New Course Request

Indiana University

Indianapolis Campus

Check Appropriate Boxes: Undergraduate credit [ ] Graduate credit [X] Professional credit [ ]

1. School/Division Science/Forensic and Invest Sci
2. Academic Subject Code FIS

3. Course Number 69400 (must be cleared with University Enrollment Services)
4. Instructor Siegel

5. Course Title Internship in Forensic Science

Recommended Abbreviation (Optional)

6. First time this course is to be offered (Semester/Year): Summer 2010

7. Credit Hours: Fixed at _______ or Variable from _______ to _______

8. Is this course to be graded S-F (only)? Yes [ ] No [X]

9. Is variable title approval being requested? Yes [ ] No [X]

10. Course description (not to exceed 50 words) for Bulletin publication: P: Consent of instructor. FIS 50500 and 51100 and 51200 or 52100 and 52200. Fall, Spring, Summer. The internship provides students with an opportunity to experience the workings of a practicing forensic science laboratory. Although a research project is usually the centerpiece of the internship experience, students will be given an exposure to all of the sections of the laboratory including case management. Students will also have an opportunity to attend a crime scene as an observer and to attend course to observe a forensic scientist offer expert testimony.

11. Lecture Contact Hours: Fixed at _______ or Variable from _______ to _______

12. Non-Lecture Contact Hours: Fixed at _______ or Variable from _______ to _______

13. Estimated enrollment: _______ of which _______ percent are expected to be graduate students.

14. Frequency of scheduling: every semester Will this course be required for majors? [ ] Yes, as needed.


16. Are the necessary reading materials currently available in the appropriate library? [ ] Yes, as needed.

17. Please append a complete outline of the proposed course, and indicate instructor (if known), textbooks, and other materials.

18. If this course overlaps with existing courses, please explain with which courses it overlaps and whether this overlap is necessary, desirable, or unimportant.

19. A copy of every new course proposal must be submitted to departments, schools, or divisions in which there may be overlap of the new course with existing courses or areas of strong concern, with instructions that they send comments directly to the originating Curriculum Committee. Please append a list of departments, schools, or divisions thus consulted.

Submitted by: [Signature]

Date 10.8.09

Dean of Graduate School (when required)

Approved by: [Signature]

Date 10/30/2009

Dean

Chancellor/Vice-President

University Enrollment Services

After School/Division approval, forward the last copy (without attachments) to University Enrollment Services for initial processing, and the remaining four copies and attachments to the Campus Chancellor or Vice-President.
PURDUE UNIVERSITY
REQUEST FOR ADDITION, EXPIRATION, OR REVISION OF A GRADUATE COURSE
(50000-60000 LEVEL)

DEPARTMENT: Forensic and Investigative Sciences
EFFECTIVE SESSION: Summer 2010

INSTRUCTIONS: Please check the items below which describe the purpose of this request.

1. New course with supporting documents (complete proposal form)
2. Add existing course offered at another campus
3. Expire course
4. Change in course number
5. Change in course title
6. Change in course credit type
7. Change in course attributes
8. Change in instructional hours
9. Change in course description
10. Change in course requisites
11. Change in semesters offered
12. Transfer from one department to another

PROPOSED:

<table>
<thead>
<tr>
<th>Subject Abbreviation</th>
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<tbody>
<tr>
<td>Course Number</td>
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<tr>
<td>Long Title</td>
<td>Internship in Forensic Science</td>
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<tr>
<td>Short Title</td>
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</tbody>
</table>

EXISTING:

<table>
<thead>
<tr>
<th>Subject Abbreviation</th>
<th>FIS</th>
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<tbody>
<tr>
<td>Course Number</td>
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<tr>
<td>Long Title</td>
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<tr>
<td>Short Title</td>
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</tbody>
</table>

TERMS OFFERED: Check All That Apply.

- [x] Summer
- [x] Fall
- [x] Spring

CAMPUS(ES) INVOLVED
- Calumet
- N. Central
- Cont Ed
- Tech Statewide
- Ft. Wayne
- W. Lafayette
- Indianapolis

CREDIT TYPE

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<th>1. Fixed Credit</th>
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<td>2. Variable Credit Range:</td>
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<tr>
<td>Minimum Cr. Hrs.</td>
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<td>(Check One)</td>
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<tr>
<td>Maximum Cr. Hrs.</td>
<td>6</td>
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<td>3. Equivalent Credit</td>
<td>Yes</td>
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<td>4. Thesis Credit</td>
<td>Yes</td>
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COURSE ATTRIBUTES: Check All That Apply

<table>
<thead>
<tr>
<th>1. Pass/Not Pass Only</th>
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<tr>
<td>2. Satisfactory/Unsatisfactory Only</td>
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<td>3. Repeatable</td>
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<td>4. Credit by Examination</td>
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<td>5. Special Fees</td>
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<td>6. Registration Approval Type</td>
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<td>7. Variable Title</td>
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<td>8. Honors</td>
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<td>9. Full Time Privilege</td>
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<tr>
<td>10. Off Campus Experience</td>
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Schedule Type | Minutes Per Mtr | Meetings Per Week | Weeks Offered | % of Credit Allocated | Cross-Listed Courses |
<table>
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<tbody>
<tr>
<td>Lecture</td>
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<td>Laboratory</td>
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<td>Lab Prep</td>
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<td>Research</td>
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<td>Inst. Study</td>
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<td>1</td>
<td>15</td>
<td>100</td>
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</table>

COURSE DESCRIPTION (INCLUDE REQUISITES/RESTRICTIONS):

P: Consent of Instructor. FIS 51000 and 51100 and 51200 or 52100 and 52200. Fall, Spring, Summer. The internship provides students with an opportunity to experience the workings of a practicing forensic science laboratory. Although a research project is usually the centerpiece of the internship experience, students will be given an exposure to all of the sections of the laboratory including case management. Students will also have an opportunity to attend a crime scene as an observer and to attend court to observe a forensic scientist offer expert testimony.

OFFICE OF THE REGISTRAR

Calumet Department Head | Date | Calumet School Dean | Date | Calumet Undergrad Curriculum Committee | Date |
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<td>Fort Wayne School Dean</td>
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<td>Fort Wayne Chancellor</td>
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<td>Indianapolis Department Head</td>
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<td>Undergrad Curriculum Committee</td>
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<td>North Central Department Head</td>
<td>Date</td>
<td>North Central Chancellor</td>
<td>Date</td>
<td>Date Approved by Graduate Council</td>
<td>Date</td>
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<td>West Lafayette Department Head</td>
<td>Date</td>
<td>West Lafayette College/School Dean</td>
<td>Date</td>
<td>Graduate Council Secretary</td>
<td>Date</td>
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<tr>
<td>Graduate Area Committee Convener</td>
<td>Date</td>
<td>Graduate Dean</td>
<td>Date</td>
<td>West Lafayette Registrar</td>
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Supporting Document for a New Graduate Course

To: Purdue University Graduate Council

From: Faculty Member: Jay A. Siegel
Department: Chemistry and Chemical Biology
Campus: Indianapolis

Date: October 9, 2009
Subject: Proposal for New Graduate Course-Documentation Required by the Graduate Council to Accompany Registrar's Form 40G

Contact for information if questions arise:
Name: Jay A. Siegel
Phone Number: (317) 274-6883
E-mail: jasiegel@iupui.edu
Campus Address: Chemistry and Chemical Biology, LD 326, indpls

Course Subject Abbreviation and Number: FIS 69400
Course Title: Internship in Forensic Science

A. Justification for the Course:

- Provide a complete and detailed explanation of the need for the course (e.g., in the preparation of students, in providing new knowledge/training in one or more topics, in meeting degree requirements, etc.), how the course contributes to existing fields of study and/or areas of specialization, and how the course relates to other graduate courses offered by the department, other departments, or interdisciplinary programs.

- Justify the level of the proposed graduate course (50000- or 60000-level) including statements on, but not limited to: (1) the target audience, including the anticipated number of undergraduate and graduate students who will enroll in the course; and (2) the rigor of the course.

B. Learning Outcomes and Method of Evaluation or Assessment:

- Describe the course objectives and student learning outcomes that address the objectives (i.e., knowledge, communication, critical thinking, ethical research, etc.).

- Describe the methods of evaluation or assessment of student learning outcomes. (Include evidence for both direct and indirect methods.)

- Grading criteria (select from dropdown box); include a statement describing the criteria that will be used to assess students and how the final grade will be determined.

Criteria: Papers and Projects
• Identify the method(s) of instruction (select from dropdown box) and describe how the methods promote the likely success of the desired student learning outcomes.

Method of instruction: Pract/Observ

C. Prerequisite(s):

• List prerequisite courses by subject abbreviation, number, and title.

• List other prerequisites and/or experiences/background required. If no prerequisites are indicated, provide an explanation for their absence.

D. Course Instructor(s):

• Provide the name, rank, and department/program affiliation of the instructor(s).

• Is the instructor currently a member of the Graduate Faculty? X Yes No
(If the answer is no, indicate when it is expected that a request will be submitted.)

E. Course Outline:

• Provide an outline of topics to be covered and indicate the relative amount of time or emphasis devoted to each topic. If laboratory or field experiences are used to supplement a lecture course, explain the value of the experience(s) to enhance the quality of the course and student learning. For special topics courses, include a sample outline of a course that would be offered under the proposed course.

F. Reading List (including course text):

• A primary reading list or bibliography should be limited to material the students will be required to read in order to successfully complete the course. It should not be a compilation of general reference material.

• A secondary reading list or bibliography should include material students may use as background information.

G. Library Resources

• Describe the library resources that are currently available or the resources needed to support this proposed course.

H. Example of a Course Syllabus (While not a necessary component of this supporting document, an example of a course syllabus is available, for information, by clicking on the link below, which goes to the Graduate School’s Policies and Procedures Manual for Administering Graduate Student Programs. See Appendix K.)


(Revised and Approved by the Graduate Council 2/08)
FIS 69400
Internship in Forensic Science
COURSE SYLLABUS AND DESCRIPTION

Jay Siegel, Ph.D.
Office: LD 326
Phone: 274-6883

Instructional Model: 1-6 credits, Summer, Fall, Spring

Class times and Location: TBD

Prerequisites: Permission of instructor. FIS 50500, 51100 and 51200 or 52100 and 52200

Course Description
The internship provides students with an opportunity to experience the workings of a practicing forensic science laboratory. Although a research project is usually the centerpiece of the internship experience, students will be given an exposure to all of the sections of the laboratory including case management. Students will also have an opportunity to attend a crime scene as an observer and to attend court to observe a forensic scientist offer expert testimony.

The Internship
The internship is normally with a practicing crime laboratory or, in some cases, a crime scene unit. The internship can be done during any semester. The following policies shall apply.

- The exact start dates, end dates and hours worked during the internship are negotiated between the laboratory, the FIS faculty and the student. In order to get the 5 credits for the class, you must put in at least 400 hours. If you are doing the internship during a fall or spring semester, it may take more than one semester to complete the minimum 400 hours.
- The activities that are to be completed during the internship are negotiated with the laboratory, the FIS Program and the student. For forensic science laboratory internships the usual model is to get a short (1-2 weeks) orientation to the various sections of the laboratory and then work on a research project for the remainder of the internship. We also request that the student be permitted to observe court testimony by lab personnel and to observe one or more crime scene investigations.
- You may be asked to submit to a background check by the host laboratory. This is entirely at their discretion and their decision to accept you into the internship is not appealable.
- Before beginning the internship, you must fill out an application and attend an internship meeting put on by the FIS Program.
- During the internship, you must show up for work on time every day except for illness, emergency or the permission of the laboratory.
• During the entire internship, you must keep a log of your activities in a notebook. This will be turned in to the FIS program at the completion of and perhaps at intervals during the internship.
• At the conclusion of the internship you must write a paper of at least 10 pages, double-spaced, that describes your activities and the benefits of the internship.

Grading
There are three components to the internship grade:

- Evaluation by host laboratory, in consultation with IUPUI Director: 50%
- Student log of internship experience: 25%
- Student final summary paper: 25%

Model Schedule: The following is a sample, model schedule that many laboratories follow for a forensic science internship. The exact experience of a student depends upon the laboratory and the student’s preferences and experience. This model assumes a full time, 40-hour week for 13 weeks in the summer.

- **Week 1** – Orientation to the laboratory, case management system
- **Weeks 2,3** – Rotation through laboratory sections
- **Weeks 4-13** – Research project and opportunities to attend crime scene and court
Example of an Internship Opportunity

Department of Homeland Security
Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF)
14 weeks - full time, Ammendale, Maryland Headquarters ATF lab

In this internship, the student was given an orientation to the headquarters laboratory of the ATF. She was then assigned to an examiner who worked with her to develop a research project in the analysis of fire residues and/or explosives. The student spent most of her time in the internship working on what turned out to be two research projects. She was able to attend meetings of the examiners and to attend court, if one of the examiners testified.

At the completion of the internship, the student wrote a paper describing the results of the research. Since these projects were too large to be completed in one summer and because the student was so successful in the internship, she has been invited back to ATF to continue work on the projects.
FIS 69400
Internship in Forensic Science
COURSE SYLLABUS AND DESCRIPTION

Jay Siegel, Ph.D.
Office: LD 326
Phone: 274-6883

Instructional Model: 1-6 credits, Summer, Fall, Spring

Class times and Location: TBD

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During the entire internship, you must keep a log of your activities in a notebook. This will be turned in to the FIS program at the completion of and perhaps at intervals during the internship.

At the conclusion of the internship you must write a paper of at least 10 pages, double-spaced, that describes your activities and the benefits of the internship.
The Academic Handbook states that faculty members have the responsibility of fostering the “intellectual honesty as well as the intellectual development of students....The faculty member should explain clearly the meaning of cheating and plagiarism as they apply to the course....Should the faculty member detect signs of plagiarism or cheating, it is his or her most serious obligation to investigate these thoroughly, to take appropriate action with respect to the grades of students, and in any event to report the matter to the Dean of Students. The necessity to report every case of cheating, whether or not further action is desirable, arises particularly because of the possibility that this is not the student's first offense, or that other offenses may follow it. Equity also demands that a uniform reporting practice be enforced; otherwise, some students will be penalized while others guilty of the same actions will go free.” (p. 172).

Academic Misconduct: (from the Code of Student Rights, Responsibilities, and Conduct)

1. Cheating: A student must not use or attempt to use unauthorized assistance, materials, information, or study aids in any academic exercise, including, but not limited to, the following:

a. A student must not use external assistance on any "in-class" or "take-home" examination, unless the instructor specifically has authorized external assistance. This prohibition includes, but is not limited to, the use of tutors, books, notes, and calculators.

b. A student must not use another person as a substitute in the taking of an examination or quiz.

c. A student must not steal examinations or other course materials.

d. A student must not allow others to conduct research or to prepare work for him or her without advance authorization from the instructor to whom the work is being submitted. Under this prohibition, a student must not make any unauthorized use of materials obtained from commercial term paper companies or from files of papers prepared by other persons.

e. A student must not collaborate with other persons on a particular project and submit a copy of a written report which is represented explicitly or implicitly as the student’s individual work.

f. A student must not use any unauthorized assistance in a laboratory, at a computer terminal, or on field work.

g. A student must not submit substantial portions of the same academic work for credit or honors more than once without permission of the instructor to whom the work is being submitted.

h. A student must not alter a grade or score in any way.

2. Fabrication: A student must not falsify or invent any information or data in an academic exercise including, but not limited to, records or reports, laboratory results, and citations to the sources of information.

3. Plagiarism: A student must not adopt or reproduce ideas, words, or statements of another person without appropriate acknowledgment. A student must give credit to the originality of others and acknowledge indebtedness whenever he or she does any of the following:

a. Quotes another person’s actual words, either oral or written;

b. Paraphrases another person’s words, either oral or written;

c. Uses another person’s idea, opinion, or theory; or

d. Borrows facts, statistics, or other illustrative material, unless the information is common knowledge.
4. Interference

a. A student must not steal, change, destroy, or impede another student’s work. Impeding another student’s work includes, but is not limited to, the theft, defacement, or mutilation of resources so as to deprive others of the information they contain.

b. A student must not give or offer a bribe, promise favors, or make threats with the intention of affecting a grade or the evaluation of academic performance.

Faculty Action
If a faculty member has information that one of his/her students committed an act of academic misconduct, the faculty member is required to hold an informal conference with the student. The conference should be prompt and private. If the faculty member concludes that the student is responsible for the misconduct, then the faculty member is authorized to impose an appropriate academic sanction (i.e., lower or failing grade on the assignment, assessing a lower or failing grade for the course).

After reporting the information to the Dean of Students, he/she will review the information to determine if additional sanctions should be applied.
Sanctions are outlined in the Code of Student Rights, Responsibilities, and Conduct. This document appears on the web at the following address: http://www.life.iupui.edu/Who/Dean/Code/

Policy on Student Academic Misconduct
Faculty are required to report all incidents of academic misconduct to the Dean of Students. For information about policies and procedures, including due process requirements, see the Code of Student Rights, Responsibilities, and Conduct, especially part III: Student Misconduct and Part IV: Student Disciplinary Procedures. The code is accessible on the internet at http://www.life.iupui.edu/Who/Dean/Code

Adaptive Education Services
If you need any special accommodations due to a disability, please contact Adaptive Educational Services at (317)-274-3241. The office is located in CA 001E.

Grading
There are three components to the internship grade:

Evaluation by host laboratory, in consultation with IUPUI Director: 50%
Student log of internship experience: 25%
Student final summary paper: 25%

Grading Scale
Your grade will be based on a strict grading scale as outlined below. There will be no curving of final grades.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Score Range</th>
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<tr>
<td>A</td>
<td>100 – 93%</td>
</tr>
<tr>
<td>A-</td>
<td>92.9 – 90%</td>
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<tr>
<td>B+</td>
<td>89.9 – 87%</td>
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<tr>
<td>B</td>
<td>86.9 – 83%</td>
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<tr>
<td>B-</td>
<td>82.9 – 80%</td>
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<tr>
<td>C+</td>
<td>79.9 – 77%</td>
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<tr>
<td>C</td>
<td>76.9 – 73%</td>
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<tr>
<td>C-</td>
<td>72.9 – 70%</td>
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<tr>
<td>D+</td>
<td>69.9 – 67%</td>
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<tr>
<td>D</td>
<td>66.9 – 63%</td>
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<tr>
<td>D-</td>
<td>62.9 – 60%</td>
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<tr>
<td>F</td>
<td>less than 60%</td>
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</tbody>
</table>

Model Schedule: The following is a sample, model schedule that many laboratories follow for a forensic science internship. The exact experience of a student depends upon the laboratory and the student’s preferences and experience. This model assumes a full time, 40-hour week for 13 weeks in the summer.
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**Example of an Internship Opportunity**

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