presentations

Exam 3 Week 15 Chapters 9-16 Pages 191-369

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

Part III: Grading and Assessment

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

EVALUATION:

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 other week with the 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 are three (3) hours 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.

THE COURSE PROJECT

The student will participate in the investigation mock crime, including sketching, photographing and processing of a mock crime scene. The scene will be based on a crime as determined by the course professor of record. The student will be assigned to one of several teams of a size and composition determined by the course professor. Each student, although working as a team, will submit an individual case file based on two elements, which are (1) the team's collaborative effort in processing the crime scene and (2) the research regarding the relevant case law applicable to the crime scene. Therefore, the team case file, as submitted by each student, will include a minimum of the following components:

- Synopsis of the Case
- Investigative Report Writing
- Crime Scene Walk Through
- Crime Scene Sketch with Draft
- Photograph List (log) with actual photographs taken in class
- Evidence List
- Crime Scene Processing
- Evidence Examination & Processing
- Relevant Statutes and Codes
- Relevant Case Law

Each component of the project will occur as a participatory assignment staged during class time throughout the semester. For example assignment #1 will be a graded assignment involving a synopsis of the case, or a brief summary, capsulizing the case that will be presented to the prosecution. The student will be required to collect the information during class and compile the information into a finished project as homework before submission to the course professor on the due date announced in

class for that component. All students **must** participate in each component of the project throughout the semester and the final case file similar to the professional requirements of a crime scene processor, whether detective, police officer, or technician, to receive a passing grade. Each student will be required to submit separate assignments and the final case file. Further description and instructions for final case file and the component assignments will be distributed during the first class after the add/drop period, or the first five days of the semester, whenever and however announced.

The project paper **must** be a minimum of 5 - 10 double-spaced pages. All resource material used **must** be cited and referenced, and all resources must be listed in a reference page. The format of the paper, all references, and citations must conform to the *Publication Manual of the American Psychological Association* (2010). The minimum number of pages required does **not** include the title page or reference page(s). The font used should be Times New Roman at size 12 with 1" margins on all sides.

The project will be due during the (14 & 15th) weeks of class; the specific date will be announced by the professor of record. Any project received after the above due date at the beginning of class will be considered late. A project will lose ten (10) points for each day tardy. The penalty will be assessed after the project is graded for quality and content. As mentioned above, there will be a reduction of ten (10) points for each day that the project is late until four (4) days after the due date, at which time **no** late projects will be accepted, regardless of reason. Students **not** submitting a project will receive a grade of zero.

EVALUATION*

COURSE GRADING SUMMARY:

Test One	15%
Test Two	15%
Test Three	15%
Online Assignments	28%
Walk Through & Note Taking	4%
Sketching & Photo Documentation	4%
Scene Processing & Collection	4%
Evidence Examination & Processing	4%
Crime Scene Presentation	11%
<hr/> Total	<hr/> 100 %

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

GRADING SYSTEM:

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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.

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 sstc@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