



EAST TENNESSEE STATE
UNIVERSITY

College of Arts and Sciences

Department of Criminal Justice and Criminology

CJCR 5130 - Forensic Document Analysis

Course Syllabus

Contact Information

Instructor: Heidi H. Harralson, MA, BCDE, Dipl.
Email: Spectrum008@aol.com

The preferred contact method is via email. I have two email addresses and I prefer if you use spectrum008@aol.com as I read that email almost daily. I review my ETSU email account less frequently. If you need to arrange a telephonic call, please schedule a time and contact number via email first.

Format

This course is conducted 100% online. Materials will be posted to the Desire2Learn (D2L) forum. Weekly reading assignments and discussion questions will be provided in D2L.

Textbooks

Allen, M. (2016). *Foundations of forensic document analysis: Theory and practice*. West Sussex, UK: Wiley Blackwell.

Kelly, J.S. & Lindblom, B.S. (2006). *Scientific examination of questioned documents* (2nd Ed.). Boca Raton, FL: CRC Press.

Learning Outcomes & Course Objectives

This course is intended to acquaint the student with the fundamentals of document analysis techniques.

Goals include:

- Familiarize students with the fundamentals of document analysis techniques involving ink, paper, and print process questions including terminology and procedures.

- Teach students about destructive and non-destructive testing, laboratory procedures, and instrumental analysis.
- Engage students in practical exercises through case studies involving ink comparison, paper comparison, print process identification, altered documents, and use of simple non-destructive analytical techniques.

At the completion of this course, the student is expected to:

1. Have a fundamental knowledge of document analysis terminology and theoretical principles.
2. Explain and identify appropriate tests and procedures for document questions involving ink, paper and print process identification.
3. Know how to conduct destructive and non-destructive testing for the purpose of identification.

Assessment

Your progress in this class will be assessed through a combination of practical exercises, reading and reaction discussions, a document analysis paper/project, and two exams. There are 100 possible points in this course.

Practical Exercises	20%	20 points
Mid-Term Exam	20%	20 points
Document Analysis Paper/Project	20%	20 points
Final Exam	20%	20 points
Participation	20%	20 points

The following grading scale is used in this course:

A	94-100
A-	90-93
B+	87-89
B	83-86
B-	80-82
C+	77-79
C	70-76
F	Below 70

Assignments

Practical Exercises: There are four practical document analysis exercises in this course. Instructions regarding the practical exercises will be posted by the instructor in the News section. The exercises will require a written summary of the experiment. Each practical exercise is worth 5 points.

Exams: Two examinations (a mid-term and a final) will be used to assigned to test the student's knowledge of the material. Each exam is worth 20 points. The exams will be opened in the Content section in the week that they are due and the student will have one week to complete the open-book exam.

Document Analysis Paper/Project: A 10 page paper formatted in APA (including seven pages of text, cover page, abstract, and references page). A minimum of five academic references are required for this paper which can include journal articles and textbooks. The paper can be a literature review of a relevant course topic, or, a document analysis experiment (including literature review, methodology, results, discussion sections). A document analysis lab project or onsite training may be substituted for the formal paper the details of which will be discussed during the semester.

Discussion Questions: Cumulatively, discussions are worth 20 points. Discussions are expected to be meaningful, well-developed paragraphs in response to the discussion topic(s) posted by the instructor. The student needs to submit a minimum of three well-developed posts each week in order to earn maximum points.

Assignments can be submitted to the instructor through the "Dropbox" on D2L. If there are technical issues, I will allow submission of assignments via email but this method needs to be kept to a minimum. You may use MS Word or PDF for assignments. A letter grade will be deducted for each week that an assignment is submitted late.

Course Policies

Attendance & Participation

Students are expected to actively and regularly participate in online discussions every week. Participation is worth 20% of the overall grade and the participation grade will be posted at the end of the course. Online participation will include reactions to assigned reading materials and discussion of topics introduced by the instructor.

Academic Writing & Research

All formal papers are expected to be written in a formal, objective, and scholarly manner. Citations must come from academic sources (peer reviewed journals and academic texts). Use the ETSU online Sherrod Library link to find research citations.

All formal papers and citations must use the style published in the *Publication Manual of American Psychological Association (6th ed.)*. Referred to as APA style, it is widely used in the social sciences. In addition to the manual, there are several resources on the Internet about use of APA including:

<http://www.bibme.org/citation-guide/apa/>

https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/general_format.html

Academic Integrity & Plagiarism

Copying text without credit to the source is considered plagiarism. All formal papers including case reports are to cite material using APA style. While responses to discussion questions do not need to cite materials in as formal a format, plagiarism is not tolerated on the discussion forum. Summaries of reading material need to be written in the student's own words. If quoting material on the discussion forum, the source needs to be cited. Copying or paraphrasing the posts of other students is considered cheating and will not be tolerated on the discussion forum. Duplicate work used between classes (e.g., turning in the same or similar paper or post in more than one class) is not accepted.

If any student is caught cheating or plagiarizing on any part of the course requirements, that student may be given an F for that particular assignment or for the entire course, at the discretion of the instructor. Any student caught cheating or plagiarizing may also be reported to the Dean.

Schedule

The following schedule of assignments is tentative and may be subject to change.

Date	Topic
Week 1	Introductions
Week 2	Laboratory Instruments
Week 3	Alterations
Week 4	Paper Examination; Altered Document Exercise
Week 5	Fingerprints & Documents
Week 6	Indentations
Week 7	Indentations; Indentation Exercise
Week 8	Mid-Term Exam
Week 9	Spring Break
Week 10	Writing Instruments

Week 11	Writing Instruments; Writing Instrument Exercise
Week 12	Photography I
Week 13	Photography II
Week 14	Print Process Identification; Print Process Exercise
Week 15	Final Paper/Project
Week 16	Final Grading

SAMPLE