CRIME SCENE PROCESSING

CRIJ 4344 | SPRING 2026

Course Syllabus

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 or 903.566.7432. My Zoom Meeting room ID is my office phone number.

I hold Open Office Hours on Tues/Thurs from 1:30PM to 3:00PM. 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

Course Assignments

Reading Guides

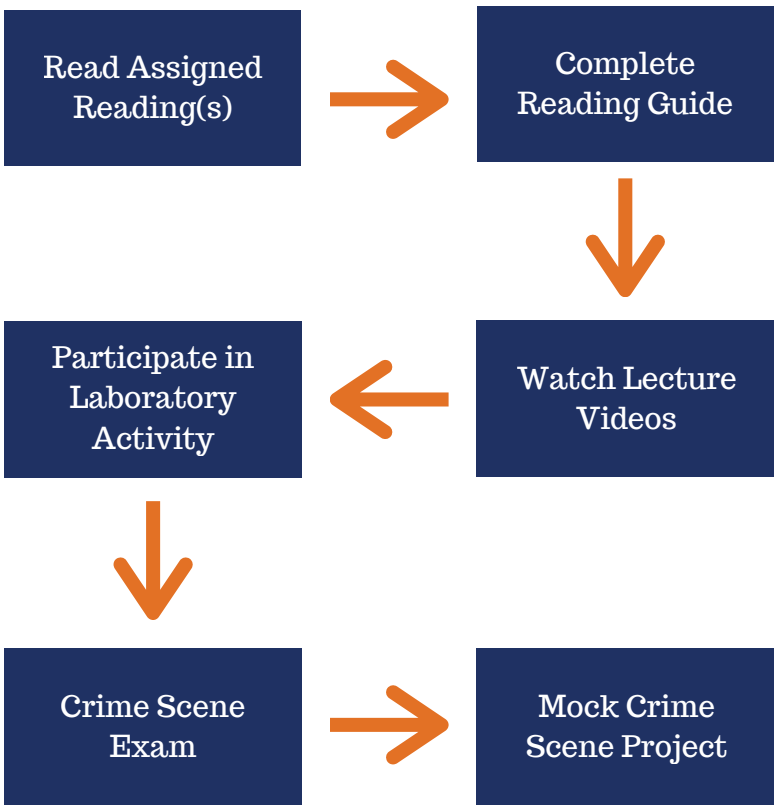
Readings are a vital part of this course because you will put the concepts into action during the module's laboratory activity. To promote retention and comprehension, you will complete a reading guide for each module. The guide will prompt you to reflect on vocabulary and concepts discussed in each 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 in this class. 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.

I reserve the right to adjust any group grades for individual group members based on participation and performance during the group activity.

Standardized Performance Scale

This course uses holistic performance grading. Individual assignments are evaluated using performance levels rather than point-by-point scoring. All assignments are scored on the same performance scale, shown below.

Performance Description	Letter	Percentage
Exceeds Expectations	A+	100%
Meets Expectations	A	95%
Approaching Expectation	B	85%
Needs Improvement	C	75%
Does Not Meet Expectations	D	65%
Unacceptable Submission	F	50%
Not Submitted	Missing	0%

Assignment Grading Weight

In this class, assignments are grouped by type (see below). Each type of assignment contributes a different percentage to the final course grade. This means that some types of work matter more than others, even though all assignments use the same scoring scale.

Canvas gradebook is set up to automatically weight each assignment group, so you can use the Gradebook total to estimate your final course grade at any point during the semester.

Assignment Type	Weight
Class Attendance & Participation	15%
Reading Guides	10%
Lecture Videos	15%
Laboratory Activity Reports	25%
Crime Scene Exam	10%
Mock Crime Scene Project	25%
Total	***100%***

My Office Hours

I hold Open Office Hours every Thursday 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 3PM 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 that 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. You can schedule schedule make-up laboratories with myself and the FSC laboratory manager. 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-generate 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.

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

Written assignments in this course include an Artificial Intelligence (AI) Use Self-Reflection. This reflection is intended to help you develop professional judgment about when AI is appropriate and when it is not. The reflection is structured using voir dire–style questions to prompt you to consider how your use or non-use of AI could be evaluated under legal scrutiny. This process emphasizes credibility, transparency, and ethical decision-making in criminal justice and forensic practice.

CLASS SCHEDULE

1

Introduction to Crime Scene Processing

- Icebreaker
- Reading Guide
- Lecture Videos

First Responders

- Reading Guide
- Lecture Videos
- First Responder Duties Laboratory

2

3

Searching & Sketching Crime Scenes

- Reading Guide
- Lecture Videos
- Crime Scene Sketching Laboratory

Basic Photography Principles

- Reading Guide
- Lecture Videos
- Basic Photography Laboratory

4

5

Photographing with Light

- Reading Guide
- Lecture Videos
- Photographing with Light Laboratory

Crime Scene Photography

- Reading Guide
- Lecture Videos
- Crime Scene Photography Laboratory

6

7

Evidence Documentation & Packaging

- Reading Guide
- Lecture Videos
- Evidence Collection Laboratory

8

Collecting Biological and Trace Evidence

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

Collecting Fingerprints & Impression Evidence

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

9

10

Reconstructing Crime Scenes

- Reading Guide
- Lecture Videos
- Bloodstain Pattern Analysis Laboratory

Mock Crime Scene Preparation

- Crime Scene Exam

11

12

Mock Crime Scene

- Mock Crime Scene Laboratory

Mock Crime Scene Evidence Processing

- Mock Crime Scene Evidence Processing, Day 1

13

14

Mock Crime Scene Evidence Processing

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

Finals Week

- Mock Crime Scene Reflection Paper

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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