



Marshall University Syllabus
College of Science
Forensic Science Graduate Program

Course

FSC 680 Forensic Science Seminar

Course Description

Faculty, student and guest speaker presentations of topics pertinent to forensic science and molecular biology and toxicology.

Credits

1 Graduate Credit

Prerequisites

FSC 630 Internship for 2nd year students; Formal admission to the MUFSP for 1st year students.

Term/Year

Fall 2024

Class Meeting Days/Times

Fridays 8:30 to 10:30 AM

Location

Forensic Science Center West Wing Classrooms

Academic Calendar

For beginning, ending, and add/drop dates, see the [Marshall University Academic Calendar](https://www.marshall.edu/academic-calendar/) (URL: <https://www.marshall.edu/academic-calendar/>).

Instructor

Dr. Lauren R. Waugh

Contact Information

- Office Hours: Monday through Thursday 10 AM to 12 PM – Please try to email and make an appointment so if I have a meeting or an issue pop up, I can work with you to be sure to get to you as quickly as possible. Office Phone: 304-691-8940

- Marshall Email: richards18@marshall.edu

Health and Safety Information

All members of the Marshall University community are expected to always observe health and safety protocols. This includes general health and safety protocols as well as specific protocols that might emerge in response to community and campus health conditions.

Campus Carry Policy

University Policy, UPGA-12 (Campus Carry Policy) derives its authority from West Virginia State law, including the Campus Self-defense Act (W. Va. Code § 18B-4-5b). It pertains to the exercise of Concealed Carry on Marshall University's campus, except in designated areas, by individuals with a valid permit to Conceal Carry.

Individuals who choose to Conceal Carry are responsible for knowing and understanding all applicable federal, state, and local laws and Marshall University Board of Governors Rules, University Policies, and Administrative Procedures. University Policy, UPGA-12 applies to areas of campus and buildings that are directly under the possession or control of Marshall University.

Concealed Handguns are not observable to others and must be holstered and concealed on the body of the permit holder or in a personal carrier, such as a backpack, purse, or other bag that remains under the exclusive and uninterrupted control of the permit holder. This includes wearing the personal carrier with a strap, carrying or holding the personal carrier, or setting the personal carrier next to or within your immediate reach at all times. If your participation in class activities impedes your ability to maintain constant control of your Handgun, please make alternate arrangements prior to coming to class.

Faculty Office

NOTICE: University Policy, UPGA-12 (Campus Carry Policy) defines Sole Occupancy Offices as areas that may restrict Concealed Carry. Please be aware that my office is a Sole Occupancy Office and this statement serves as notice that concealed weapons or handguns are not permitted in my office. If you plan to attend a meeting in my office or to drop by my office, secure your weapon or handgun appropriately before you arrive.

Required and/or Recommended Texts and Materials

None

Course Student Learning Outcomes

The goal of the Seminar Series is to provide students with an opportunity to enhance their presentation skills through presentation, observation and evaluation of others as well as themselves. During each semester the student will accomplish progressive tasks.

Seminar is an opportunity to improve public speaking skills through observation, evaluation, and delivery using a variety of formats including presentation to lay audiences, e.g., civic groups, schools, law enforcement and legal professionals, as well as research presentations to professional audiences.

Fall Seminar Objectives: Upon successful completion of the course, students should be able to:

First Year Students:

Course Student Learning Outcomes	Practiced in this Course	Assessed in this Course
Ask and respond to pertinent questions during a question and answer period.	Lay Topic Presentation in Spring seminar during first year in program Guest presenters	Oral Presentation
Develop an approved resume and curriculum vitae by the end of the semester.	Meet with Career Services Receive feedback from Career Services	Resume/CV
Demonstration effective evaluation skills by providing objective criticism through written evaluation	Evaluate second year students' oral presentation utilizing a rubric	Completed rubrics for each student presentation

Second Year Students:

Course Student Learning Outcomes	Practiced in this Course	Assessed in this Course
Provide a timely topic, abstract and current references as a seminar announcement and presentation.	Seminar Announcement Student Presentation Introductions	Seminar Announcement Seminar Presentation
Prepare a Power Point presentation to relate research project findings on a forensic topic based on current literature.	Lay Topic Presentation in Spring seminar during first year in program	PowerPoint Slides

Present a forensic research topic to a forensic science audience utilizing effective presentation skills and appropriate technology.	Lay Topic Presentation in Spring seminar during first year in program	Oral Presentation
Ask and respond to pertinent questions during a question and answer period.	Lay Topic Presentation in Spring seminar during first year in program Guest presenters	Oral Presentation
Develop an approved resume and curriculum vitae by the end of the semester.	Creation of resume in Fall seminar during first year in program Meet with Career Services Receive feedback from Career Services	Resume/CV
Demonstration effective evaluation skills by providing objective criticism through written evaluation	Evaluate second year students' oral presentation utilizing a rubric	Completed rubrics for each student presentation Second year self-evaluation

Course Requirements/Due Dates

1ST Year Students

DUE DATE	ASSIGNMENT	POINTS
Sep 13	Safety Training	10 pts
Sep 20	Resume & Cover letter	10 pts
Oct 11	IRB CITI Training	10 pts
Every class	Attendance	5 pts per presentation
Every class	Evaluations	5 pts per eval

2nd Year Students

DUE DATE	ASSIGNMENT	POINTS
Sep 13	Safety Training	10 pts
Sep 20	Updated resume & cover letter	5 pts
Every class	Attendance	5 pts per presentation
Every class	Evaluations	5 pts per eval
3 weeks before presenting	Presentation slides to committee for review	
2 weeks before presenting	Final Seminar Announcement	5 pts
1 week before presenting	Final Slides to MU Faculty Member	5 pts
1 wk aft	Self-Evaluation	5 pts
Day of	Presentation Grade	20 pts

Grading Policy

- A = All objectives are satisfactorily met
- B = Majority, not all, objectives are satisfactorily met
- C = Average number of objectives are satisfactorily met
- D = Less than half of objectives are satisfactorily met
- F = Substandard performance on most objectives

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

Points will be deducted for missed or late assignments. Point values for each assignment and due dates are listed above.

Attendance/Participation Policy

ATTENDANCE: Attendance is mandatory. Students are expected to attend **ALL** seminars including special seminars that may be scheduled at alternative times throughout the semester. A written explanation is required for all absences or late arrivals.

Application for a Forensic Science Absence Form is included in this syllabus but may also be found at www.marshall.edu/forensics in the Current Students section of the website. This form must be received by the course instructor to receive an excused absence. Excused absences will be given for medical emergencies or other circumstances of a serious and documented nature. Students may also receive an excused absence for approved professional forensic science travel. An Excused Absence results in no point deductions whereas Unapproved Absences or late arrivals will result in a **5 point deduction based on 100 total points** for the course. The Form mentioned above should be submitted prior to, the day-of, or the first day back to class following an absence. When absences occur, whether excused or unexcused, the **student has 7 days** to review the taped presentation and to submit an evaluation. Failure to do so within 7 days will result in point deductions.

Student Absence Form: www.marshall.edu/forensics <Student> <secure section> <Forms>

Completion of an Instructor-signed Student Absence Form is facilitated by the Student and sent on to Dr. Rushton for all absences. This may occur BEFORE the absence (recommended) or on the first day of class upon return. Whether the absence is EXCUSED or UNEXCUSED will dictate whether the student will be granted make-ups and whether they will receive point or grade reductions. Completed Absence Forms will be placed in the student's formal file. A Completed Absence Form is one bearing signatures of the student, instructor(s), and program director. If the student is not able to attend class for any reason, a phone call or e-mail to the Instructor is required BEFORE class time as this is a standard employer practice.

Excused Absences: Dr. Waugh must be notified of absences. Formal documentation is required for Excused Absences, which may involve physician statements excusing the student from class, obituaries, or professional travel documentation. With an Excused Absence, the student may be asked to take an exam BEFORE the scheduled date. No exams, labs, or other formal exercises will be made up without an Excused Absence. Examples of Excused Absences include

- Personal Medical Emergency – Formal documentation is required from a licensed physician or appropriate healthcare provider
- Death in the Immediate Family – Documentation required
- Forensic Professional Travel – Documentation required. Marshall University Forensic Science Program, Marshall University, the West Virginia Policy Board for Higher Education are not liable for accidents or injuries incurred during trips within or out of the state.

Unexcused Absences: Any unexcused absence in which a student misses a lab or exam or other graded activity will result in the deduction of 5 points from the student's final grade for **EACH** presentation missed. If two presentations are schedule consecutively on a single day are missed, then there will be a grade reduction of 10 points.

University Policies

By enrolling in this course, you agree to the University Policies. Please read the full text of each policy (listed below) by going to [MU Academic Affairs: University Policies](https://www.marshall.edu/academic-affairs/policies/). (URL: <https://www.marshall.edu/academic-affairs/policies/>)

- Academic Dishonesty Policy
- Academic Dismissal Policy

- Academic Forgiveness Policy
- Academic Probation and Suspension Policy
- Affirmative Action Policy
- Dead Week Policy
- D/F Repeat Rule
- Excused Absence Policy for Undergraduates
- Inclement Weather Policy
- Sexual Harassment Policy-Marshall's Title IX Office may be contacted at TitleIX@marshall.edu
- Students with Disabilities (Policies and Procedures)
- University Computing Services Acceptable Use Policy

Course Schedule: Subject to change based on speaker availability

INSTRUCTIONS FOR PRESENTERS

1. Second-year students will present an effective seminar presentation as assigned.
2. Presenters must consent to being recorded and that the recording will be posted on the program's website.
3. Presenters must consent to being evaluated by their audience. Any single item on the rubric which averages below 3 must be rectified.
4. Presenters agree to evaluate their recorded presentations, resulting in submission of their Self-Evaluation within 7 days of their formal presentation.
5. First-year and second-year students agree to evaluate all presenters as defined.

SPECIAL INSTRUCTIONS:

Three reviews are required for all research proposals, research papers, research seminar slides and posters. These reviewers are listed along with their signatures on your Research Proposal completed in May. Reviewer changes may be made with a written request and approval. Logos used on posters and/or slide presentations require formal agency approval. At least one reviewer must be external to the MU Forensic Science Program.

Seminar Announcement Required Materials: Title, Abstract, Reference, Bio

Reviewers must approval student presenters' title, abstract, references, & bio. Use of the recommended format is required for submission. **Abstracts should be no less than 250 words and no greater than 400 words.** See the example below. Note: A minimum of 5 **peer-reviewed journal articles** published within

the past 5 years from the scientific literature are required. Internet references, commercial protocols, and laboratory protocols may be listed but do not count as peer-reviewed references.

Once Reviewers approve the Title, Abstract & References, the announcement is sent to Dr. Rushton and Connie to create a formal announcement for attendee notification. Announcements go out at least 2 weeks prior to the start of presentation(s). Final materials are submitted to the Program Office with electronic approval of all reviewers.

Presentation Practice: By appointment, students are encouraged to practice their presentations.

Non-Presenting Student Evaluations: In the Fall Term, 1st year students observe and evaluate 2nd year research presentations using the standard evaluation form. These, and all other evaluations, are compiled for feedback to the presenter. Comments should be professional and appropriate for investigator review.

Self-Evaluations: Each presenter is responsible for performing and submitting a self-evaluation within 7 days following their presentation.

Student Presentations:

Student Research Presentations must be 30-35 minutes in length but should not exceed 45 minutes. Presentation time does not include the introduction at the beginning or questions at the end. If a presentation is less than 30 minutes or longer than 45 minutes (not including introduction or questions), the student's seminar grade will be reduced one letter grade. However, there is a remedy. In order to redeem their grade, a student may re-present and record their presentation via Camtasia for review and regrade. If the second presentation falls in the 30-45 minute time frame, the student's grade will not be reduced.

Student Presentations will be broadcast on Microsoft teams to the presenters' and program's invited guests. The presentation will also be recorded for program records and self-evaluation.

Main Elements of a Good Seminar:

- Organization
- Timing
- Presentation style
- Level

Organization:

- Beginning, middle and end; incorporate the art of story telling
- Statement of purpose; why it's important; draw your audience in
- Statement of hypothesis, if appropriate
- Present methods in simple terms; avoid jargon

- Provide conclusions and summary
- Provide acknowledgements
- Stay within time constraints
- Be sure to know how to use the equipment before presenting
- Aids should enhance your presentation not be your presentation
- Load presentation in advance; prior to presentation
- Practice, practice, practice

Slides:

- Avoid red; use good color combinations, e.g. dark background and bright lettering
- Use font size no smaller than 28;
- Keep it simple; not too busy
- Experiment with backgrounds and lettering
- Use progressive disclosure to emphasize main points
- Use simple tables and graphs; make sure they are viewable
- Be creative but don't get fancy without purpose

Quality:

- National meeting quality

Timing:

- Appropriate timing as defined above
- Allow for pauses especially at slide transition
- Plan on 1 minute/slide
- Practice what to say for each slide or major point
- Allow time for questions and answers
- Answer quickly, yet concisely; if you don't know, state it or recommend where the information might be obtained

Presentation Style:

- Know your audience and target your audience's knowledge-base
- Is your talk interesting to your audience? Can you hold their attention?
- Maintain good eye contact
- Pay attention to body language
- Avoid distracters, e.g. moving arms/hand around aimlessly, pacing or shifting aimlessly, avoid 'ums' or other ineffective verbal connectors
- Effectively pause; breathe
- Come out at some point and interact with your audience
- Use examples and analogies to personalize your talk
- Use pictures to explain complex concepts
- Avoid unnecessary detail but do not oversimplify

Appearance:

- Neat and professional as if presenting at a national meeting

Research Presentation Evaluation

Students are required to evaluate each presentation which requires that the evaluator become familiar with the evaluation form itself. Once all evaluations are compiled, the student presenter will receive a

summary of all quantitative results from the rubric itself as well as any qualitative information such as comments. It is essential that each person evaluate another in a professional manner providing useful feedback and other constructive criticism intended to facilitate the presenter's communication and presentation skills. Any unprofessional comments will require a written explanation from the reviewer.

DATE	PRESENTER	AFFILIATION, TOPIC & NOTES
23-Aug	Dr. Lauren R. Waugh	Intro to Seminar & Hazing Policy
30-Aug	Otesha McGhee - Office of Career Services	9 am 1st yrs: Resume and Cover Letter 9:45 am 2nd yrs: core competencies;portfolio, resume and cover letter overview
6-Sep	TBD	
13-Sep	TBD	
20-Sep	TBD	Resume and Cover Letter Due
27-Sep	Brett Williams - 9 AM	Office of Research Integrity IRB and Research Ethics
4-Oct	Kayla McKown - 9AM	Huntington Police Department Forensics Unit Vanmaasdam Case Study
11-Oct	TBD	CITI Training Due
18-Oct	TBD	
25-Oct	TBD	
1-Nov	Student Presentations	
8-Nov	Student Presentations	
15-Nov	Student Presentations	
22-Nov		
29-Nov	Thanksgiving Break	No Class
6-Dec	Holiday Celebration - NOT REQUIRED	Potluck Breakfast/Brunch and Holiday Fun!!!