

University of North Texas at Dallas Spring 2024

SYLLABUS

BIOL 3331_30: Biomedical Criminalistics 3 Hrs				
Department of		Life and Health Sciences	Division of	Liberal Arts and Life Sciences
Instructor Name:		Dr. Kelly Varga		
Office Location:		Room 249, Founders Hall		
Office Phone:		972-338-1529		
Email Address:		kelly.varga@untdallas.edu		
Office Hours:		Founders Hall, DAL 2, Room 249 Monday and Wednesday 10:30 am-12 pm		
Classroom Location:		Founders Hall 212		
Class Meeting Days & Times:		Monday and Wednesdays 8:30-9:50AM		
Course Catalog Description:		Survey of the various forensic sciences with emphasis on direct examination of human remains and directly related biological evidence; e.g. anthropology, pathology, odontology. Students learn how cases arise; i.e. how remains are located, recovered, and processed. Supporting biological, clinical, and physical sciences will also be covered; e.g. toxicology, entomology, DNA science, forensic geology/palynology, and remote sensing.		
Prerequisites:		None		
Required Text:		Essential Forensic Biology, 2 nd ed. Alan Gunn ISBN 978-470-75803-8		
Access to Learning Resources:		UNT Dallas Library: phone: (972) 780-1616 web: http://www.untdallas.edu/library email: library@untdallas.edu UNT Dallas Bookstore: phone: (972) 780-3652 web: http://www.untdallas.edu/bookstore e-mail: untdallas@bkstr.com		
Learning Commons: https://learning.untdallas.edu/				
Supported Browsers: <ul style="list-style-type: none">• Chrome 67 & 68• FireFox 60 & 61• Flash 29, 30 (for audio and video)• Internet Explorer 11• Edge 41, 42• Safari 10, 11		Getting Help with Canvas: Canvas 24/7 Phone Support for Students: 1-833-668-8634 Canvas Help Resources: Web: Canvas Student Guide For additional assistance, contact Student Assistance (Distance Learning): Founders Hall, Rm 124 phone: (972)338-5580 email: distancelearning@untdallas.edu		
Course Goals or Overview: Student will engage in a survey of biological forensic science to learn how it is collected, analyzed and used in criminal proceedings.				

Course Outline

This schedule is subject to change by the instructor. Any changes to this schedule will be communicated in class or via class email or Blackboard announcement. Additional readings and activities may be added, these will be noted in the Readings and Activities/Assignments sections.

TIMELINE	Course Info/ Chapters	LAB	Flip Grid Assignments
1/17	Introduction to Class Introduction to forensics		Introduction Video: Favorite Crime Due SUNDAY 1/21 at 11:59PM
1/22	Unit 1: Human Remains Part A Chapter 1: The decay, discovery and recovery of human remains.		
1/24	Unit 1: Human Remains Part A Finish Chapter 1; Begin Chapter 2 Body fluids and waste products		Discussion Board 1 Due SUNDAY 1/28 at 11:59PM
1/29	LAB DAY!!! Meet in Founders Hall Labs, 255 at 8:30 am	Blood Splatter Lab Write Up Due Sunday 2/4 through Turnitin by 11:59PM	
1/31	Unit 1: Human Remains Part A Chapter 2 Body fluids and waste products		
2/5	Unit 1: Human Remains Part A Finish Chapter 2		Discussion Board 2 Due SUNDAY 2/11 at 11:59PM
2/7	EXAM DAY Over Unit 1: Chapters 1 & 2		
2/12	Unit 2: Human Remains B Chapter 3: Molecular Biology		
2/14	Unit 2: Human Remains B Chapter 3: Molecular Biology cont		Discussion Board 3- Due SUNDAY 2/18 at 11:59PM
2/19	LAB DAY!!! Meet in Founders Hall Labs, 255 at 8:30 am	Fingerprint Lab Write Up Due SUNDAY 2/25 to turnitin at 11:59PM	
2/21	Unit 2: Human Remains B Chapter 4: Human Tissues		
2/26	Unit 2: Human Remains B Chapter 4: Human Tissues		Discussion Board 4 Due SUNDAY 3/3 at 11:59PM
2/28	Unit 2: Human Remains B Tissues Chapter 5: Wounds		

3/4	Unit 2: Human Remains B Tissues Chapter 5: Wounds		
3/6	EXAM DAY Over Unit 2: Chapters 3,4, & 5		Discussion Board 5 Due SUNDAY 3/10 at 11:59PM
3/11-3/15 Spring Break			
3/18	Unit 3: Invertebrates and Vertebrates Chapter 6: Invertebrates I		
3/20	Unit 3: Invertebrates and Vertebrates Chapter 6: Invertebrates I		Discussion Board 6 Due SUNDAY 3/24 at 11:59 PM
3/25	Unit 3: Invertebrates and Vertebrates Chapter 7: Invertebrates II		
3/27	Unit 3: Invertebrates and Vertebrates Chapter 7: Invertebrates II		Discussion Board 7 Due SUNDAY 3/31 at 11:59 PM
4/1	Unit 3: Invertebrates and Vertebrates Chapter 8: Vertebrates		Discussion Board 8 Due SUNDAY 4/7 at 11:59PM
4/4	EXAM DAY Over Unit 3: Chapters 6,7 & 8		
4/8	Unit 4: Protists, Fungi, Plants and Microbes: Chapter 9: Protists, Fungi and Plants		
4/10	Unit 4: Protists, Fungi, Plants and Microbes: Chapter 9: Protists, Fungi and Plants		Discussion Board 9 Due SUNDAY 4/14 at 11:59 PM
4/15	Unit 4: Protists, Fungi, Plants and Microbes: Chapter 10: Bacteria and Viruses		
4/17	Unit 4: Protists, Fungi, Plants and Microbes: Chapter 10: Bacteria and Viruses		Discussion Board 10 Due SUNDAY 4/21 at 11:59PM
4/22	LAB DAY!!! Meeting spot TBD	Pig Cadaver Lab Write up Due SUNDAY 4/28 to turnitin at 11:59PM	

4/24	EXAM DAY Over Unit 3: Chapters 9 &10		
WEEK OF 4/29 & 5/1	GROUP PRESENTATIONS: MUST BE PRESENT: THIS IS THE LAST 2 DAYS OF CLASS		

Course Evaluation Methods

This course will utilize the following instruments to determine student grades and proficiency of the learning outcomes for the course.

Activities/Assignments	Where points are earned	Points
Discussion Boards	11 @ 10 points each points each	110
Labs	3 @ 20 points	60
Group Presentation of a Case study	50 points	50
Exams	4 @100 points each	400
Total:		620

Grade Determination

A = 90% or better

B = 80 – 89 %

C = 70 – 79 %

D = 60 – 69 %

F = less than 60%

Helpful Hints:

- This class pulls a lot from Biology, hence the name and the pre requisite- thus you will be required to remember information from Biology I without a complete recap of that information-staying on top of the material is going to be key.
- Refresh old information you may have forgot!
- Lab is a vital part of this – you must attend to earn the participation points as well as the lab write up points.
- Read ahead!
- Come and talk to me the moment you are struggling in the course- it will make things so much more easy for both of us to try and get you back on track- I can not fix things for you one week before the semester ends.
- TURN THINGS IN ON TIME! Get a calendar, or set up weekly reminders of what is due.

Attendance and Participation Policy

The University attendance policy is in effect for this course. Class attendance and participation is expected because the class is designed as a shared learning experience and because essential information not in the textbook will be discussed in class. The dynamic and intensive nature of this course makes it impossible for students to make-up or to receive credit for missed classes. Attendance and participation in all class meetings is essential to the integration of course material and your ability to demonstrate proficiency. Students are responsible to notify the instructor if they are missing class and for what reason. Students are also responsible to make up any work covered in class. It is recommended that each student coordinate with a student colleague to obtain a copy of the class notes, if they are absent.

****** Walking in to my class a half hour or an hour late will be noted. Additionally, continuous getting up to leave and re-enter my class while I am lecturing will not be tolerated and the student will ask to gather their belongings and leave the class.**

E-MAIL COMMUNICATION

When communicating with instructors and other professionals, you are expected to communicate in a professional and formal manner. The best method to communicate with me is via email. **Please send all emails to my faculty e-mail address**

kelly.varga@untDallas.edu. I will typically respond to your email within 24 hours. **Students are also required to use their UNT-Dallas e-mail account in this class.** The University of North Texas at Dallas has adopted the University email address as an official means of communication with students. I will not send emails to alternate accounts. Students are responsible for checking their e-mail regularly. Important announcements and course information will be sent via Canvas. With this in mind, you should either routinely log into Canvas or forward your Canvas messages to your e-mails. **Additionally, an email that has no appropriate title "Hello Professor or Hello Dr. Varga" and included name of who you are and the class/assignment/work you are referring to will go unanswered.**

CANVAS ONLINE LEARNING PLATFORM

Technology Assistance: In order to successfully access the materials in your course, UNT Dallas advises that your computer be equipped with the minimum system requirements listed below. If you experience difficulty accessing or using components of the course, try using Google Chrome browser. If you still experience technical difficulties, first, notify your instructor. If the problem is still not resolved, call Student Assistance (Distance Learning) at the phone number listed on the first page of the syllabus. Also, no matter what browser you use, always enable pop-ups. For more information see:

- [UNT Dallas Canvas Technical Requirements](#)
- [Canvas Instructure Supported & Unsupported Operating Systems](#)

University Policies and Procedures

Students with Disabilities (ADA Compliance):

The University of North Texas Dallas faculty is committed to complying with the Americans with Disabilities Act (ADA). Students' with documented disabilities are responsible for informing faculty of their needs for reasonable accommodations and providing written authorized documentation. Grades assigned before an accommodation is provided will not be changed as accommodations are not retroactive. For more information, you may visit the Student Life Office, Suite 200, Building 2.

Academic Integrity:

Academic integrity is a hallmark of higher education. You are expected to abide by the University's code of Academic Integrity policy. Any person suspected of academic dishonesty (i.e., cheating or plagiarism) will be handled in accordance with the University's policies and procedures. Refer to the Student Code of Academic Integrity at <https://untsystem.policytech.com/dotNet/documents/?docid=1278&public=true> for complete provisions of this code.

Course Evaluation Policy: *Student's evaluations of teaching effectiveness is a requirement for all organized classes at UNT Dallas. This short survey will be made available to you at the end of the semester, providing you a chance to comment on how this class is taught. I am very interested in the feedback I get from students, as I work to continually improve my teaching. I consider students' evaluations to be an important part of your participation in this class.*

Drop Date: The last day to drop this course, without penalty, is **January 31st, 2024.**

Withdraw: The last day to withdraw from this course is **March 29th, 2024.** Paperwork that must be completed by student, signed by me as professor of the course, and *submitted by the student.*

Incomplete Grades: In order to receive an incomplete in this course, the Grade of Incomplete Form posted on the Registrar forms site must be completed by the student, signed by me as professor, and returned to the Office of the Registrar by the deadline posted in the Academic Calendar. The deadline for this course is **May 2nd, 2024.** For other questions related to grade of incomplete, contact Dr. Dawn Remmers, Assistant Provost, at dawn.remmers@untDallas.edu. **Please Note: I will not issue an incomplete for any course that is missing over 25% of work completed without extensive justification and supporting documentation.**

Inclement Weather and Online Classes: Unless otherwise notified by your instructor via e-mail, online messaging, or online announcement, students should assume that assignments are due as scheduled.

Diversity/Tolerance Policy:

Students are encouraged to contribute their perspectives and insights to class discussions in the online environment. However, offensive & inappropriate language (swearing) and remarks offensive to others of nationalities, ethnic groups, sexual preferences, religious groups, genders, or other ascribed statuses will not be tolerated. Disruptions which violate the Code of Student Conduct will be referred to the Dean of Students as the instructor deems appropriate.

Technology Requirements: In order to successfully access the materials for this course, UNT Dallas advises that your computer be equipped with the minimum system requirements.

Email Etiquette: Think before you send

1. **Read the syllabus.** Most times, the question you would like to ask has already been answered in the material the professor has provided at the beginning of class. Requesting a professor go over this again makes you look like you are not a serious student and only harms your cause.

2. **Don't ask for information before you've done your own investigation.** 99% of the questions professors receive over the course of the semester are questions that students can answer on their own if they just use the resources provided to them and or investigate on their own. Empower yourself!
3. **Use your academic account.** In addition to this being a UNTD requirement, consider that people are deluged with emails every day, and by using your school account, you'll have a better chance of avoiding the spam filter, or your professor skipping right over your email because it's from an unknown address.
4. **Fill in the "to" field last.** This way you can focus on drafting and editing your message and it will not accidentally be sent before you have a chance to proofread it a couple of times.
5. **Include a subject.** Choose your subject line carefully. You want to be descriptive, but concise. Avoid terms like "urgent" or "important" as they are typically spam triggers. NEVER include the entire contents of the email in the subject line. See #7 for more information regarding the subject line.
6. **Always use a greeting.** Launching straight into the message is bad, but "Hi!" is poor form and "Hey Prof!" is an unmitigated disaster. "Dear" and "Hi" are fine, so long as you follow both by a name or title: "Hi Professor" or "Hi Dr. Varga". If you're not sure if the person is a Dr. or not, three seconds on Google or the University's website should tell you.
7. **Briefly and politely state the reason why you are emailing.** Offer only as much information as is relevant to the situation and likely to interest the professor. Get to the point right away. Be sure to include the name or number of the course (including section info) that you are writing about, in the email as well as in the subject line. This information is worth including in the body of the email because some email programs, like Gmail, don't show the subject once you leave the inbox.
8. **Employ the 3-step writing process:** 1-Plan (think), 2-Write (draft), and 3-Complete (proof and send). Don't email faculty with the first thought that drifts across your cortex. Give the matter some thought, often times, students have the wisdom and resources to answer their own questions. Professors often receive an email from a student, followed up by a second mail from the same student a few minutes later saying "please, disregard my previous email, I just realized that...."
9. **Capitalize, punctuate, and spell check:** or ppl may lolz at ur msg, pour speling and gramr.
10. **Avoid the "Nastygram".** Attacking emails that are rude and unprofessional are never appropriate.
11. **If you are emailing with a problem, suggest a solution.** Be considerate, however, of how your solution might create additional work for the professor.
12. **Sign it with your name.** Use first and last name, and even if you know that your professor knows you by name, include your course and section information below your name. You will save her having to figure out what course and section you're talking about if she needs to look up something about the course in order to answer your question.
13. **Read it over.** If you do not have spell-check on your email, then you can copy the message, paste it into a word-processing program, and run spell-check there. Consider not only the mechanics, but also what you have said. Strive for a polite tone, concise language, and clear purpose.
14. **Re-read your email again before hitting send.** Try to make sure there are no spelling/grammar errors and that your email says exactly what you mean. A poorly written email shows that you don't care about what you're sending and so why should the receiver care?
15. **If the issue is touchy or the email long, ask someone else to read it, too.** Ask if your reader would be offended by such an email if it were directed at him or her.
16. **Allow adequate time for a reply.** 24 hours is a reasonable response time for course-related emails.
 - If you are sending only a piece of information ("I have the flu and will not be in class on Tuesday, but Sue will turn in my paper for me."), then the professor may not consider a reply necessary. In this case, you are done.
 - **Do not** send multiple emails regarding the same concern in a short time frame to your professor; a response will be generated when s/he has had time to generate one and think about your situation.
 - If more than a few days (3 days; 72 hours) have passed and you have not received a response, then it is appropriate to politely ask if the professor received your email and had time to consider what you wrote.