Please read the following requirements for this program.

REQUIREMENTS FOR PRACTICUM IN FORENSIC SCIENCE

COURSE NUMBER: FRSC 4900

COURSE DESCRIPTION: Credit is for 3 hours. Subject matter will vary according to the assigned location.

PREREQUISITES: Preferably Senior standing and permission of instructor.

OBJECTIVES: The major focus of this course is to provide a field experience related to the Forensic Science. Specific objectives are as follows:

1. To assist host staff in conducting research or laboratory functions in a forensic laboratory; investigations, or other law enforcement tasks.
2. To conduct literature searches, sample preparation, and analysis.
3. To maintain detailed notes on laboratory experiences, field operations, and/or crime scene observations.
4. To provide a work-related experience in a forensic science or law enforcement setting.
5. To provide an environment in which principles learned through classroom activities can be applied to solving forensic science or law enforcement problems.
6. To develop a work ethic stressing punctuality, reliability, honesty, and cooperation.
7. To provide exposure to rules and regulations (protocols) associated with a forensic science laboratory or investigative agency.
8. To provide practical experience to reduce the time required for a new employee to become productive in a new position.

COURSE REQUIREMENTS: The Forensic Science Practicum will involve a field experience requiring a substantial time commitment in a setting selected by the instructor of record in conjunction with the Practicum student. The student desiring to enroll in the Practicum must work with the instructor well in advance of the beginning of the Practicum as there is often a significant time requirement to meet with the Practicum site host, complete appropriate paperwork (which may
include background checks), establish a report date, work out a Practicum work schedule, and complete administrative requirements. This process may take as long as three months. This syllabus gives general information and each host site will have specific requirements.

**TIME COMMITMENT:** The Practicum requires a commitment of approximately 40 hours/credit hour enrolled. Thus a student enrolling for 3 credit hours would be required to put in 120 clock hours (or 7.5 hours each week during a regular semester or 15 hours per week during the summer semester) during the academic session. This may all be at the site or may include some required literature searches or other off site requirements. The hours required are an approximation and may be adjusted up or down by the practicum coordinator based upon individual circumstances and assignments.

**BACKGROUND INVESTIGATION:** Each Practicum Host Site will have a separate form for background investigations. These forms will be provided in advance. Some sites may require a background check, drug test, polygraph test, or other information.

**STUDENT EVALUATION:** Students will be evaluated using the following components:

a. **Daily log or lab notebook** describing in which the student participated. The log or lab notebook may be in any format and can be typed or handwritten.

b. **Summary paper** which is submitted at the conclusion of the Practicum. The summary paper should be approximately 5 to 10 pages in length (single spaced) and should do the following:
   • Give a comprehensive overview of the agency, not just the particular area of your practicum.
   • Describe specific duties and responsibilities the you encountered
   • Provide interesting facts, observations, or experiences that made this particular practicum site worthwhile.
   • You may site articles or other literature in your summary paper. Doing so enhances the points awarded. Format should follow the American Psychological Association (APA).

c. **Practicum supervisor’s evaluation and recommendation.** The program director will solicit the supervisor’s comments directly.

d. **Comprehensive Examination** – Performance of a standardized assessment tool will be measured by the following:
INTERNAL COMPREHENSIVE EVALUATION: FORENSIC SCIENCE INSTITUTE COMPREHENSIVE EXAMINATION: The Internal Comprehensive Exam for Forensic Science is a combination of multiple choice and true/false questions (approximately 200). Most questions come from the required courses including: Introduction to Forensic Science, Crime Scene Processing, and Forensic Science Analysis. You can expect some questions from other courses as well. You will have two hours to complete the exam. This test is required for all Forensic Science students. The comprehensive examination is a portion of the student’s grade in FRSC 4900.

ALL STUDENTS WILL BE EVALUATED USING THE FOLLOWING CRITERIA:

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Daily Log or Lab Notebook</td>
<td>10%</td>
</tr>
<tr>
<td>Summary Paper</td>
<td>30%</td>
</tr>
<tr>
<td>Comprehensive Examination</td>
<td>20%</td>
</tr>
<tr>
<td>Supervisors Evaluation</td>
<td>40%</td>
</tr>
<tr>
<td>TOTAL</td>
<td>100%</td>
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</tbody>
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Grades will be determined using the standard scale:

A  90-100%
B  80-89%
C  70-79%
D  60-69%
F  Below 60%

ATTENDANCE POLICY

The student is expected to rigorously adhere to the reporting schedule developed in conjunction with the supervisor at the Practicum host site. Violation of this attendance commitment, except for verifiable emergencies, will result in a grade penalty. Any absences must be cleared through the host supervisor.

ACADEMIC DISHONESTY POLICY

Honesty in performing analyses, acquisition of data or evidence, and interpreting and reporting results is extremely important to the forensic science community. Plagiarism or the falsifying of data or results and presenting them as accurate are blatant acts of academic dishonesty. Students found guilty of plagiarism or falsifying data or results will be penalized in accordance with the
University policy, which may include dismissal from the class with an F grade and/or dismissal from the University.

**RESPECTIVE PRACTICUM RESPONSIBILITIES**

**Student’s Responsibilities**

a. Complete application and administrative paperwork on schedule.
b. Maintain good work habits and professional attitude and behavior regarding punctuality, attendance, and work performance.
c. Coordinate all absences and tardiness with supervisors.
d. Discuss any problems with the work environment and job responsibilities with the assigned supervisor.
e. Adhere to the policies and procedures of the hosting agency.

**University’s Responsibility**

a. Meet with both student and host site supervisor to discuss and outline work assignments, student’s responsibilities, and evaluation process.
b. Assist in the resolution of any problems that may arise between the student and host site.
c. Evaluate the student’s Daily Log, Final Report and Comprehensive Examination.
d. Assign the Final Grade.

**Host Site Responsibility**

a. Provide a positive and safe work environment.
b. Provide adequate supervision by qualified personnel.
c. Provide a meaningful work experience.
d. Monitor work and provide feedback to the student and university for correction and improvement.
e. Submit the Student Evaluation Form at the end of the Practicum experience.
APPLICATION DEADLINE:
The deadline for turning in the completed practicum application package is September 15th for the Spring practicum and February 15th for a Summer or Fall practicum. Every effort will be given to select students in order to ensure timely student graduation.

Complete application packet contains:
  • Forensic Science Degree Check
  • Forensic Science Institute Practicum application
  • UCO transcript