

# CRIME SCENE PROCESSING

CRIJ 4344 | SPRING 2025

## Course Syllabus

**"The investigator seeks out the *truth*, the whole naked incontrovertible truth, let it finish where it may.** -Frances Glessner Lee



## Course Description

This course will present the fundamentals of crime scene investigation by discussing the identification, documentation, and collection of physical evidence at crime scenes. The course will emphasize techniques for crime scene documentation such as note-taking, photography, and sketching, as well as the proper collection and packaging techniques for different types of evidence to ensure that the evidence is protected for future forensic analysis. Students will be asked to think critically about the management of crime scenes, evidence collection and analysis procedures, crime scene personnel/agencies, and evidence admissibility in court. At the end of the course, students will participate in a mock crime scene examination that will require application of course material to a full crime scene processing. During the mock scene, students will be required to follow procedures to ensure that the scene is properly secured and documented and that all relevant evidence is located, processed, and collected in such a way as to ensure investigator safety and evidence sustainability.

### DR. DANIELLE BAILEY

My office is in the College of Arts & Sciences building, Office 135A. You can reach me at [dbailey@uttyler.edu](mailto:dbailey@uttyler.edu) or 903.566.7432.

I hold Open Office Hours on Tuesdays from 11:00AM to 2:00PM. During these times, I will be available in my office for student walk-in help, questions, and assistance. You can also schedule an appointment with me as needed. Please email appointment requests.

## Class Details

Tuesdays  
5:00 P.M. - 7:45 P.M.  
Health Science Campus

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*This syllabus was created to provide you with an overview of the learning expectations for this course. You can find additional details about class assignments and course policies on the Canvas Course Syllabus page.*



# Course Learning Objectives

By the completion of this course, you will be able to:

- Demonstrate crime management techniques
- Locate relevant physical evidence at a crime scene based on crime scene type
- Demonstrate evidence documentation procedures including sketching, notetaking, and photography
- Identify appropriate processing techniques for physical evidence
- Apply appropriate field-based processing techniques to physical evidence
- Determine appropriate evidence collection procedures based on the crime scene characteristics, alleged offense, and evidence type
- Describe situations that threaten evidence admissibility in court
- Assess safety considerations of crime scenes for investigators and laboratory analysts
- Analyze ethical concerns for crime scene investigators, crime laboratories, and the role of forensic science within the criminal justice system as a whole
- Manage a mock crime scene investigation from scene discovery to scene release

## Required Textbook



### **So You Want to be a CSI? (1st ed.)**

S. Clutter, L. Boone, D. McGill  
ISBN: 9781524989705 (Hardback)

## Course Format

This class is taught as a flipped classroom, meaning that you will engage with lecture materials and readings outside of class, allowing in-class time to be dedicated to hands-on activities, discussions, and collaborative work. To help you stay organized, a detailed course schedule is provided on Canvas that identifies online and in-class assignments. In order to make the most of class activities, it is important to come prepared with study notes and other materials. Regular class attendance is essential. For excused absences and emergencies, please contact me via email.



Susan Clutter



Dr. Leggie Boone



David McGill

## Supplementary Materials

Additional instructional materials are provided for you on the Crime Scene Processing section of Dr. Bailey's website (link below). Use of Dr. Bailey's website is not required but is recommended for students seeking additional instruction or assistance with the course material.

[www.daniellebaileyphd.com](http://www.daniellebaileyphd.com)



# Course Assignments

## Reading Guides

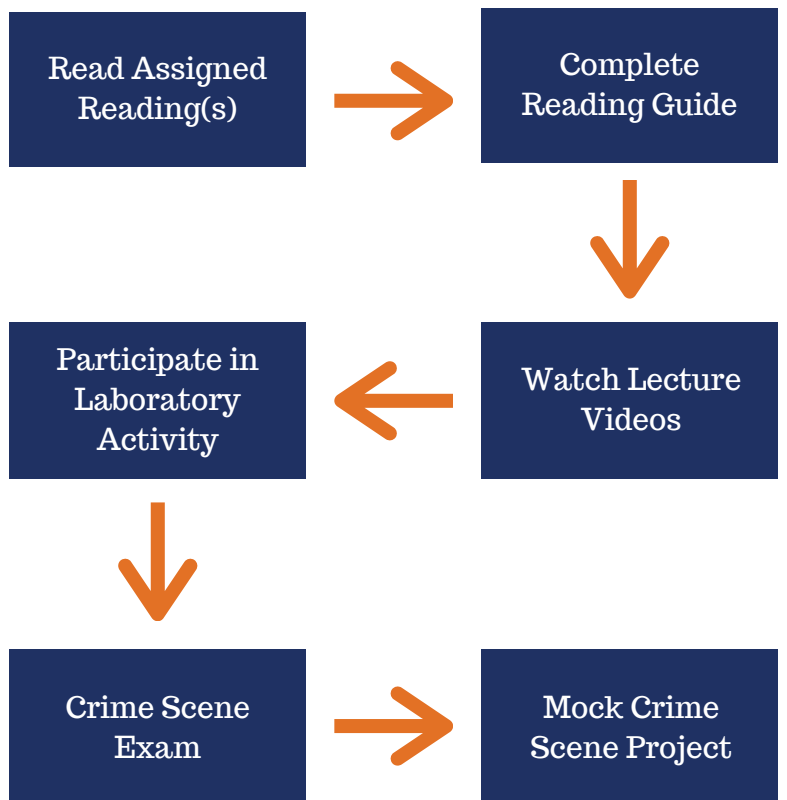
Readings are a vital part of this course because you will put the concepts into action during the module's laboratory activity. To promote retention and comprehension, you will complete a reading guide for each module. The guide will prompt you to reflect on vocabulary and concepts discussed in each of the assigned readings for that module. You can complete reading guides in Microsoft Word or by hand. Completed reading guides will be submitted through Canvas.

## Lecture Video Quizzes

All lecture material for this course will be provided online through Canvas. Lecture videos include embedded quiz questions designed to ensure attention and recall. Lecture quizzes are automatically scored and entered into your Canvas gradebook after completing the video, but you may retake the video again for a higher score. Only the most recent score will be applied to your final grade.

## Crime Scene Exam

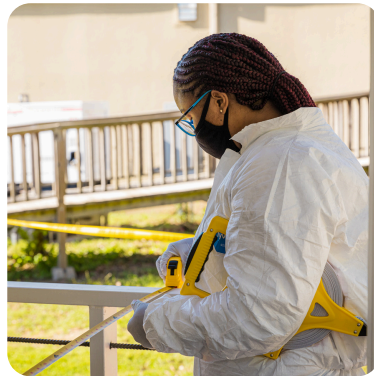
You will complete one exam worth 100 points. This exam will test you over all of the lecture material and assigned readings up to that point. The exam is designed to ensure you are prepared for the Mock Crime Scene, which will occur during the following module.





## Laboratory Activities

This course includes multiple activities designed to provide you with practical experience using the crime scene processing techniques you learn throughout the semester. Each of the laboratory activities will require a laboratory report with documentation that simulates real crime scene paperwork. Due to equipment needs, these activities will be completed in small groups.



### Mock Crime Scene

During the final laboratory of the semester, you and your classmates will process a mock crime scene from start to finish. You will need to document the crime scene using the appropriate sketching, note-taking, and photography techniques. You must also find relevant evidence within the scene, collect and package the evidence, and create a chain of custody for collected items.

The Mock Crime Scene will be done over several weeks. It starts with the Mock Crime Scene Laboratory Activity. You will be given two additional class days for evidence processing, after which time you will submit a Mock Crime Scene Laboratory Report as a group/class. The final part of the Mock Crime Scene Project is a Reflection Paper due during finals week.

### Group Member Responsibilities

I expect you to adhere to the following conditions during group activities:

- 1. Notify me and your group members as early as possible if you are unable or unwilling to participate in any part of the group activity.*
- 2. Participate in your group to the best of your ability. You should expect to meet outside of class time (in person or virtually) to complete group assignments.*
- 3. Split group work evenly between all group members so that all group members contribute equally to the final product.*
- 4. Provide all requested contributions to your group before the assignment due date so that the group activity can be compiled, edited, and finalized together.*
- 5. Do not wait until the deadline to bring concerns to your group members and/or the professor.*
- 6. Bring your best self to your group.*

**Group activities include both individual and group grade components. Based on group member performances, I reserve the right to adjust the group grade for individual group members.**

# GRADES

## Individual Assignments

Icebreaker	5 points
Reading Quizzes (10 points each)	100 points
Lecture Videos (5 points each)	150 points
Crime Scene Exam	100 points

Individual Assignment Points:

**355**

## Laboratory Activities and Reports

First Responder Duties	45 points
Crime Scene Sketching	45 points
Basic Photography	45 points
Photographing with Light	45 points
Crime Scene Photography	45 points
Evidence Collection	45 points
Biological & Trace Evidence	45 points
Fingerprint & Impression Evidence	45 points
Crime Scene Reconstruction	45 points

Laboratory Activity Points:

**405**

## Mock Crime Scene

Mock Crime Scene Laboratory	50 points
Evidence Processing, Day One	20 points
Evidence Processing, Day Two	20 points
Mock Crime Scene Laboratory Report	100 points
Mock Crime Scene Reflection Paper	50 points

Mock Crime Scene Points:

**240**

Total Points Possible

**1,000**

## Grading Scale

A	900 or more points
B	800-899 points
C	700-799 points
D	600-699 points
F	Less than 600 points



## My Office Hours

I hold Open Office Hours every Tuesday in my CAS 135A office. During this time block, I can go over assignments, discuss quizzes/exams, and answer any questions about course material. I will also be available after 2:30PM every Tuesday at the Crime Scene Complex for questions or assistance with laboratory reports. If you are unable to visit me during my scheduled office hours and need help, please feel free to contact me via email and set up an appointment. I can set up on-campus or video-conferencing appointments as necessary.

## Assignment Submissions

Assignments will either be completed during class or submitted on Canvas. Due dates for all assignments are provided in the detailed Course Schedule, available in the Welcome Module of the Canvas course. I encourage you to use the Canvas Calendar to keep track of the course assignments and upcoming deadlines.

## My Response Time

I try to respond to all emails and voicemails within one business day. I do not regularly check emails on weekends, holidays, and school breaks, so response time may be longer at these times. I try to grade all assignments, activities, and exams within two weeks of the due date. Much of the time you will be able to see grades sooner than the times listed. However, there are times when it takes longer to grade assignments, so please be patient if you do not see your grades immediately.

## Late Work Lottery

I recognize that life sometimes interferes with your plans, so I will accept individual assignments (except the exam) late in this course without penalty. However, late assignments will only be accepted until I have graded all of the submitted ones. This means that the acceptance of late assignments is a lottery: you may get at least one more day, possibly more, but once I finish grading, no further late submissions will be accepted. Since they are graded automatically, lecture videos can be made up at any time without penalty.

### I'm Here to Help You Succeed



During the course, if you experience any situation that impacts your physical, mental, or emotional health, please reach out to me by email. My goal is to help you be successful in the course, so I am happy to discuss alternative options as necessary.

## Make-Up Laboratory Activities

This course includes several hands-on laboratory activities that cannot be made up at home because they require special equipment. For that reason, I will offer appointments for make-up laboratories during the Crime Scene Exam module. This will ensure that you have access to the necessary equipment and can complete the activities under proper supervision. Students with multiple excused laboratory activity absences will be handled on a case-by-case basis to determine the best course of action for making up missed work.



# Artificial Intelligence (AI) Policies

## UT Tyler's AI Policy

UT Tyler is committed to exploring and using artificial intelligence (AI) tools as appropriate for the discipline and task undertaken. We encourage discussing AI tools' ethical, societal, philosophical, and disciplinary implications. All uses of AI should be acknowledged as this aligns with our commitment to honor and integrity, as noted in UT Tyler's Honor Code. Faculty and students must not use protected information, data, or copyrighted materials when using any AI tool. Additionally, users should be aware that AI tools rely on predictive models to generate content that may appear correct but is sometimes shown to be incomplete, inaccurate, taken without attribution from other sources, and/or biased. Consequently, an AI tool should not be considered a substitute for traditional approaches to research. You are ultimately responsible for the quality and content of the information you submit. Misusing AI tools that violate the guidelines specified for this course (see below) is considered a breach of academic integrity. The student will be subject to disciplinary actions as outlined in UT Tyler's Academic Integrity Policy.

## Dr. Bailey's AI Policy

In this course, I encourage you to use AI programs (ChatGPT, Copilot, etc.) to help you complete your coursework. These programs can be powerful tools for learning and other productive pursuits, including completing assignments in less time, helping you generate new ideas, and serving as a personalized learning tool. However, your ethical responsibilities as a student remain the same. You must follow UT Tyler's Honor Code and uphold the highest standards of academic honesty. This applies to all uncited or improperly cited content, whether created by a human

or in collaboration with an AI tool. If you use an AI tool to develop content for an assignment, you must cite the tool's contribution to your work. Because AI-generated content is not necessarily accurate or appropriate, you must assess the validity and applicability of any submitted AI output. You will not earn full credit if inaccurate, invalid, or inappropriate information is found in your work.

Some written assignments in this course will require an AI Use Statement explaining how AI was used, if at all, for the assignment. You should provide details on what your goals were for the AI program, what prompts you used, and how you used the results from AI to create your submission. This statement can be submitted as a separate page at the end of the assignment, a separate document attached to the Canvas submission form, or as a comment on the Canvas submission form.

## Citing AI Sources

You must acknowledge your use of Artificial Intelligence programs in your written work using proper APA format. See below.

### In-text citation

(Copilot, 2024)

### Reference citation

Copilot. (2024). Microsoft Copilot (Sep 1 version) [Large language model].  
<https://copilot.microsoft.com/>

Learn more about APA format and AI sources: [How to cite ChatGPT](#)

# CLASS SCHEDULE



1

## Introduction to Crime Scene Processing

- Icebreaker
- Reading Guide
- Lecture Videos

3

## Searching & Sketching Crime Scenes

- Reading Guide
- Lecture Videos
- Crime Scene Sketching Laboratory & Report

5

## Photographing with Light

- Reading Guide
- Lecture Videos
- Photographing with Light Laboratory & Report

7

## Evidence Documentation & Packaging

- Reading Guide
- Lecture Videos
- Evidence Collection Laboratory & Report

8

## Collecting Fingerprints & Impression Evidence

- Reading Guide
- Lecture Videos
- Fingerprints & Impression Evidence Laboratory & Report

10

## Mock Crime Scene Preparation

- Crime Scene Exam

12

## Mock Crime Scene Evidence Processing

- Mock Crime Scene Evidence Processing, Day 1

14

## Finals Week

- Mock Crime Scene Reflection Paper

9

## Collecting Biological and Trace Evidence

- Reading Guide
- Lecture Videos
- Biological & Trace Evidence Laboratory & Report

11

## Reconstructing Crime Scenes

- Reading Guide
- Lecture Videos
- Crime Scene Reconstruction Laboratory & Report

13

## Mock Crime Scene

- Mock Crime Scene Laboratory

15

## Mock Crime Scene Evidence Processing

- Mock Crime Scene Evidence Processing, Day 2
- Mock Crime Scene Laboratory Report

## First Responders

- Reading Guide
- Lecture Videos
- First Responder Duties Laboratory & Report

## Basic Photography Principles

- Reading Guide
- Lecture Videos
- Basic Photography Laboratory & Report

## Crime Scene Photography

- Reading Guide
- Lecture Videos
- Crime Scene Photography Laboratory & Report





# RESOURCES

## College of Arts & Sciences Advising

College of Arts & Sciences (CAS) 215  
903.565.7389  
advising@uttyler.edu

## Bookstore

University Center (UC)  
903.566.7070  
bookstore@uttyler.edu

## Technology Support Center

University Service Center (USC) 118  
help.uttyler.edu  
itsupport@uttyler.edu

## Muntz Library

Robert R. Muntz Library (LIB)  
903.566.7343  
library@uttyler.edu

## Military & Veterans Success Center

University Center (UC) 3440  
903.565.5972  
mvsc@uttyler.edu

## Patriot Pantry

Muntz Library (LIB) 223  
patriotspantry@uttyler.edu

## Student Accessibility and Resources

Rober T. Muntz Library (LIB) 460  
903.565.7079  
saroffice@uttyler.edu

## Student Counseling Center

University Center (UC) 3170  
903.565.5746 (online appointments available)  
counselingandwellness@uttyler.edu

## University Health Clinic

University Health Clinic (UHC)  
903.939.7870  
wellness@uttyler.edu

## UT Tyler Police Department

University Service Center (USC) 125  
903.566.7300  
police@uttyler.edu

## Writing Center

College of Arts and Sciences (CAS) 212  
uttyler.mywconline.com (online scheduling)  
writingcenter@uttyler.edu

## One Stop Service Center

Stewart Hall (STE) 230  
903.566.7180  
enroll@uttyler.edu or cashiers@uttyler.edu  
One Stop Service Center includes:

- Cashier's Office
- Enrollment Services
- Financial Aid
- Student Business Services

**Crisis Help Line**  
**Available 24/7**  
**903.566.7254**

