CRJS 4553/CRJ 4355 Death Investigations
Summer 2021

Instructor: Dr. Shantaé Motley
Section # and CRN: Z01
Office Location: Texas A&M University System, RELLIS Campus
Office Phone: 979-317-3435
Email Address: shmotley@pvamu.edu
Office Hours: Virtual Hours Only (M&W- 10a-noon) Also available by appointment
Mode of Instruction: Face To Face

Course Location: Online (Texas A&M University System, RELLIS Campus)
Class Days & Times: Online
Catalog Description: The course provides an overview of various investigative methods utilized in death investigation (suicides, accidents, homicides, and child deaths) and includes crime scene analysis, investigative processes, crime scene management, case management, and scientific tools necessary for death investigation.

Prerequisites: TSI complete
Co-requisites:


Recommended Texts: Additional selections from the companion student website (see textbook for the link) and/or those items provided by the instructor.

Student Learning Outcomes:

<table>
<thead>
<tr>
<th>Upon successful completion of this course, students will be able to:</th>
<th>Program Learning Outcome # Alignment</th>
<th>Core Curriculum Outcome Alignment</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Become familiar with the historical development of the Coroner and Medical Examiner Systems in the US</td>
<td>4</td>
<td>N/A</td>
</tr>
<tr>
<td>2 Recognize the role of forensic anthropology in death investigations</td>
<td>2,4</td>
<td>N/A</td>
</tr>
<tr>
<td>3 Know the terminology used in categorizing human skeletal components</td>
<td>4</td>
<td>N/A</td>
</tr>
<tr>
<td>4 Understand the causes of death and methods of investigation</td>
<td>2,4</td>
<td>N/A</td>
</tr>
<tr>
<td>5 Employ a critical perspective when evaluating: (1) inter/intra-agency relationships involved in the investigation of death; and (2) methodologies used in post-mortem identification</td>
<td>2,4,6</td>
<td>Critical Thinking</td>
</tr>
</tbody>
</table>
Major Course Requirements

Method of Determining Final Course Grade

<table>
<thead>
<tr>
<th>Course Grade Requirement</th>
<th>Value</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1) Weekly Quizzes</td>
<td>20</td>
<td>20%</td>
</tr>
<tr>
<td>2) Weekly Discussions</td>
<td>20</td>
<td>20%</td>
</tr>
<tr>
<td>3) Autopsy Report Assignment</td>
<td>20</td>
<td>20%</td>
</tr>
<tr>
<td>4) Exam I</td>
<td>20</td>
<td>20%</td>
</tr>
<tr>
<td>5) Exam II</td>
<td>20</td>
<td>20%</td>
</tr>
<tr>
<td>Total:</td>
<td>100 points</td>
<td>100%</td>
</tr>
</tbody>
</table>

Grading Criteria and Conversion:
A = 100 – 90%.
B = 89 – 80%.
C = 79 – 70%.
D = 69 – 60%.
F = 59 pts. Or below

Detailed Description of Major Assignments:

Assignment Title or Grade Requirement | Description
--- | ---
Weekly Quizzes | There will be five weekly quizzes, each worth 4% of your final grade for a total of 20%. Quizzes will open on Monday at 12a and must be completed by 11:59p on Sunday. You may re-take the quizzes until the due date. Each is on that week’s learning content.
Weekly Discussion | Every week there are discussion posts that must be responded to. Students are expected to read the introduction and then complete the corresponding assignment. The discussion should be thorough (5-8 content sentences in length), and you must respond to at least one other student (5-8 content sentences in length) in order for the student to get the full points “I agree” or “I don’t agree” does not count as one of the content sentences. Your sentences must pertain to the content of the chapter.
Autopsy Report Assignment | Each student will be required to complete a paper related to course content. The topic for the paper is given below in the syllabus. This paper should be at least two pages, not including cover page or reference page. Papers should be typed, double-spaced, Times New Roman, 12 font, and in APA format per the 7th edition of the manual. The paper will make up 20% of your final grade. Penalty for late submission of term paper is a five-
point deduction per day off the paper score. After three days, late papers will not be accepted. All papers must be uploaded in Turnitin in CANVAS before or on the due date. Students should utilize the Writing Center and the library.

Points will be deducted for serious errors.

Due on July 2, 2021 at 11:59pm – worth 20% of your final grade.

The Writing Center
The Writing Center provides well-trained peer tutors that assist students with writing assignments at any stage of the writing process. Tutors help students with various writing tasks from understanding assignments, brainstorming, drafting, revising, editing, researching, and integrating sources. Students have free access to Grammarly online writing assistance. Grammarly is an automated proofreading and plagiarism detection tool. Student must register for Grammarly by using their student email address. In addition, students have access to face-to-face as well as virtual tutoring services either asynchronously via email or synchronously via Zoom. Location: J. B. Coleman Library, Rm. 209; Phone: 936-261-3724; Website: The Writing Center; Grammarly Registration.

Examinations

Exams may be of any type, including, but not limited to, multiple choice, matching, True/False, short answer and essay. Prior to each exam, you will be informed as to the specific content. Exams are designed to ascertain how well you absorbed the textbook readings and interrelated classroom discussions. The best preparation for the examinations is to attend class, take notes, and engage in the discussions.

If students know they are going to miss an examination, they should contact the instructor immediately. Normally, make-up examinations are not allowed but after communication has been made with the instructor each situation will be handled on a case-by-case basis. THERE WILL BE ONLY “ONE” MAKE-UP EXAM. NO MAKE-UP OF MISSED EXAMS WITHOUT DOCUMENTATION OF A TRUE EMERGENCY OR CRISIS (e.g. death of someone close, hospitalization of oneself or one’s child, or a spouse, surprise work audit, etc.). Expect such tests to be more challenging than regularly scheduled exams. If you have a religious holiday, or you will be away on university business, please contact me at the beginning of the semester (or as soon as you are aware of the conflict) to make arrangements. Make-up examinations may be in essay format and administered at the instructor’s discretion, with fairness to the class being a consideration. PLEASE DO NOT MAKE UP AN EXCUSE. These policies will be enforced fairly and uniformly! Exams may be curved pending a question analysis, and bonus points may be earned toward final grades. These points are solely at the instructor's discretion. Grades are FINAL once posted. I make every effort to post exam scores in the CANVAS grade book as soon as
Readings

You will be given 2 examinations, including the mid-semester and final exam. Each exam is worth 20% of your final grade. Exams will open on Wednesday at 12am and close Sunday at 11:59pm. PLEASE DO NOT WAIT UNTIL THE LAST MINUTE TO START EXAMS. All exams are online, and exams have a time limit.

It is advisable for students to follow the schedule of reading assignments as set out in the Semester Calendar. Students should complete the reading assignments before coming to class. Apart from facilitating class discussion, this will allow you time to formulate questions for presentation in class. In addition to the required text, the course will utilize video presentations, guest speakers, and additional handouts that concern issues pertinent to crime in America. Information from all sources (textbooks, lectures, video presentations, guest speakers, and handouts) may be included on course examinations.

Course Procedures or Additional Instructor Policies

Taskstream
Taskstream is a tool that Prairie View A&M University uses for assessment purposes. One of your assignments may be considered an “artifact,” an item of coursework that serves as evidence that course objectives are met. More information will be provided during the semester, but for general information, you can visit Taskstream via the link in eCourses.

Attendance Policy:
Class attendance requirements will be followed in accordance with the Prairie View A&M University Attendance Policy Statement (http://www.pvamu.edu/registrar/general-registration-information/class-attendance-policy/). Students are expected to attend each class session and participate in class discussions as well as other class activities. Attendance will be taken daily for university records. Sign-in sheets will be distributed during class, and you are required to sign your name acknowledging your presence. Signing in for someone else will be considered academic dishonesty and will be subject to penalty.

Absences on Religious Holy Days
In accordance with Texas Education Code, Section 61.003, subdivision (7), a student may be absent from classes for the observance of a religious holy day and will be permitted to take missed examinations and complete missed assignments provided the student has notified the instructor of the planned absence in writing and receipt of that notice has been acknowledged by the instructor in writing. “A religious holy day means a holy day observed by a religion whose place of worship is exempt from property taxation under the Texas Tax Code, Section 11.20.”

Make-Up Exams:
There will be no make-up exams offered. If an exam is missed due to serious illness or other extenuating circumstances, evidence must be submitted for possible consideration.

Use of telephones, text messagers, and tablets
Student use of electronic devices that perform the function of a telephone sends a text message, or any other form of communication during class-time is prohibited and may result in removal from the classroom. All device sound
alerts should be turned off, put in airplane mode, or put on silence (including the vibrate function). Leaving the classroom to accept a call may result in an absence. Arrangements for handling potential emergency situations may be granted at the discretion of the instructor prior to the start of class. Failure to comply with the instructor’s policy could result in expulsion from the classroom.

Any use of a telephone or text messager or any device that performs these functions during a test period is prohibited. These devices should not be present during a test or should be stored securely in such a way that they cannot be seen or used by the student. Even the visible presence of such a device during the test period will result in a zero for that test. Use of these devices during a test is considered de facto evidence of cheating and could result in charge of academic dishonesty.
### Semester Calendar

Please note that this schedule is tentative and may change if we need to spend additional time on certain topics or if there are unforeseen circumstances (i.e. inclement weather).

<table>
<thead>
<tr>
<th>Week One: Topic Description</th>
<th>Review of syllabus General Aspects of Death Investigation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Readings:</td>
<td>Chapters 1-8</td>
</tr>
<tr>
<td>Assignment (s):</td>
<td>Quiz 1; Weekly Discussion</td>
</tr>
<tr>
<td><strong>Week Two:</strong></td>
<td></td>
</tr>
<tr>
<td>Topic Description</td>
<td>More On The People Who Investigate</td>
</tr>
<tr>
<td>Readings:</td>
<td>Chapters 9-14</td>
</tr>
<tr>
<td>Assignment (s):</td>
<td>Quiz 2; Weekly Discussion</td>
</tr>
<tr>
<td><strong>Week Three:</strong></td>
<td></td>
</tr>
<tr>
<td>Topic Description</td>
<td>Goals of Death Investigation; Examples of Death Investigations by Type &amp; Specific Features of Medicolegal Death Investigations</td>
</tr>
<tr>
<td>Readings:</td>
<td>Chapters 15-23</td>
</tr>
<tr>
<td>Assignment (s):</td>
<td>Quiz 3; Weekly Discussion; EXAM I (Chapters 1-23)</td>
</tr>
<tr>
<td><strong>Week Four:</strong></td>
<td></td>
</tr>
<tr>
<td>Topic Description</td>
<td>Special Circumstances &amp; Other Death Investigation Topics</td>
</tr>
<tr>
<td>Readings:</td>
<td>Chapters 24-31</td>
</tr>
<tr>
<td>Assignment (s):</td>
<td>Quiz 4; Weekly Discussion</td>
</tr>
<tr>
<td><strong>Week Five:</strong></td>
<td></td>
</tr>
<tr>
<td>Topic Description</td>
<td>Goals of death investigations</td>
</tr>
<tr>
<td>Readings:</td>
<td>Chapters 32-42</td>
</tr>
<tr>
<td>Assignment (s):</td>
<td>Quiz 5; Weekly Discussion; EXAM I (Chapters 24-42); Autopsy Report Assignment</td>
</tr>
</tbody>
</table>

The instructor reserves the right to make changes and additions.

*The instructor reserves the right to make changes and additions to this syllabus and schedule throughout the course as needed. All changes will be communicated in class and/or online.*

### Student Support and Success

**John B. Coleman Library**

The library and its partners have as their mission "to provide resources and instructional material in support of the evolving curriculum, as a partner in Prairie View A&M University's mission of teaching, research, and service" and to support the University's core values of "access and quality, diversity, leadership, relevance, and social responsibility" through emphasis on ten key areas of service. It maintains library collections and access both on campus, online, and through local agreements to further the educational goals of students and faculty.

**Center for Academic Support**

The Center for Academic Support (CAS) offers Tutoring via peer tutoring. The services include workshops (i.e., Save My Semester, Recalculate Your Route), seminars (i.e., Tools You Can Use: TI-84), group review sessions (i.e., College Algebra Topic Reviews, GRE Preparation), group study opportunities (i.e., TSIA, HESI, Study Break, Exam Cram), and test-taking strategies (How to take Notes, Study Buddy, 5 Day Study Guide). The Tutoring Center is a nationally certified tutoring program through the National Tutoring Association. The peer tutors are trained and certified by the coordinator each semester. Location: J.B. Coleman Library

**COMPASS**
The Center for the Oversight and Management of Personalized Academic Student Success (COMPASS) is designed to help Prairie View students in their second year and beyond navigate towards graduation by providing the following services: Academic Advisement, Targeted Tutorials for Personalized Learning, Campus-Wide Referrals, and Academic & Social Workshops. Location: J.B. Coleman Library

Writing Center
The Writing Center provides student consultants on all aspects of the writing process and a variety of writing assignments. Writing Center consultations assist students in such areas as prewriting, brainstorming, audience awareness, organization, research, and citation. Location: Hilliard Hall 121

University Rules and Procedures

Disability statement (See Student Handbook):
Students with disabilities, including learning disabilities, who wish to request accommodations in class should register with the Services for Students with Disabilities (SSD) early in the semester so that appropriate arrangements may be made. In accordance with federal laws, a student requesting special accommodations must provide documentation of their disability to the SSD coordinator.

Academic misconduct (See Student Handbook):
You are expected to practice academic honesty in every aspect of this course and all other courses. Make sure you are familiar with your Student Handbook, especially the section on academic misconduct. Students who engage in academic misconduct are subject to university disciplinary procedures.

Forms of academic dishonesty:
1. Cheating: deception in which a student misrepresents that he/she has mastered information on an academic exercise that he/she has not mastered; giving or receiving aid unauthorized by the instructor on assignments or examinations.
2. Academic misconduct: tampering with grades or taking part in obtaining or distributing any part of a scheduled test.
3. Fabrication: use of invented information or falsified research.
4. Plagiarism: unacknowledged quotation and/or paraphrase of someone else's words, ideas, or data as one's own in work submitted for credit. Failure to identify information or essays from the Internet and submitting them as one's own work also constitutes plagiarism.

Nonacademic misconduct (See Student Handbook)
The University respects the rights of instructors to teach and students to learn. Maintenance of these rights requires campus conditions that do not impede their exercise. Campus behavior that interferes with either (1) the instructor's ability to conduct the class, (2) the inability of other students to profit from the instructional program, or (3) campus behavior that interferes with the rights of others will not be tolerated. An individual engaging in such disruptive behavior may be subject to disciplinary action. Such incidents will be adjudicated by the Dean of Students under nonacademic procedures.

Sexual misconduct (See Student Handbook):
Sexual harassment of students and employers at Prairie View A&M University is unacceptable and will not be tolerated. Any member of the university community violating this policy will be subject to disciplinary action.

Attendance Policy
Prairie View A&M University requires regular class attendance. Excessive absences will result in lowered grades. Excessive absenteeism, whether excused or unexcused, may result in a student’s course grade being reduced or in the assignment of a grade of "F." Absences are accumulated beginning with the first day of class. The complete attendance policy is available at http://www.pvamu.edu/registrar/general-registration-information/class-attendance-policy/

Student Academic Appeals Process
Authority and responsibility for assigning grades to students rests with the faculty. However, in those instances where students believe that miscommunication, errors, or unfairness of any kind may have adversely affected the
instructor’s assessment of their academic performance, the student has a right to appeal by the procedure listed in the Undergraduate Catalog and by doing so within thirty days of receiving the grade or experiencing any other problematic academic event that prompted the complaint.

For additional information related to student services, please visit the student services directory at http://www.pvamu.edu/registrar/general-registration-information/student-services-directory/

TECHNICAL CONSIDERATIONS

Minimum Recommended Hardware and Software:

- Intel PC or Laptop with Windows 7; Mac with OS X; Smartphone or iPad/Tablet with Wi-Fi
- High-speed Internet access
- 8 GB Memory
- Hard drive with 320 GB storage space
- 15” monitor, 800x600, color or 16 bit
- Sound card w/speakers
- Microphone and recording software
- Keyboard & mouse
- Most current version of Google Chrome, Safari, Internet Explorer or Firefox

Note: Be sure to enable Java & pop-ups

Participants should have a basic proficiency in the following computer skills:

- Sending and receiving email
- A working knowledge of the Internet
- Proficiency in Microsoft Word (or a program convertible to Word)
- Proficiency in the Acrobat PDF Reader
- Basic knowledge of Windows or Mac O.S.

Netiquette (online etiquette):

Students are expected to participate in all discussions and virtual classroom chats as directed. Students are to be respectful and courteous to others on discussions boards. Foul or abusive language will not be tolerated.

Technical Support:

Students should go to https://mypassword.pvamu.edu/ if they have password issues. The page will provide instructions for resetting passwords and contact information if login issues persist. For other technical questions regarding eCourses, call the Office of Distance Learning at 936-261-3283

Communication Expectations and Standards:

Emails or discussion postings will receive a response from the instructor, usually in less than 48 hours. Urgent emails should be marked as such. Check regularly for responses.

Discussion Requirement:

Online courses often require minimal to no face-to-face meetings. However, conversations about the readings, lectures, materials and other aspects of the course can take place in a seminar fashion. This will be accomplished by the use of the discussion board. The exact use of discussion will be determined by the instructor.

It is strongly suggested that students type their discussion postings in a word processing application and save it to their PC or a removable drive before posting to the discussion board. This is important for two reasons: 1) If for some reason your discussion responses are lost in your online course, you will have another copy; 2) Grammatical errors can be greatly minimized by the use of the spell-and-grammar check functions in word processing applications. Once the post(s) have been typed and corrected in the word processing application, it should be copied and pasted to the discussion board.

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https://www.pvamu.edu/library/ Phone: 936-261-1500

The Learning Curve (Center for Academic Support)

The Learning Curve offers Tutoring via peer tutoring. The services include workshops (i.e., Save My Semester, Recalculate Your Route), seminars (i.e., Tools You Can Use: TI-84), group review sessions (i.e., College Algebra Topic Reviews, GRE Preparation), group study opportunities (i.e., TSIA, HESI, Study Break, Exam Cram), and test-taking strategies (How to take Notes, Study Buddy, 5 Day Study Guide). The Learning Curve is a nationally certified tutoring program through the National Tutoring Association. The peer tutors are trained and certified by the coordinator each semester. Location: J.B. Coleman Library Rm. 207F. Phone: 936-261-1561

The Center for the Oversight and Management of Personalized Academic Student Success (COMPASS)

The Center for the Oversight and Management of Personalized Academic Student Success (COMPASS) is designed to help Prairie View students in their second year and beyond navigate towards graduation by providing the following services: Academic Advisement, Targeted Tutorials for Personalized Learning, Campus-Wide Referrals, and Academic & Social Workshops. Location: J.B. Coleman Library Rm. 306. Phone: 936-261-1040

Writing Center

The Writing Center provides student consultants on all aspects of the writing process and a variety of writing assignments. Writing Center consultations assist students in such areas as prewriting, brainstorming, audience awareness, organization, research, and citation. Students taking on-line courses or courses at the Northwest Houston Center or College of Nursing may consult remotely or by email. Location: Hilliard Hall Rm. 121. Phone: 936-261-3724.

Student Counseling Services

The Student Counseling Services unit offers a range of services and programs to assist students in maximizing their potential for success: short-term individual, couples, and group counseling, as well as crisis intervention, outreach, consultation, and referral services. The staff is licensed by the State of Texas and provides assistance to students who are dealing with academic skills concerns, situational crises, adjustment problems, and emotional difficulties. Information shared with the staff is treated confidentially and in accordance with Texas State Law. Location: Owens-Franklin Health Center Rm. 226. Phone: 936-261-3564

Testing

The Department of Testing administers College Board CLEP examinations, the HESI A2 for pre-nursing majors, LSAT for law school applicants and MPRE for second-year law students, the Experiential Learning Portfolio option, the Texas Success Initiative (TSI) Assessment, which determines college readiness in the state, and exam proctoring, among other service such as SAT and ACT for high school students. Location: Delco Rm. 141. Phone: 936-261-4286

Office of Diagnostic Testing and Disability Services

As a federally-mandated educational support unit, the Office of Disability Services serves as the repository for confidential disability files for faculty, staff, and students. For persons with a disability, the Office develops individualized ADA letters of request for accommodations. Other services include: learning style inventories, awareness workshops, accessibility pathways, webinars, computer laboratory with adapted hard and software, adapted furniture, proctoring of non-standardized test administrations, ASL interpreters, ALDs, digital recorders, livescribe, Kurtzweil, and a comprehensive referral network across campus and the broader community. Location: Evans Hall Rm. 317. Phone: 936-261-3585

Veteran Affairs
Veterans Services works with student veterans, current military and military dependents to support their transition to the college environment and continued persistence to graduation. The Office coordinates and certifies benefits for both the G.I. Bill and the Texas Hazlewood Act. Location: Evans Hall Rm. 323. Phone: 936-261-3563

Office for Student Engagement

The Office for Student Engagement delivers comprehensive programs and services designed to meet the co-curricular needs of students. The Office implements inclusive and accessible programs and services that enhance student development through exposure to and participation in diverse and relevant social, cultural, intellectual, recreational, community service, leadership development and campus governance. Location: Memorial Student Center Rm. 221. Phone: 936-261-1340

Career Services

Career Services supports students through professional development, career readiness, and placement and employment assistance. The Office provides one-on-one career coaching, interview preparation, resume and letter writing, and career exploration workshops and seminars. Services are provided for students at the Northwest Houston Center and College of Nursing in the Medical Center twice a month or on a requested basis. Distance Learning students are encouraged to visit the Career Services website for information regarding services provided. Location: Evans Hall Rm. 217. Phone: 936-261-3570

University Rules and Procedures

Disability Statement (Also See Student Handbook):

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you believe you have a disability requiring an accommodation, please contact Disability Services, in Evans Hall, Room 317, or call 936-261-3585/3.

Academic Misconduct (See Student Handbook):

You are expected to practice academic honesty in every aspect of this course and all other courses. Make sure you are familiar with your Student Handbook, especially the section on academic misconduct. Students who engage in academic misconduct are subject to university disciplinary procedures.

Forms of Academic Dishonesty:

1. Cheating: deception in which a student misrepresents that he/she has mastered information on an academic exercise that he/she has not mastered; giving or receiving aid unauthorized by the instructor on assignments or examinations.

2. Academic misconduct: tampering with grades or taking part in obtaining or distributing any part of a scheduled test.

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The university respects the rights of instructors to teach and students to learn. Maintenance of these rights requires campus conditions that do not impede their exercise. Campus behavior that interferes with either (1) the instructor’s ability to conduct the class, (2) the inability of other students to profit from the instructional program, or (3) campus behavior that interferes with the rights of others will not be tolerated. An individual engaging in such
disruptive behavior may be subject to disciplinary action. Such incidents will be adjudicated by the Dean of Students under nonacademic procedures.

**Sexual Misconduct (See Student Handbook):**

Sexual harassment of students and employers at Prairie View A&M University is unacceptable and will not be tolerated. Any member of the university community violating this policy will be subject to disciplinary action.

**Title IX Statement**

Prairie View A&M University (PVAMU) is committed to supporting students and complying with the Texas A&M University System non-discrimination policy. It seeks to establish an environment that is free of bias, discrimination, and harassment. If you experience an incident of sex- or gender-based discrimination, including sexual harassment, sexual assault or attempted sexual assault, we encourage you to report it. While you may talk to a faculty member about an incident of misconduct, the faculty member must report the basic facts of your experience to Ms. Alexia Taylor, PVAMU’s Title IX Coordinator. If you would like to speak with someone who may be able to afford you privacy or confidentiality, there are individuals who can meet with you. The Title IX Coordinator is designated to handle inquiries regarding non-discrimination policies and can assist you with understanding your options and connect you with on- and off-campus resources. The Title IX Coordinator can be reached by phone at 936-261-2123 or in Suite 013 in the A.I. Thomas Administration Building.

**Class Attendance Policy (See Catalog for Full Attendance Policy)**

Prairie View A&M University requires regular class attendance. Attending all classes supports full academic development of each learner whether classes are taught with the instructor physically present or via distance learning technologies such as interactive video and/or internet.

Excessive absenteeism, whether excused or unexcused, may result in a student's course grade being reduced or in assignment of a grade of "F". Absences are accumulated beginning with the first day of class during regular semesters and summer terms. Each faculty member will include the University's attendance policy in each course syllabus.

**Student Academic Appeals Process**

Authority and responsibility for assigning grades to students rests with the faculty. However, in those instances where students believe that miscommunication, errors, or unfairness of any kind may have adversely affected the instructor's assessment of their academic performance, the student has a right to appeal by the procedure listed in the Undergraduate Catalog and by doing so within thirty days of receiving the grade or experiencing any other problematic academic event that prompted the complaint.

**TECHNICAL CONSIDERATIONS**

Minimum Recommended Hardware and Software:

- Intel PC or Laptop with Windows 7; Mac with OS X; Smartphone or iPad/Tablet with Wi-Fi
- High speed Internet access
- 8 GB Memory
- Hard drive with 320 GB storage space
- 15" monitor, 800x600, color or 16 bit
- Sound card w/speakers
- Microphone and recording software
- Keyboard & mouse
- Most current version of Google Chrome, Safari, Internet Explorer or Firefox

Note: Be sure to enable Java & pop-ups in the Web browser preferences

Participants should have a basic proficiency of the following computer skills:
• Sending and receiving email
• A working knowledge of the Internet
• Proficiency in Microsoft Word (or a program convertible to Word)
• Proficiency in the Acrobat PDF Reader
• Basic knowledge of Windows or Mac O.S.

Netiquette (online etiquette):

Students are expected to participate in all discussions and virtual classroom chats as directed. Students are to be respectful and courteous to others on discussions boards. Foul or abusive language will not be tolerated. Do not use ALL CAPS for communicating to others AS IT CAN BE INTERPRETED AS YELLING. Avoid slang terms such as "wassup?" and texting abbreviations such as "u" instead of "you." Limit and possibly avoid the use of emoticons. Be cautious when using humor or sarcasm as tone is sometimes lost in an email or discussion post and the message might be taken seriously or sound offensive.

Video Conferencing Etiquette

When using Zoom, WebEx or other video conferencing tools, confirm the visible area is tidy, clear of background clutter, inappropriate or offensive posters, and other distractions. Ensure you dress appropriately and avoid using high traffic or noisy areas. Stay muted when you are not speaking and avoid eating/drinking during session. Before class session begins, test audio, video and lighting to alleviate technology issues.

Technical Support:

Students should go to https://mypassword.pvamu.edu/ if they have password issues. The page will provide instructions for resetting passwords and contact information if login issues persist. For other technical questions regarding eCourses, call the Office of Distance Learning at 936-261-3283

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E-mails or discussion postings will receive a response from the instructor, usually in less than 48 hours. Urgent e-mails should be marked as such. Check regularly for responses.

Discussion Requirement:

Online courses often require minimal to no face-to-face meetings. However, conversations about the readings, lectures, materials, and other aspects of the course can take place in a seminar fashion. This will be accomplished by the use of the discussion board. The exact use of discussion will be determined by the instructor.

It is strongly suggested that students type their discussion postings in a word processing application and save it to their PC or a removable drive before posting to the discussion board. This is important for two reasons: 1) If for some reason your discussion responses are lost in your online course, you will have another copy; 2) Grammatical errors can be greatly minimized by the use of the spell-and-grammar check functions in word processing applications. Once the post(s) have been typed and corrected in the word processing application, it/they should be copied and pasted to the discussion board.

COVID-19 Campus Safety Measures

To promote public safety and protect students, faculty, and staff during the coronavirus pandemic, PVAMU has adopted policies and practices to limit virus transmission.

- **Self-monitoring** - Students should follow CDC recommendations for self-monitoring. Students who have a fever or exhibit symptoms of COVID-19 should participate in class remotely and should not participate in face-to-face instruction.

- **Face Coverings** - Face coverings (cloth face covering, surgical mask, etc.) are recommended in classrooms, teaching laboratories, common spaces such as lobbies and hallways, public study spaces,
libraries, academic resource and support offices, and outdoor spaces where 6 feet of physical distancing is difficult to reliably maintain.

- **Physical Distancing** - Physical distancing should be maintained between students, instructors, and others in course and course-related activities where possible.

- **Personal Illness and Quarantine** - Students required to quarantine are to participate in courses and course-related activities remotely and must not attend face-to-face course activities. Students should notify their instructors of the quarantine requirement. Students under quarantine are expected to participate in courses and complete graded work unless they have symptoms that are too severe to participate in course activities. Students experiencing personal injury or illness that is too severe for the student to attend class qualify for an excused absence. To receive an excused absence, students must provide appropriate documentation to the Office for Student Conduct, studentconduct@pvamu.edu.
Autopsy Report Assignment

Once a body is discovered at a crime scene, it takes a fascinating journey before being released for burial. Your task is to discover and report back to others what happens to the body along the way.

Procedure

Crime Scene Investigation
1. Read A Guide to Death Scene Investigation (nij.gov/nij/topics/law-enforcement/investigations/crime-scene/guides/death-investigation). Click on the links at the bottom of the page to answer the following questions:
   a. What is the first thing a death scene investigator should do upon arriving at the scene?
   b. What is the procedure for the chain of custody?
   c. When evaluating the scene, what are at least 4 of the steps that should be done?
   d. What happens to the body when it is documented and evaluated?

2. Listen to Science of Forensics on NPR’s Talk of the Nation (npr.org/templates/rundowns/rundown.php?prgId=5&prgDate=9-7-2001) and list three things forensic scientists must think of during an investigation:
   a. Thing #1:
   b. Thing #2:
   c. Thing #3:

Autopsy
3. Read the Texas Coroner/Medical Examiner Laws (https://www.cdc.gov/phlp/publications/coroner/texas.html) and answer the following questions:
   a. When does the state of North Carolina require an autopsy to be done on a body?
   b. Who conducts a required autopsy?
4. Read How Autopsies Work (science.howstuffworks.com/autopsy4.htm), from the external to the internal investigations of an autopsy.

   a. What happens in an external investigation?
   
   b. Where is the first cut on the body usually made?
   
   c. What happens to the internal organs?
   
   d. How is the head examined?

Virtual Autopsy
5. Read/watch 2 of the following articles/videos:
   - Virtual Autopsy in Forensic Medicine
     (medical.siemens.com/siemens/it_IT/gg_ct_FBAs/files/CIP/Out_of_the_ordinary/Virtual_Autopsy_in_Forensic_Medicine.pdf)
   - Forensics Revolution: Virtual Autopsies Provide New Insights into Death
     (spiegel.de/international/europe/new-virtual-autopsy-procedure-is-changing-forensics-a-875657.html)
   - Virtual autopsy: does it spell the end of the scalpel?
     (guardian.co.uk/science/2013/feb/23/virtual-autopsy-virtopsy-forensic-science)
   - Die Zukunft heisst Virtopsy / The future is Virtopsy
     (www.virtopsy.com/movies)

   a. What tests or scans may be conducted in a virtual autopsy?
   
   b. What are the benefits of a virtual autopsy?

Religious & Cultural Considerations
6. Read 1 of the following articles:
   - Anatomic Pathology: Cultural and Religious Considerations
     (laboratorian.advanceweb.com/Archives/Article-Archives/Anatomic-Pathology-Cultural-and-Religious-Considerations.aspx)
   - Religious and Cultural Considerations for Autopsy
     (ohsu.edu/xd/health/services/doernbecher/research-education/research/pape-family-pediatric-research-institute/upload/Religious-and-Cultural-Considerations-for-Autopsy.pdf)

   a. Which religions and cultures do not favor autopsies?
   
   b. How can a medical professional help ease concerns people might have about autopsies?

Virtual Autopsy Activity
7. Visit The Virtual Autopsy (www.le.ac.uk/pathology/teach/va) and choose a case. Review the
data from the autopsy and try to diagnose the cause of death. Check to see if your cause of death was correct.

a. Which case did you choose?

b. What is your initial cause of death? (If you do not know the specific medical term, explain which part of the body causes concern.)

c. Did you diagnose the case correctly?

d. Which piece of information helped (or would have helped) the diagnosis?