



**Anthropology/Criminal Justice 207
Introduction to Forensics
Fall 2009**

Course Information

**Item # CJ 5012 A, ANTH 5155 A
5 Credit Hours**

**TIME: MW 3:00 P.M. – 5:10 P.M.
ROOM: D101**

Instructor: Mary Norton, M.A. Anthropology, MAED
Office Location: D200D
Office Phone: 425-564-4189
Office Hours: M 5:10 – 6:10 p.m. & by appointment.

Introduction to Forensic Anthropology. Steven N. Byers. 2008. 3rd edition. Pearson. ISBN 10:0-205-51229-1.

Forensic Anthropology Laboratory Manual. Steven N. Byers. 2008. 2nd edition. Pearson. ISBN 10: 0-205-53236-5.

RECOMMENDED: A good dictionary (Internet dictionary is o.k.).

Course Description

Introduces the basic procedures employed by forensic anthropologists during the recovery and analysis of human remains and associated materials of legal interest. Explores how biological anthropologists apply expertise in osteology, skeletal variation and plasticity, skeletal pathology, archaeological recovery of evidence, and body decomposition to medical/legal investigations. Same as CJ 207 (prev ADMCJ 207). Either ANTH 207 or CJ 207 (prev ADMCJ 207) may be taken for credit, not both. *Prerequisite*: ANTH& 204 (prev ANTH 105) or ANTH& 205 (prev ANTH 201) recommended.

Course Learning Outcomes: At the end of this course, students will be able to:

- Identify elements of human skeletal and dental anatomy.
- Identify characteristics that differentiate the manner of death (natural causes, homicide, suicide, or accident), and the principles used for estimation of time of death.

- Describe techniques used for biological profiling (age, sex, race, height) from skeletal remains.
- Describe the theories and techniques used in forensic DNA analysis.
- Describe characteristics of evidence at crime scenes, including methods of collection, preservation, analysis, class differentiation, comparison, and report preparation.
- Demonstrate an understanding of the legal role of the forensic anthropologist including issues in crime scene processing and evidence collection.

Learning and Assessment

Students are responsible for their own learning, and for improving their learning and self-assessment skills. Instructor feedback will focus on the strengths and weaknesses of student's work and on helping students with self-assessment and setting improvement goals for themselves. Defining, achieving, and valuing excellence is a major goal in this class.

Learning Assessment Tools

<i>Assignment/activities</i>	<i>Point value</i>
Attendance and participation	50
2 Quizzes @ 20 points (Multiple choice and/or constructed-response)	40
16 Laboratory Manual Exercises (16 out of 17) @ 10 points each (Collaborative)	160
<i>Forensic Anthropology Report: Exercise 19.1 (Team/collaborative)</i>	50
<i>Expert Witness Testimony Evaluation: Exercise 19.2 (Team)</i>	100
Midterm	100
Final Exam	100
Total	600

- Written assignments are due the next class meeting after assigned unless otherwise agreed upon by the instructor.

FINAL EXAM: WEDNESDAY, 12/9, 1:30 – 3:20 P.M.

If you are late to class, please remember to check in with your classmates or me for any information about course materials, handouts, or schedule changes.

The assignments you complete in this course are some the instruments through which we will accomplish the course outcomes and fulfill the course goals. Evaluations of your academic performance are based on class assignments and classroom participation. Students are held responsible for any assignments, class related handouts or project material missed due to an absence.

All written assignments (not including Exercises in Laboratory Manual) must be typed or word-processed (**NO HAND WRITTEN PAPERS WILL BE ACCEPTED**). All assignments must be completed by the assigned date. The instructor will collect assignments at some point during the class.

Any assignments not turned in during this time will be considered late. Late work will not earn the full points possible. Work turned in late will receive a 10% deduction for each class meeting it is late. For example, an assignment worth 10 points maximum that is turned in one class meeting late will earn

only 9 points maximum.

Keep all your work in a notebook/portfolio until the end of the term.

Class Supplies

- Course textbooks
- Binder/paper/ruler, etc.
- Access to a computer
- Stapler and scissors
- BC e-mail account
- Digital/film camera
- Additional materials as needed

Note: Having adequate and appropriate supplies will enhance your opportunities for success. Students who are ill-prepared for the standards and pace of this course will have difficulties focusing on content and assignment quality.

BC Grade Scale

Percentage	Letter Grade	Numerical Grade	Percentage	Letter Grade	Numerical Grade
95-100%	A	4.0	78-79%	B-	2.4
94%	A	3.9	76-77%	C+	2.3
93%	A	3.8	74-75%	C+	2.2
92%	A-	3.7	72-73%	C+	2.1
91%	A-	3.6	70-71%	C	2.0
90%	A-	3.5	68-69%	C	1.9
89%	A-	3.4	66-67%	C	1.8
88%	B+	3.3	64-65%	C-	1.7
87%	B+	3.2	62-63%	C-	1.6
86%	B+	3.1	60-61%	C-	1.5
85%	B	3.0	59%	C-	1.4
84%	B	2.9	58%	D+	1.3
83%	B	2.8	57%	D+	1.2
82%	B-	2.7	56%	D+	1.1
81%	B-	2.6	55%	D	1.0
80%	B-	2.5	50% and below	F	0.0

Granting the request and assigning the “I” grade is the prerogative of the instructor. See Course Catalog for more information.

BC Grading Standards

The following are standards for course evaluations:

“A” grades indicate “outstanding” achievement:

The “A” student

- demonstrates consistent mastery of learning outcomes for the course;

- demonstrates ability to interpret, integrate, and apply learning outcomes beyond the context of the course through application of critical and creative thinking skills;
- completes work assignments that consistently exceed requirements and that interpret and apply objectives in new, unique, or creative ways;
- demonstrates consistent leadership in class participation activities.

“B” grades indicate “high” achievement:

The “B” student

- demonstrates a high level of competence in learning outcomes for the course;
- demonstrates ability to interpret, integrate, and apply learning outcomes within the context of the course through application of critical and creative thinking skills;
- completes work assignments that consistently meet most requirements;
- contributes regularly to class participation activities.

“C” grades indicate “satisfactory” achievement:

The “C” student

- demonstrates a satisfactory level of competence in learning outcomes for the course;
- demonstrates competent ability to interpret, integrate and apply learning outcomes within the context of the course;
- completes work assignments that satisfy minimum requirements for the course;
- satisfies minimum requirements for class participation activities.

“D” grades indicate “poor” achievement:

The “D” student

- demonstrates minimum competence in some learning outcomes for the course;
- completes work assignments that usually meet minimum requirements;
- contributes inconsistently or infrequently to class participation activities.

“F” grade indicates “unsatisfactory achievement.

*See the latest edition of the catalog and class schedule for updates

Class Expectations

All students should clearly understand that the classroom is a safe environment for all. **Respect** for each student’s integrity, diversity of thought, and learning style is an important part of the learning environment. This is the expected right of all students. The instructor will strictly monitor protocols of **civility and respect for the dignity** of each person.

In addition, it is the right of each student to be able to participate without undue interruption or distraction. To this end, it is important for all students to make every effort to be **punctual**. The pressures of time are as important in the classroom as they are in work.

Students with documented learning or physical disabilities should notify the instructor as soon as possible so that the necessary accommodations or adjustments can be made to provide equal access to the learning environment.

Plagiarism is literally thievery. It is taking the words or ideas of another and representing them as your own. Do not copy from another student’s work. Plagiarism will result in a failing grade in the course. It cannot be

emphasized enough that cheating and plagiarism are serious offenses in our learning community. If you are confused about how to do assignments, citations, etc., without plagiarizing, please ask for assistance. Our library has a full array of learning aids and tools.

Students are welcome to contact me at any time by e-mail or telephone, but please be patient. I will return messages as soon as possible. E-mail is actually faster as I am only in my office during office hours, but I am at my computer way too much!

Classroom Protocol

- Assignments must be turned in on the day posted in this syllabus. If your assignment is late, consider having a class-mate turn it in for you or as an e-mail attachment.
- Missing quizzes may not be made up. Moreover, intentionally making false claims or statements regarding late papers, projects or attendance in the course is a violation of the academic code of conduct.
- Student(s) with a disability requiring auxiliary aids, services, or other accommodations should contact the College Disability Support Services at 425-564-2498 or www.bellevuecollege.edu/drc.
- The student is responsible for collecting any missed assignments, handouts or any other classroom materials due to an absence.
- Disagreements over scores must be resolved one week after the score was submitted.
- Students should maintain backup copies of all submitted works.
- All submitted works must be fully complete and ready to turn in (no partial works allowed for submission).
- The instructor reserves the right to modify the course schedule.
- Turn off cell phones, pagers or other electronic communication devices before entering the classroom.
- Disorderly, abusive, or bothersome conduct will not be tolerated in the classroom. Moreover, disorderly or abusive behavior which interferes with the rights of others or which obstructs or disrupts teaching will result in immediate disciplinary action.
- See the latest edition of the Student Handbook for additional information regarding student rights and responsibilities.

E-Mail Protocol

Please send only your word document and/or attachments. Do not send any assignment written as a standard e-mail document. Make sure your name also appears on the attachment itself.

Neither the institution nor the instructors are responsible for any Internet Service Providers' [ISP], (AOL, MSN, Earthlink, etc.) technological failures or mishaps.

Extra Credit

If Extra Credit is allowed, it is only with negotiation and approval of the entire class.

Affirmation of Inclusion

Bellevue College is committed to maintaining an environment in which every member of the campus community feels welcome to participate in the life of the college, free from harassment and discrimination. We value our different backgrounds at Bellevue College, and students, faculty, staff members, and administrators are to treat one another with dignity and respect. Further information can be found at <http://bellevuecollege.edu/about/goals/inclusion.asp>

Academic Values

The College regards acts of academic dishonesty, including such activities as plagiarism, cheating and/or violations of integrity in information technology, as very serious offenses. In the event that cheating, plagiarism or other forms of academic dishonesty are discovered, each incident will be handled as deemed appropriate. Care will be taken that students' rights are not violated and that disciplinary procedures are instituted only in cases where documentation or other evidence of the offense(s) exist.

Social Science Student Info and Policies

Cheating, Stealing and Plagiarizing [1]

Cheating, stealing and plagiarizing (using the ideas or words of another as one's own without crediting the source) and inappropriate/disruptive classroom behavior are violations of the Student Code of Conduct at Bellevue College. Examples of unacceptable behavior include, but are not limited to talking out of turn, arriving late or leaving early without a valid reason, allowing cell phones/pagers to ring, and inappropriate behavior toward the instructor or classmates. The instructor can refer any violation of the Student Code of Conduct to the Dean of Student Services for possible probation or suspension from Bellevue College. Specific student rights, responsibilities and appeal procedures are listed in the Student Code of Conduct, available in the office of the Dean of Student Services.

Incomplete

If a student fails to complete all the required work for a course, an instructor may assign the grade of Incomplete ("I"). The student must complete the coursework by the end of the next quarter, or receive the assigned letter grade (usually an "F").

F Grade

Students who fail a course will receive a letter grade of "F."

Final Examination Schedule

The Social Science Division will adhere to the final examination schedule as stated in the BC Schedule. Final examinations will be held at the end of each quarter at fixed times. Instructors will not give examinations in advance of the regular schedule. A student who is absent from any examination held at any time during the quarter may forfeit the right to make up the examination. If, for illness or some other circumstance beyond the student's control, the student is unable to be present at any scheduled examination and has contacted the instructor on a timely basis, the student may be permitted to take such examination at a time designated by the instructor.

Withdrawal From Class

College policy states that students must formally withdraw from a class by the end of the seventh week of the quarter (Registration Office, B125). If a student has not withdrawn by that date, an appropriate letter grade will be assigned for the course.

Hardship Withdrawal

Instructors may assign the grade of "HW" (hardship withdrawal) at their discretion in the event that a student cannot complete the coursework due to extreme and exceptional circumstances. Students may also contact the Enrollment Services office BEFORE grades are assigned in cases of hardship.

Students Who Require Disability Accommodations

Students with disabilities who have accommodation needs are encouraged to meet with the Disability Resource Center (DRC) office located in B132 (telephone 425.564.2498 or TTY 425.564.4110), to establish their eligibility for accommodation. The DRC office will provide each eligible student with an accommodation letter. Students who require accommodation in class should review the DRC accommodation letter with each instructor during the first week of the quarter.

Students with mobility challenges who may need assistance in case of an emergency situation or evacuation should register with Disability Resource Center, and review those needs with the instructor as well.

Distribution of Grades

Grades will not be posted in the Social Science Division or in faculty offices, and secretaries will not give out grades. Students should access their grades through the BC Web site.

Return of Papers and Tests

Paper and/or Scantron score sheet returns will be arranged in the following ways ONLY: by mail, if student supplies the instructor with stamped, self-addressed envelope (with appropriate postage); or by the instructor designating a time and place whereby the student may retrieve his/her papers. Unclaimed papers and/or Scantron score sheets must be kept by the instructor for a minimum of sixty (60) instructional days following the end of the quarter.

[1] If you are accused of cheating, stealing exams and/or plagiarism, there is a Bellevue College Student Discipline and Appeals Procedure (the right to due process) which you may pursue. Contact the office of Division Chair (D110), the Dean of Student Services (B231A) or the Associated Student Body (C212) for information regarding the appeals process.

Student code

Cheating, stealing and plagiarizing (using the ideas or words of another as one's own without crediting the source) and inappropriate/disruptive classroom behavior are violations of the Student Code of Conduct at Bellevue College. Examples of unacceptable behavior include, but are not limited to talking out of turn, arriving late or leaving early without a valid reason, allowing cell phones/pagers to ring, and inappropriate behavior toward the instructor or classmates. The instructor can refer any violation of the Student Code of Conduct to the Vice President of Student Services for possible probation or suspension from Bellevue College. Specific student rights, responsibilities and appeal procedures are listed in the Student Code of Conduct, available in the office of the Vice President of Student Services. The Student Code, Policy 2050, in its entirety is located at:

http://bellevuecollege.edu/policies/2/2050_Student_Code.asp

Information about Bellevue Colleges copyright guidelines can be found at:

<http://bellevuecollege.edu/lmc/links/copyright.html>

A good resource for Plagiarism is the Writing Lab: <http://bellevuecollege.edu/writinglab/Plagiarism.html>

Important Links

Bellevue College E-mail and access to MyBC

All students registered for classes at Bellevue College are entitled to a network and e-mail account. Your student network account can be used to access your student e-mail, log in to computers in labs and classrooms, connect to the BC wireless network and log in to MyBC. To create your account, go to:

<https://bellevuecollege.edu/sam>.

BC offers a wide variety of computer and learning labs to enhance learning and student success. Find current campus locations for all student labs by visiting the [Computing Services website](#).

Disability Resource Center (DRC)

The Disability Resource Center serves students with a wide array of learning challenges and disabilities. If you are a student who has a disability or learning challenge for which you have documentation or have seen someone for treatment and if you feel you may need accommodations in order to be successful in college, please contact us as soon as possible.

If you are a person who requires assistance in case of an emergency situation, such as a fire, earthquake, etc, please meet with your individual instructors to develop a safety plan within the first week of the quarter.

The DRC office is located in B 132 or you can call our reception desk at 425.564.2498. Deaf students can reach us by video phone at 425-440-2025 or by TTY at 425-564-4110. Please visit our website for application information into our program and other helpful links at [Disability Resource Center](#).

Public Safety

The Bellevue College (BC) Public Safety Department's well trained and courteous non-commissioned staff provides personal safety, security, crime prevention, preliminary investigations, and other services to the campus community, 24 hours per day, 7 days per week. Their phone number is 425.564.2400. The Public Safety website is your one-stop resource for campus emergency preparedness information, campus closure announcements and critical information in the event of an emergency. Public Safety is located in K100 and on the web at: [Public Safety](#).

Academic Calendar

The Bellevue College Academic Calendar is separated into two calendars. They provide information about holidays, closures and important enrollment dates such as the finals schedule.

- Enrollment Calendar - [Enrollment Calendar](#). On this calendar you will find admissions and registration dates and important dates for withdrawing and receiving tuition refunds.
- College Calendar - [College Calendar](#). This calendar gives you the year at a glance and includes college holidays, scheduled closures, quarter end and start dates, and final exam dates.

Please see separate academic calendar for this class for schedule of class meetings and topics.