New Course Request

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

1. School/Division Science
2. Academic Subject Code FIS

3. Course Number 251 (must be cleared with University Enrollment Services)
4. Instructor H. Blitzer

5. Course Title Photography at a Crime Scene II
   Recommended Abbreviation (Optional) Photo Crime Scene II
   (Limited to 32 Characters including spaces)

6. First time this course is to be offered (Semester/Year): Fall/2005

7. Credit Hours: Fixed at 3.0 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: This course teaches how to document a crime scene with high quality photographs that fairly and accurately represent what was found at a scene so that the implications can be conveyed to others sitting in judgment.

11. Lecture Contact Hours: Fixed at 3 or Variable from _______ to _______

12. Non-Lecture Contact Hours: Fixed at 0 or Variable from _______ to _______

13. Estimated enrollment: 20 of which 0 percent are expected to be graduate students.

14. Frequency of scheduling: fall/spring. Will this course be required for majors? Yes ______

15. Justification for new course: Course exists in Informatics. This is to transfer ownership.

16. Are the necessary reading materials currently available in the appropriate library? Yes ______

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. Course overlaps with INFO-1251, which will be discontinued.

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]
Department Chairman/Division Director

Date 4/1/05

Approved by: [Signature]
Dean

Date 4/13/07

Dean of Graduate School (when required)

Date

Chancellor/Vice-President

Date

University Enrollment Services

Date

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.

UPS 724 University Enrollment Services Final—White: Chancellor/Vice-President—Blue; School/Division—Yellow;
Department/Division—Pink; University Enrollment Services Advance—White
**PURDUE UNIVERSITY**

REQUEST FOR ADDITION, EXPIRATION, OR REVISION OF AN UNDERGRADUATE COURSE

(100-400 LEVEL)

**DEPARTMENT** | Forensic and Investigative Sciences  | **EFFECTIVE SESSION** | Fall 2007

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

- [x] New course with supporting documents
- [ ] Add existing course offered at another campus
- [ ] Expansion of a course
- [ ] Change in course number
- [ ] Change in course title
- [ ] Change in course credit type
- [ ] Change in course attributes (department head signature only)
- [ ] Change in instructional hours
- [ ] Change in course description
- [ ] Change in course prerequisites
- [ ] Change in semesters offered (department head signature only)
- [ ] Transfer from one department to another

**PROPOSED:**

<table>
<thead>
<tr>
<th>Subject Abbreviation</th>
<th>PIS</th>
<th>Subject Abbreviation</th>
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<tbody>
<tr>
<td>Course Number</td>
<td>251</td>
<td>Course Number</td>
</tr>
<tr>
<td>Long Title</td>
<td>Photography at a Crime Scene II</td>
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<tr>
<td>Short Title</td>
<td>Photo Crime Scene II</td>
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**EXISTING:**

<table>
<thead>
<tr>
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<td>Course Number</td>
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</table>

**TERMS OFFERED**

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

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<thead>
<tr>
<th>CAMPUS(ES) INVOLVED</th>
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<td>Ft. Wayne</td>
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<td>Tech Statewide</td>
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<td>W. Lafayette</td>
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<td>Indianapolis</td>
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**CREDIT TYPE**

1. Fixed Credit: Cr. Hrs.
2. Variable Credit: 3 Cr. Hrs.

**Course Attributes:**

- Pass/Not Pass Only
- Satisfactory/Unsatisfactory Only
- Repeatable
- Maximum Repeatability Credit
- Credit by Examination
- Designator Required
- Special Fees
- Instructor
- Registration Approval Type
- Department
- Variable Title
- Remedial
- Full Time Prerequisite
- Off Campus Experience
- Cross-Listed Courses

**Course Description:**

This course teaches how to document a crime scene with high quality photographs that fairly and accurately represent what was found at a scene so that the implications can be conveyed to others sitting in judgment.

**Office of the Registrar**
Photography at a Crime Scene II
Course #1251

Herbert Blitzer  Jack Jacobia
Phone: 317-356-0245  317-356-0245
Email: hblitzer@ifi-indy.org  jjacobia@ifi-indy.org

Course Description:
This course, by lecture, demonstration and practical "hands-on" teaches the theory of photography, how to document a crime scene with high-quality photographs that "fairly and accurately represent" what was found at a scene so that the implications can be conveyed to others sitting in judgment. Lectures, discussions, and practical exercises help students put specific techniques into practice using 35mm film cameras, digital cameras and video cameras to document mock crime scenes. Lectures on the science behind the tools and techniques provide the basis on which students can calculate expected results, wisely choose methods on assignments and answer probing questions while giving testimony. Participants will be able to improve skills by receiving prompt feedback on their imaging efforts through critiques. This course is open to students who have successfully completed Course #1250 or who can demonstrate that level of competency.

Objective:
Document a mock crime scene, using digital and video cameras, while demonstrating the correct protocols for photographing a crime and accurately representing what was found at the scene so that the implications can be conveyed to others sitting in judgment and methods employed can be defended.

Topics included are:
- Close-Up Photography
- More Image Enhancement
- Crime Scene Processing
- Digital Camera Sensors
- Archiving Digital Images
- Surveillance Photography
- Homicide Photography
- Lighting Close-Ups
- Transmission/Reflection Densities
- Light Sources
- System Color Response
- Crime Scene Photography
- Domestic Violence Photography
- Standard Operating Procedures

Recommended Equipment:
Digital Camera w/ macro capabilities
Tripod and cable release
Flash capable of being used off-camera with at least 3 foot synch cord or remote sensor cord
Video Camera Kit (any model)
Spare batteries for camera and flash (or charger for the flash power system); AC adapters
Textbook: *Crime Scene Photography* by: Edward M. Robinson
Handbook: *Photography at a Crime Scene II* by: Institute for Forensic Imaging

**Course Schedule:**

**Day One:**
- Crime scene processing
- Transmission and reflection densities
- Light sources
- Digital camera sensors
- Light and light sources
- Color temperature

**Day Two:**
- Color response of systems
- PhotoShop forensic tools

**Day Three:**
- Preserving the integrity of images with hashing
- Archiving digital images
- Close up photography
  - Macro lenses
  - Special lighting techniques
  - Depth of field

**Day Four:**
- Review of photographic techniques for special circumstances
- Crime scene photography protocols
- Crime scene measurements and documentation planning
- Review videography
- Plan exercise
- Crime scene photography and video exercise

**Day Five:**
- Surveillance/Domestic violence photography
- Review of videography planning
- Video documentation of a crime scene

**Day Six:**
- Standard Operating Procedures (SOP’s)
- Development of an SOP exercise
- Course review
Class Exercises (Labs)

1. Color Response Exercise
2. Forensic Tools exercise
3. Close-up Photography/Enhancement Exercise #1
4. Crime Scene Photography/Enhancement Exercise #2
5. Crime Scene Still Photography and Video Exercise
6. Standard Operating Procedures Exercise

Assignment Submission and Guidelines

All homework assignments will be submitted at the beginning of the next scheduled class. You will be given adequate time during class to complete your assignments. All grades will be posted by the next class session. Please note: No late assignments will be accepted.

The labs assigned in this class will make up 75% of your final grade. The final exam makes up 25% of your final grade.

<table>
<thead>
<tr>
<th>Color Response Exercise</th>
<th>Exercises are</th>
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<tbody>
<tr>
<td>Close-up Photography/Enhancement Exercise</td>
<td>75% of your grade</td>
</tr>
<tr>
<td>Crime Scene Photography/Enhancement Exercise</td>
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<tr>
<td>Crime Scene Photography/Videography Exercise</td>
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<tr>
<td>Standard Operating Procedures Exercise</td>
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<tr>
<td>Final Exam</td>
<td>25% of your grade</td>
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</table>

Grading Scale

<table>
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<tr>
<th>Minimum %</th>
<th>Grade</th>
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<tbody>
<tr>
<td>100.0</td>
<td>A+</td>
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<tr>
<td>95.0</td>
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<tr>
<td>90.0</td>
<td>A-</td>
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<td>87.0</td>
<td>B+</td>
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Academic Misconduct

(Taken from Academic Handbook, 2001 and the Code of Student Rights, Responsibilities, and Conduct)

http://www.life.tupu.edu/Who/Dean/Code

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 adapt 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

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.
### INSTITUTE FOR FORENSIC IMAGING

**Photography at a Crime Scene II**

**Course # FIS251**

<table>
<thead>
<tr>
<th>Day</th>
<th>Friday 8:00 to 9:00</th>
<th>Friday 9:00 to 10:00</th>
<th>Friday 10:00 to 11:00</th>
<th>Friday 11:00 to 12:00</th>
<th>Friday 12:00 to 1:00</th>
<th>Friday 1:00 to 2:00</th>
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</thead>
<tbody>
<tr>
<td>Day 1</td>
<td>Crime Scene Processing</td>
<td>System Color Response</td>
<td>Archiving Digital Images</td>
<td>Close-up Photography Closeups</td>
<td>Lighting Closeups</td>
<td>Digital Camera Sensors</td>
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<tr>
<td>Day 2</td>
<td>Hashing Digital Images</td>
<td>Review Photographic Techniques</td>
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<tr>
<td>Day 3</td>
<td>Exercise to 8:00</td>
<td>Exercise to 9:00</td>
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<td>Day 4</td>
<td>Crime Scene Photography</td>
<td>Videography Plan</td>
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<td>Day 5</td>
<td>SOP Exercise</td>
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<tr>
<td>Day 6</td>
<td>Exercise to 8:00</td>
<td>Exercise to 9:00</td>
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**Course Breakdown**

- Lecture = 33.5 hrs
- Lab = 14.5 hrs
- Total In-Class = 48 hrs