

Sul Ross State University
Lab Management Policy and Practice
Semester: Fall 2026
CJ 5332 Syllabus

Instructor: Corey Rice
Campus Office: MAB 109
Telephone: 432-837-8166
E-mail: car23ng@sulross.edu
Class hours: Online
Classroom: Remote
Office hours: Virtual (Schedule for times)

REQUIRED TEXT(S):

None

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 build various marketable skills to use in their careers in 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 be used 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 principle 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:

Midterm (Writing Assignment)	20%
Final (PowerPoint Presentation)	20%
Discussion Questions	40%
Comprehensive Exam	20%
Total	100%

DISCUSSION BOARDS- 40%

Your Discussion Topics have already been posted. The student is expected to respond to all posted discussion boards (this includes the 'Introduction') during the semester to receive the full credit. All discussions should be completed by midnight on the due date assigned.

Note: Expectations for discussions have recently been updated. Students should review the discussion rubric before posting. Generally, the most important factors related to a student getting the most points possible for weekly discussion posts and responses are:

- Content of original post: your instructor will be looking for you to articulate into at least one well stated post response, a demonstration that you understand the weekly material/subject and possess a command of that material/subject. In addition, the expectation is that you display critical thinking skills by bringing into the discussion at least three relevant resources and that your post(s) will promote significant further thought on the topic.
- Peer response content/weekly involvement in discussion board: Your instructor will be looking for you to engage in discussions with at least three (3) peers. During each of those engagements, your instructor will expect you to build on or respectfully refute the author's position while displaying exemplary critical thinking skills.
- Adherence to Discussion Forum Standards and Guidelines: your instructor will be looking for you to follow all required standards (i.e. APA format; grammar; citations; references, other standards as required).

COMPREHENSIVE EXAM 20%

The exam will be comprehensive and will contain material covered throughout the course. The exam will be 50 questions with a time limit of an hour of completion. The exam will be 20% of the student's overall grade.

WRITING ASSIGNMENT 20%

For this writing assignment, assume you are a newly appointed Crime Laboratory Director conducting a comprehensive review of laboratory operations. Your objective is to evaluate current practices and recommend strategies that improve efficiency, quality, professionalism, and employee performance.

Using course materials, scholarly literature, and industry best practices, prepare a professional management report addressing the topics listed below. The writing assignment must be between 3-5 pages.

In addition to fulfilling the specifics of the assignment, a successful paper must also meet the following criteria:

- Assignment must be submitted as a PowerPoint; **a PDF or link will not be accepted.**
- Include a cover page and references page in 10–12-point font (Arial, Courier, and Times New Roman are acceptable)
- Establish and sustain a clear viewpoint and purpose
- Assignment should follow the conventions of Standard English (correct grammar, punctuation, etc.)
- Writing should be well ordered, logical, and unified, as well as original and insightful
- Your work should display superior content, organization, style, and mechanics
- Appropriate citation style should be followed
- Your “Turn it in” score may not be over 20%, if the assignment is submitted with an over 20% score this may result in a “0” for the assignment.

You should also make sure to:

- Include a title page with full name, class name, section number, and date
- Include an introductory and concluding paragraph and demonstrate college-level communication through the composition of original materials in Standard English
- Use examples to support your discussion
- Cite all sources on a separate reference page at the end of your paper and cite within the body of your paper using APA format and citation style. For more information on APA guidelines, visit Academic Tools.

PRESENTATION 20%

Strategic Management Assessment of a Crime Laboratory

This presentation assignment requires students to critically evaluate the management, operations, quality systems, and organizational effectiveness of a crime laboratory. Students will apply principles of forensic laboratory administration and develop evidence-based recommendations for improvement.

Assignment Overview

Assume you have been hired as a management consultant to evaluate a crime laboratory that is experiencing:

- Case backlogs
- Budget limitations
- Staffing shortages
- Accreditation concerns
- Delays in evidence processing

Your task is to prepare and deliver a professional presentation to the laboratory's executive leadership team outlining your assessment and recommendations.

- Assignment must be submitted as a PowerPoint; a PDF or link will not be accepted.
- The student's Turnitin score cannot be higher than 20%, if the score is higher than 20% the student will receive an automatic grade of "0".
- Contains a title slide, introduction slide and references slide (these do not count in the 12-15 slide requirement).
- Use one basic slide design and layout.
- Use bullet points for your main points.
- Text large enough to be read by your audience (font size 20–34 point).
- Limit slides to between 6 and 8 lines of content.
- You may use pictures, animations, charts, and graphs to supplement your material if they do not take up the entire slide.
- Research from at least two reliable sources to support the main message, including graphics.
- Incorporate information from course readings, the course materials, or other library sources to support your discussion.
- Cite all sources on a separate reference slide at the end of your presentation and reference and cite within the body of the presentation using APA format and citation style. For more information on APA guidelines, visit Academic Tools.
- Designed with a live audience in mind to inform your viewers about the topic.
- Viewpoint and purpose should be clearly established and sustained.
- Presentation should be well ordered, logical and unified, as well as original and insightful.
- Your work should display superior content, organization, style, and mechanics.
- Use examples to support your discussion.

LATE POLICY:

Late assignments, quizzes and exams will not be accepted without prior approval. Please do not ask for an exception to this after the due date. None will be granted.

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 as a 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).

ARTIFICIAL INTELEGENCE:

The use of generative AI tools (such as ChatGPT, DALL-E, etc.) are not permitted in this class; therefore, any use of AI tools for work in this class may be considered a violation of Policy and Student Conduct Code, since the work is not your own. The use of unauthorized AI tools 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 college.

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, 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 2026

W	DATES	TOPICS	READINGS
1	08/24 - 08/28	Class Introduction	Collins, J. Chapters 1 and 2
2	08/31-09/04	Crime Scenes and Evidence Categories	Collins, J. Chapter 3
3	09/07-09/14	Evidence Intake and Triage	Collins, J. Chapter 4
4	09/14-09/11	Case Management and Customer Service	Collins, J. Chapter 5
5	09/21-09/18	Professional Standards and Governance	Collins, J. Chapter 8
6	09/28-09/25	Reporting Conclusions and the Art of Consulting	Collins, J. Chapter 9
7	10/05-10/09	Employee on Boarding and Training	Collins, J. Chapter 13
8	10/12-10/16	MIDTERM PRESENTATION	
9	10/19-10/23	Health and Safety	Collins, J. Chapter 14
10	10/26-10/30	Progressive Discipline	Collins, J. Chapter 16
11	11/02-11/06	Malpractice and Misconduct	Collins, J. Chapter 22
12	11/09-11/13	Ethics, Morality, and Integrity	Collins, J. Chapter 23
13	11/16-11/20	Accreditation	Collins, J. Chapter 25
14	11/23-11/27	Thanksgiving Break	Collins, J. Chapter 26
14	11/30-12/04	Comprehensive Exam	
16	12/07-12/09	FINAL PRESENTATION DUE	

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 on which they are enrolled. All responses are anonymous.