

**SCHOOL OF PHYSICAL AND GEOGRAPHICAL  
SCIENCES**

**Forensic Science**

**Important information for**

**2013-2014**

**Year 1 UNDERGRADUATE HANDBOOK**

***Programme for Week 1***

<b><i>Monday 30th of September</i></b>	<b>Registration and Welcome Meeting</b> 12 noon – 1 pm <b>Room LJ1.75</b> Lennard-Jones Laboratories
<b><i>Tuesday 1st of October</i></b>	<b>Forensic Science Induction</b> Laboratory health and safety Academic misconduct 13.30 – 14.30 pm in <b>LJ1.75</b>
<b><i>Wednesday 2nd of October</i></b>	No FS sessions
<b><i>Thursday 3rd of October</i></b>	No FS sessions
<b><i>Friday 4th of October</i></b>	<b>Academic induction sessions</b> in <b>LJ1.70</b> 9-11 am 10038 introduction

**Welcome to this synopsis of essential information for Year 1 Forensic  
students**

It is however essential that you read the full **Forensic Science Course Handbook** before you start attending lectures and laboratory classes. This can be found on the Forensic Science Notice-board on the Blackboard VLE at:

<http://students.keele.ac.uk>

This site also contains module outlines and learning resources for each module under the module number/ title.

Useful documents at the School webpage (including plagiarism documents):

<http://www.keele.ac.uk/spgs/studentinformation/>

## **IMPORTANT CONTACTS**

### **COURSE LEADER**

**Dr Craig D. Adam**                      **LJ 1.47**                      **(7)33854**                      [c.d.adam@keele.ac.uk](mailto:c.d.adam@keele.ac.uk)

Craig Adam oversees the operation of the Forensic Science undergraduate programme. He is Chair of the Forensic Science Learning and Teaching Committee and reports directly to the main School Committee.

### **LEVEL 1 TUTOR**

**Dr Vladimir Zholobenko**                      **LJ0.07 (7)34352**                      [v.i.zholobenko@keele.ac.uk](mailto:v.i.zholobenko@keele.ac.uk)

Vladimir Zholobenko is responsible for the pastoral care of all 1<sup>st</sup> Year Forensic Science undergraduates and it is important that he is informed of any circumstances, medical or otherwise, that affect your academic work. Vladimir will be available to discuss your academic progress in Forensic Science with you individually, around mid-semester. However, do not hesitate to approach him at any time with your concerns.

### **YOUR PERSONAL TUTOR**

The University will have informed of the name of your personal tutor. You must arrange an initial meeting with her/him before the end of week (1). You have ONE personal tutor who will have an overview of your whole study programme. S/he will discuss your overall progress with you at appropriate points in the year and will be available to you should you require advice at any time during the academic year.

The personal tutoring system uses *SCIMS eVision* to arrange meetings and record information if needed. It also allows you to access your assessment marks throughout your course. Your personal tutor will explain about *eVision* at your first meeting.

[https://scims.keele.ac.uk/urd/sits.urd/run/siw\\_lgn](https://scims.keele.ac.uk/urd/sits.urd/run/siw_lgn)

The **School Office** (LJ0.016) is an important source of information and for contact with academic staff. The Forensic Science administrator is **Mrs Pat Thompson**.

For academic or other guidance at Keele, from outside the School of Chemistry and Geographical Sciences, contact:

**STUDENT SUPPORT UNIT:**

<http://www.keele.ac.uk/ssds/>

## COURSE STRUCTURE

A detailed description of the Forensic Science programme including staff profiles and information on facilities appears in the course web pages:

<http://www.keele.ac.uk/forensic/>

### LEVEL 1 MODULES

There are **FOUR** core modules for Forensic Science at level 1.

AUTUMN SEMESTER	SPRING SEMESTER
CHE-10038 Chemical Science Principles	CHE-10042 Forensic Identification
CHE-10039 Forensic Science Principles	CHE-10037 Forensic Analysis

### MODULE OUTLINES

The module outlines provide detailed synopses of each module with learning outcomes and suggested study reading. They are posted on the relevant **Keele VLE** (Blackboard) learning resources web pages, together with teaching materials relevant to your course:

### MODULE SUMMARIES

**CHE-10038 Chemical Science Principles** covers the principal concepts of inorganic, physical and organic chemistry. It aims to extend your understanding of chemistry with emphasis on forensic science topics and to enhance your practical skills in experimental chemistry and analytical methods. In addition, it introduces some of the fundamental mathematical concepts necessary for the study of forensic science.

There are two weekly lectures associated with this module – on Tuesday 5-6pm and on Friday 11-12noon – plus you will be allocated to one of the two laboratory classes either Monday 2-5pm or Thursday 2-5pm, starting in week 2.

**Module Tutor: Dr Vladimir Zholobenko**

**CHE-10039 Forensic Science Principles** provides an introduction to forensic science as a professional discipline in the context of the legal system, the role of physical evidence, the crime scene and the laboratory. It introduces some of the core scientific techniques used by forensic scientists as well as developing your practical and transferable skills in the forensic context.

This module consists of lectures which include presentations by forensic scientists, and laboratory classes. The lectures are on Monday 1-2pm and Friday 10-11am. You will be allocated to one of the split group laboratory classes either on Thursday 2-5pm or Friday 2-5pm, starting in week 2.

**Module Tutor: Dr Craig Adam**

**CHE-10037 Forensic Analysis** covers the basic chemical and physical methods of analysis of trace and other material evidence. It focuses on some of the key characterisation and separation techniques, such as microscopy, microspectroscopy and chromatography, and provides hands-on experience in a variety of analytical methods through practical laboratory work. It also includes an introduction to the statistical methods used for the interpretation and evaluation of forensic data.

The module consists of two weekly lectures – Tuesday 5-6pm and Friday 10-11am - complemented by a split group laboratory classes, on Thursday or Friday afternoons.

**Module Tutor: Dr Richard Darton**

**CHE-10042 Forensic Identification** introduces the core concepts of genetics as an explanation of why all individuals are unique at the level of their biological molecules (DNA, protein, lipids etc). You will learn about the molecular biological chemical and anthropological techniques that may be used to identify individuals in the forensic context.

The module is taught via two weekly lectures – on Monday 1-2pm and on Friday 11-12noon – plus split-group laboratory classes on either Monday or Thursday afternoons.

**Module Tutor: Mrs Victoria Cartwright**

## LABORATORY CLASSES

**ATTENDANCE AT LABORATORY CLASSES IS COMPULSORY; A REGISTER WILL BE TAKEN AT THE BEGINNING OF EACH CLASS AND YOU ARE EXPECTED TO WORK ON YOUR LABORATORY ASSIGNMENT DURING THE ENTIRE TWO- OR THREE-HOUR PERIOD. YOU SHOULD RECORD YOUR WORK IN A LABORATORY DIARY THAT WILL BE MARKED AND WILL CONTRIBUTE TO YOUR ASSESSMENT.**

## STUDY SKILLS COURSE

The Study Skills course is designed to help you obtain maximum benefit from your studies in the School through a series of short presentations targeted at key skills such as note-taking, studying, keeping a laboratory notebook and preparation for examinations. You are encouraged to monitor your skills development throughout your studies at Keele University. These short sessions are included within the main teaching timetable.

<b>AUTUMN SEMESTER</b>	
<b>WEEK 1</b>	<b>Plagiarism and how to avoid it</b> <b>Introduction to the Teaching Laboratories</b> <b>Safety in the Laboratory</b> <b>Introduction to the library</b> Dr Chrystelle Egger Dr Vladimir Zholobenko
<b>WEEK 1</b>	<b>Note-Taking During Lectures</b> Dr C D Adam
<b>WEEK 9</b>	<b>Oral/ Poster Presentations</b> Dr C D Adam
<b>WEEK 12</b>	<b>Preparation for Examinations</b> Dr C D Adam
<b>SPRING SEMESTER</b>	
<b>WEEK 5</b>	<b>Team Working</b> Dr V Zholobenko

### **ASSESSMENT**

All level 1 modules - CHE-10038, 10039, 10037 and 10042 - are assessed through a combination of examination and coursework (assignments and/ or laboratory work). A contribution from your marked laboratory notebook forms part of your laboratory mark. The weighting of the separate components is shown in the table below.

<b>Module</b>	<b>Examination</b>	<b>Laboratory</b>	<b>Assignments, tests, presentations</b>
CHE-10038		40%	60%
CHE-10039	50%	30%	20%
CHE-10037	50%	30%	20%
CHE-10042	50%	30%	20%

The laboratory component of assessment includes both your laboratory notebook and laboratory reports. The assignments are often skills based and you will meet a variety of these assessed coursework tasks throughout the course. These are described in the following table:

<b>Module</b>	<b>Assignment component</b>
CHE-10038	Two class tests and skills assessments (60%)
CHE-10039	Oral presentation of a case study (10%); forensic assessment of a crime scene (10%)
CHE-10037	Two class tests (20%)
CHE-10042	One MCQ class test (20%)

THE OVERALL PASS MARK IS 40% FOR ALL LEVEL 1 FORENSIC MODULES, NORMALLY SUBJECT TO ACHIEVING A MINIMUM MARK OF 40% IN THE EXAMINATION AND 40% IN THE LABORATORY COMPONENTS (e.g. an overall mark of 25% combined with 80% for laboratory work and 50% for the assignment will not receive a pass, even though the overall mark exceeds 40%).

## EXAMINATIONS

Examinations take place during January for semester 1 modules and in May for semester 2 modules.

You should consult the University calendar for details of this.

<http://www.keele.ac.uk/depts/aa/undergraduate/sci/courseinfo.htm>

## SUBMISSION OF ASSESSED COURSEWORK

For all assessed coursework you have to complete a coursework submission form prior to submission of your work to the School Office; these forms are available from the desk in the corridor alongside the teaching laboratories.

IT IS IMPORTANT THAT YOU ENDEAVOR TO MEET PUBLISHED DEADLINES FOR SUBMISSION OF ASSESSED COURSEWORK.

**Only the level tutor** has the authority to consider extensions to assessment deadlines. If you believe you justify an extension, approach the level 1 tutor with your submission form for him to authorise an extension. Extensions will ONLY be granted for valid reasons such as sickness, significant personal difficulties or other reasons outside your control.

**For information follow these links:**

**Personal development planning (PDP) and Careers:**

<http://www.keele.ac.uk/careers/planning/>

**Disability support services:**

<http://www.keele.ac.uk/dds/>

**Avoiding Plagiarism and other Academic Misconduct:**

<http://www.keele.ac.uk/regulations/regulation8/#d.en.19990>

You will receive a presentation on academic misconduct and how to avoid it at the start of your course plus further information on related issues. Much of this is in the full level handbook for Forensic Science. If you are in doubt on whether you are following these regulations, do not hesitate to contact your tutor.