

Sul Ross State University
Lab Management Policy and Practice
Semester: Fall 2024
CJ 5332 Syllabus

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Class hours: Online
Classroom: Remote
Office hours: Virtual (Schedule for times)

REQUIRED TEXT(S):

HR Management in the Forensic Science Laboratory: A 21st Century Approach to Effective Crime Lab Leadership by John M. Collins

Additional readings (e.g., articles, reports) will be posted on Blackboard.

SRSU LIBRARY SERVICES:

The Sul Ross Library offers FREE resources and services to the entire SRSU community. Access and borrow books, articles, and more by visiting the library's website, www.library.sulross.edu . Off-campus access requires your LoboID and password. Check out materials using your photo ID. Librarians are a tremendous resource for your coursework and can be reached in person, by email (srsulibrary@sulross.edu), or phone (432-837-8123).

Once you logged in to your Sul Ross Account on Blackboard you should be automatically connected to the library webpage as well. Thus, you can browse the online databases of the University and reach the articles on the reading list.

Syllabus is subject to updates and changes always look to the course announcements and reminders for updates. The faculty member reserves the right to amend this syllabus as needed.

COURSE DESCRIPTION:

The student will learn the application of managerial and organizational leadership skills to the demands of forensic sciences, including attention to the human resource, relations, and development issues. This course will also discuss inter-agency cooperation, quality control and assurance, certification and accreditation issues, and internal security.

COURSE LEARNING OBJECTIVES:

This course is designed to provide knowledge about various topics related to American Criminal Justice system. Upon successful completion of this course, you will be able to:

- LO1-** Understand the fundamentals of crime scenes and evidence categories.
- LO2-** Examine and discuss the processes of evidence intake and triaging.
- LO3-** Learn, examine, and discuss the different styles of case management and customer service.
- LO4-** Discuss and learn professional standards and governances.
- LO5-** Able to think critically and discuss reporting conclusions.
- LO6-** Develop competencies in analyzing employee training and onboarding.
- LO7-** Describe organizational structuring in a laboratory.
- LO8-** Understand and discuss malpractice and misconduct.
- LO9-** Discuss health and safety concerns in a laboratory setting.
- LO10-** Understand and able to think critically on different ethical issues in management.

MARKETABLE SKILLS:

This course is designed also to help the students for building various marketable skills to use in their in careers Criminal Justice related professions. Specifically, in this course, the following marketable skills, which are some of the most important skills for such careers, will be emphasized during this course:

- MS 1-** Verbal and Written Communication Skills. Students will develop communication skills to include effective development, interpretation, and expression of ideas through written, oral, and visual communication.
- MS 2-** Critical Thinking and Observation. Students will develop critical thinking skills to include creative thinking, innovation, inquiry, analysis, evaluation, and synthesis of information.
- MS 3-** Multicultural Understanding.
- MS 4-** Accessing Resources with Crime Data and the most current updates of legal codes and procedures.
- MS 5-** Teamwork and Working Collaboratively
- MS 6-** Analyzing the Factors Contributing to effective laboratory management.

GENERAL CLASSROOM POLICIES:

Students are encouraged to attend the class, ask questions, and express opinions, however, talking among students and disruptive behavior will not be tolerated. You may bring beverages to class with you, but not food. Reading outside materials such as newspapers or other course work is not permitted during class time. Students should be prepared to engage in discussion over the assigned readings, and for possible pop quizzes. Electronic devices are never allowed to use in class in a way to distract the instructor and other students. Keep your mobile phone in silent mode, otherwise switch it off. Violation of this crucial principal will be penalized. There will be one general rule in class which applies to all situations. This is also called “golden rule”. TREAT OTHERS AS YOU WOULD LIKE TO BE TREATED.

GRADING:

There will be 2 major exams throughout the semester. The midterm will be a PowerPoint presentation. The PowerPoint will be a total of 30 points. The final exam will be compiled with questions drawn from the readings and the supplemental materials posted on the blackboard. The final will be a total of 100 points. Those same exams will be worth 25% each. There will be no makeup exams. There will be weekly assignments composed of discussions, work sheets, or quizzes. The assignments will be 10 points each. Those same assignments will be 50% of the student’s total grade.

Midterm exam (PowerPoint Presentation)	25%
Final exam	25%
Quizzes/Assignments/Discussion Questions	50%
Total	100%

Discussion Rubric:

The student will need to make initial post by Wednesday of the week the discussion is posted. The initial response should be a minimum of 500 words. Students will need to reply to at least two other students. All references should be cited in APA format. Discussions will be graded based on the rubric below.

Criteria	Excellent (10 points)	Meets Expectations (7 points)	Approaches Expectations (5 point)	Needs Improvement (0 points)
Invites contributions from others	Consistently engages others in discussion by inviting their comments.	Invites comments from others.	Sometimes invites comments from others	Does not invite comments from others
Acknowledges the statements of others	Consistently engages others in the discussion by acknowledging their contributions	Often acknowledges the contribution of others	Sometimes acknowledges the contribution of others	Does not acknowledge the contribution of others
Challenges the accuracy, logic, relevance, or clarity of statements	Constructively challenges the accuracy, clarity, relevance, or logic of statements made	Responds in a civil manner to a statement made by someone else by challenging its accuracy, clarity, relevance, or logic.	Attempts to challenge the accuracy, clarity, relevance of logic of statements	Does not challenge the accuracy, clarity, relevance, or logic of statements
Summarizes point of agreement and disagreement	Clearly summarizes points of agreement and disagreement	Summarizes points of agreement but does not clearly summarize points of disagreement	Attempts to summarize points of agreement or disagreement	Does not summarize points of agreement or disagreement

Adapted from Harris, D. (1996). Assessing discussion of public issues: A scoring guide. *Handbook on teaching social issues*, 289-297.

PRESENTATION:

The students are required to prepare and submit a presentation. They will prepare power point presentation and submit it to Blackboard. Presentations should be on course related selected topics. Group presentations will be divided subtopics of the selected topic, and each group member will present his/her subtopic. The rubric for the presentation is below.

Name(s): _____

	Presentation Marking Rubric (Group)				
	10	7.5	5	2.5	Mark
Visual Appeal	There are no errors in spelling, grammar, and punctuation. Information is clear and concise on each slide. Visually appealing/engaging.	There are some errors in spelling, grammar, and punctuation. Too much information on two or more slides. Significant visual appeal.	There are many errors in spelling, grammar, and punctuation. Too much information was contained on many slides. Minimal effort made to make slides appealing or too much going on.	There are many errors in spelling, grammar, and punctuation. The slides were difficult to read and too much information had been copied onto them. No visual appeal.	
Comprehension	Extensive knowledge of topic. Members showed complete understanding of assignment. Accurately answered all questions posed.	Most showed a good understanding of topic. All members able to answer most of audience questions.	Few members showed good understanding of some parts of topic. Only some members accurately answered questions.	Presenters didn't understand topic. Majority of questions answered by only one member or majority of information incorrect.	
Content	The presentation was a concise summary of the topic with all questions answered. Comprehensive and complete coverage of information.	The presentation was a good summary of the topic. Most important information covered; little irrelevant info.	The presentation was informative, but several elements went unanswered. Much of the information irrelevant; coverage of some of major points.	The presentation was a brief look at the topic, but many questions were left unanswered. Majority of information irrelevant and significant points left out.	
				Total	/30

CHEATING AND PLAGIARISM:

Students are expected to do their own work on all tests and papers. Cheating on tests and plagiarism on assignments will result in a grade of “F” on that part of the course, a possible grade of “F” for the entire course, and possible recommendation for suspension from the university.

Plagiarism consists of presenting the work of another as one’s own (i.e., without proper acknowledgment of the source) and submitting examinations or other work in whole or in part as one’s own when such work has been prepared by another person or copied from another person (see the Student Handbook).

IN-CLASS and ON-LINE ATTENDANCE:

The Department of Criminal Justice feels very strongly that class attendance is a direct predictor of student classroom success. Therefore, the faculty of the CJ department as a group will enforce the following student attendance policy. This policy does not supersede the SRSU policy on student attendance; it simply reinforces those stated goals. Criminal justice faculty will take class attendance. In accordance with current SRSU policy, when a student misses a total of 9 hours of class, the presumption is that the student will be dropped from that class with an “F”.

Students who violate the SRSU attendance policy may also find that they are ineligible for any extra credit, or any discretionary grading curve applied to any or all exams for that course/semester. It should also be noted that it is the student’s responsibility to inform the instructor prior to any University event that would cause an absence. Failure of the student to inform the instructor will result in that absence being recorded as unexcused. Attendance is important! Attendance demonstrates maturity, responsibility, and a serious attitude toward education. Additionally, instructors seldom teach only from the book. Missing a class (even an excused absence) will put you at a disadvantage for all the materials covered when you were absent such as films, presentations, and guest lectures which cannot be made up. Attendance will be taken daily, and absences cannot be made up. Students should be in class on time and should be prepared to stay for the entire class period. Students who are late will not be counted as attending if attendance has already been taken.

SERVICE STATEMENT:

I aim to create a learning environment for my students that supports a diversity of thoughts, perspectives, and experiences, and honors your identities (including race, gender, class, sexuality, religion, ability, socioeconomic class, age, nationality, etc.). I also understand that the crisis of COVID, economic disparity, and health concerns, or even unexpected life events could impact the conditions necessary for you to succeed. My commitment is to be there for you and help you meet the learning objectives of this course. I do this to demonstrate my commitment to you and to the mission of Sul Ross State University to create an inclusive environment and care for the whole student as part of the Sul Ross Familia. If you feel like your performance in the class is being impacted by your experiences outside of class, please don't hesitate to come and talk with me. I want to be a resource for you.

STUDENT SUPPORT SERVICES AND BLACKBOARD HELP DESK:

Sul Ross State University has established a variety of programs to help students meet the challenges of college life. Support to students includes advising, counseling, mentoring, tutoring, supplemental instruction, and writing assistance. For a complete list of academic support services, visit the Student Support Services <https://www.sulross.edu/section/311/student-support-services>. For more information, students are encouraged to contact SSS at (432) 837-9118 or visit Ferguson Hall Room 105. For Blackboard help visit <https://www.sulross.edu/bb> or call 432-837-8523 (M-F 09:00 am-06:00 pm). You can get The Distance Education Handbook at <https://tvpb.sulross.edu/start/index.html>

STUDENTS WITH SPECIAL NEEDS:

SRSU Accessibility Services. Sul Ross State University (SRSU) is committed to equal access in compliance with the Americans with Disabilities Act of 1973. It is SRSU policy to provide reasonable accommodations to students with documented disabilities. It is the student's responsibility to initiate a request each semester for each class. Students seeking accessibility/accommodations services must contact Mrs. Mary Schwartz Grisham, LPC, SRSU's Accessibility Services Director at 432-837-8203 or email mschwartz@sulross.edu. Our office is located on the first floor of Ferguson Hall, room 112, and our mailing address is P.O. Box C122, Sul Ross State University, Alpine. Texas, 79832.

ACADEMIC CALENDAR FALL 2024

W	DATES	TOPICS	READINGS
1	08/26-09/01	Class Introduction	Collins, J. Chapters 1 and 2
2	09/02-09/08	Crime Scenes and Evidence Categories	Collins, J. Chapter 3
3	09/09-09/15	Evidence Intake and Triage	Collins, J. Chapter 4
4	09/16-09/22	Case Management and Customer Service	Collins, J. Chapter 5
5	09/23-09/29	Professional Standards and Governance	Collins, J. Chapter 8
6	09/30-10/06	Reporting Conclusions and the Art of Consulting	Collins, J. Chapter 9
7	10/07-10/13	Employee on Boarding and Training	Collins, J. Chapter 13
8	10/14-10/20	Organizational Structuring and Work Units	Collins, J. Chapter 14
9	10/21-10/27	MIDTERM (Presentation)	
10	10/28-11/03	Health and Safety	Collins, J. Chapter 16
11	11/04-11/10	Progressive Discipline	Collins, J. Chapter 22
12	11/11-11/17	Malpractice and Misconduct	Collins, J. Chapter 23
13	11/18-11/24	Ethics, Morality, and Integrity	Collins, J. Chapter 25
14	11/25-12/04	Accreditation	Collins, J. Chapter 26
15	12/06, 9-11	FINAL	

END OF COURSE EVALUATIONS:

Student evaluations of faculty are administered online at the end of each term/session for all courses with five or more students. Students will receive an email containing a link to a survey for each course in which they are enrolled. All responses are anonymous.