



TEXAS TECH

UNIVERSITY.

**MASTERS OF FORENSIC SCIENCE PROGRAM
STUDENT HANDBOOK
2017-2018**

TABLE OF CONTENTS

1. Introduction
 - 1.1 *Program Faculty*
2. Overview of Requirements
3. Advising
 - 3.1 *Academic Advisor*
 - 3.2 *Thesis/Internship Advisor*
4. Basic Plan for the Master's Degree
5. Forensic Science Program Registration and Enrollment Requirements
 - 5.1 *Enrollment Requirements for the Forensic Science Program Core Area*
 - 5.1a *Scientist Track*
 - 5.1b *Investigative Track*
6. Financial Assistance
 - 6.1 *Office of Financial Aid*
 - 6.2 *Scholarships and Awards*
7. Thesis
 - 7.1 *General Information*
 - 7.2 *Policy and Procedures*
8. Non-Thesis Option: Internship and Comprehensive Exam
 - 8.1 *Internship Site*
 - 8.2 *Enrollment*
 - 8.3 *Procedures*
 - 8.4 *Student, Site and Advisor Responsibilities*
 - 8.4a *Student Intern Responsibilities*
 - 8.4b *Site Supervisor Responsibilities*
 - 8.4c *Internship Graduate Advisor Responsibilities*
 - 8.5 *Internship Paper Requirements*
 - 8.6 *Comprehensive Exam*
9. Probation, Remediation, and Dismissal Policy
 - 9.1 *Inadequate Academic Performance*
 - 9.2 *Behavior Unbefitting a Scholar or Researcher*
 - 9.3 *Criminal History*
10. Student Rights and Responsibilities
 - 10.1 *The Student Handbook and Code of Conduct*
 - 10.2 *Informal Resolutions*
 - 10.3 *Grade Appeals*
 - 10.4 *Student Grievance Procedures*
11. Professional Issues and Student Conduct
 - 11.1 *Class Attendance*
 - 11.2 *Professional Decorum*
 - 11.3 *Membership and Participation in Professional Organizations*
12. Additional Student Resources
13. Statement on Revised Policies
14. Required Safety Guidelines and Program Forms

1. Introduction

The Masters of Forensic Science program, housed in the College of Arts & Sciences, Institute of Forensic Science, at Texas Tech University offers applied training in the multiple fields of forensic science.

This Master's program is firmly committed to the concept of balanced professional training. Based on a scientist-practitioner model of training, the Master's program strives to provide students with skills in the following areas: professional ethics, law and forensic science, statistical analysis of data, investigative skill, and the sciences specific to traditional fields of forensic work.

The forensic science graduate program is committed to fostering knowledge and an appreciation of the sciences specific to professional forensic activities. The program recognizes the importance of both personal and professional development as integral aspects of training forensic students. The program is generalist in nature; i.e., while remaining anchored in the basic values of the discipline, enough breadth and flexibility is available for students to tailor training experiences to match their interests as well as the demands of a complex job-market.

The program seeks to establish a training environment that is conducive to promoting a positive learning experience and that follows the ethical principles and guidelines of the profession in all areas of their scholarly, teaching, and applied activities. Students will experience a graduate training environment that is supportive of them and their work, which fosters collaboration among students and between students and faculty, and that teaches and models ethical behavior. Students in this training program are urged to obtain applied experience in a variety of settings and to seek out opportunities for collaboration.

1.1 Program Faculty

Robert D. Morgan, Ph.D.

Skelton Endowed Professor of Psychology. Oklahoma State University, 1999. Forensic psychology; diagnostic decision making; and new professional's issues.

Dr. Morgan is the **Director** of the Institute for Forensic Science. He can be contacted by email at robert.morgan@ttu.edu, or by phone at (806) 834-7117.

Paola Prada, Ph.D.

Research Assistant Professor. Florida International University, 2010. Chemical odor analysis and detection.

Dr. Prada serves at the **Lab Supervisor**. She oversees all operations of the Institute for Forensic Science laboratory, as well as ensures all students are in compliance with the necessary trainings for laboratory work. Dr. Prada will serve as the **Graduate Program Director**, effective Spring 2018. She can be contacted by email at paola.prada@ttu.edu, or by phone at (806) 834-0983.

Kathy Sperry, Ph.D.

Professor of Practice. Texas Tech University, 1993. Wrongful convictions; cold cases.

Dr. Sperry serves as the program's **Internship Coordinator**, and will oversee all needed arrangements for internships and will advise on issues directly related to internships. Dr. Sperry also serves as the **Director of the undergraduate Forensic Science minor**. She can be contacted by email at kathy.sperry@ttu.edu, or by phone at (806) 834-4309.

Megan A. Thoen, Ph.D.

Research Assistant Professor. Texas Tech University, 2013. Forensic psychology; mental health and well-being of offenders and law enforcement.

Dr. Thoen serves as the **Interim Graduate Program Director** (through Fall 2017). She can be contacted by email at megan.thoen@ttu.edu, or by phone at (806) 834-1687.

2. Overview of Requirements

The forensic science program is a Master of Science program.

Students have the option to choose from two tracks:

The Investigative Track is designed for students who have a social science background and who intend to work in a non-laboratory setting.

- If the Thesis option is elected, only 36 course work hours plus 6 hours of Thesis hours are required for graduation (this must include all required core courses).
- If the Internship option is elected, 36 course work hours plus 6 hours of Internship are required for graduation (this must include all required core courses).

The Scientist Track is designed for students who have a strict science (i.e., chemistry, biology, etc.) background who wish to work in a traditional laboratory setting. For this track, 36 course work hours plus 6 hours of Thesis hours are required for graduation (this must include all required core courses).

For both tracks, students must achieve a grade of B or above in all required courses. If the student fails to do so, he/she must retake the course. Students who fail to meet the policy and deadlines for the thesis defense and internship paper presentation will be delayed in the graduation process.

3. Advising

3.1 Academic Advisor

Each student in the forensic science program will be assigned an academic advisor from within Forensic Science. This faculty member will monitor academic progress and complete all necessary Graduate School paperwork for successful and timely completion of the program.

3.2 Thesis/Internship Advisor

Each student in the forensic sciences program has access to a thesis/internship advisor. Advisors must be selected by completing the Thesis/Internship Advisor Selection form by the 8th week of the first semester of beginning the program. The thesis/internship advisor is chosen by the student from faculty in their primary area of emphasis.

The thesis/internship advisor will work in conjunction with the academic advisor to guide the student on his or her curricular plans during the student's graduate career. This thesis/internship advisor also will direct the student in participating in research activities related to the thesis. Students in the Investigative track who choose the internship option will coordinate their comprehensive written exam through their thesis/internship advisor.

In some situations, a student may have their thesis or internship paper chairperson be from outside of Forensic Science. However, that student will need to have this request approved in writing by Forensic Science faculty.

4. Basic Plan for the Master's Degree

Planning the Official Degree Program. During the first semester of enrollment, the student will work with their academic advisor in the planning of their degree plan. The academic advisor will file a formal degree plan with the Graduate School on the student's behalf.

When the students' degree plan is approved by the Graduate School, he or she is expected to follow it as the basis of all subsequent enrollments. Substitution of courses can be made under the guidance of the academic advisor.

Approval of a "Degree Plan for the Master's Degree" does not, however, constitute admission to candidacy for a master's degree. It merely signifies that the proposed program will be acceptable if the student satisfies all Graduate School regulations and all of the requirements connected with the degree program.

Annual Review. Annual reviews for the forensic science program will take place in April. Any student not making satisfactory progress toward the degree may be placed on probation and given conditions to stay in the program. Continued unsatisfactory progress in any area of graduate work will be cause for dismissal.

Transferred Work. There is no automatic transfer of credit toward a master's degree, but, in general, work completed in residence at another accredited graduate school may, on the recommendation of the departments concerned, be accepted for as much as 6 semester hours toward a master's degree. Work completed at another graduate school with a grade less than B will not be accepted. Transfer credit will not alter a student's grade point average at Texas Tech.

Grade Requirement for Graduation. For the master's degree in forensic science, the minimum requirement for graduation is an average of 3.0 in the major subject and an overall average of 3.0 on all courses, exclusive of the thesis, comprising the official program for the degree.

Time Limit. With the exception of certain specially approved programs, work credited toward a master's degree must be completed within six years, per the Graduate School. The Forensic Science program is designed and expected to be completed within two years. Students whose graduate study at Texas Tech is interrupted by military service will be granted an extension of time for the period of their military duty, not exceeding five years.

5. Program Registration and Course Requirements

All students are required to complete a series of laboratory safety requirements for the Institute of Forensic Sciences by the second week following their beginning the program. Access to areas that will be used for some of the required courses require this training. For questions related to these requirements, contact the Lab Supervisor.

5.1 Course Requirements for the Program Core

5.1a Scientist Track

Students in the Scientist track must take 33 hours from the core curriculum, including a statistics, research methods, and a law course. The remaining coursework requirements are satisfied by selections from a broad list of approved electives. For this track, 36 course work hours plus 6 hours of Thesis hours are required for graduation (this must include all required core courses).

Core Curriculum

Forensic Courses (All required)

- FSCI 5308 – Fundamentals of Forensic Science
- FSCI 5331 – Advanced Topics in Forensic Science: Forensic Science and the Law
- FSCI 5352 – Ethics in Forensic Science
- FSCI 5353 – Research Methods in Forensic Science
- FSCI 5350 – Crime Scene Investigation
- FSCI 5354 – Introduction to Forensic Drug Chemistry
- FSCI 5355 – Instrumental Methods for Trace Evidence Analysis
- FSCI 5360 – Report Writing and Expert Testimony
- ENTX 6351/6352 – Analytical Toxicology Lecture and Lab

Statistics Course (Only one required)

Any introductory graduate statistics course (requires advisor approval)

Elective (minimum of 3 credits)

The student's selections for elective courses should be based on their desired area of focus such as toxicology, chemistry, biology, etc. Students should refer to the list of possible elective courses provided by the program prior to the beginning of each semester for suggestions, and confirm selection of electives with their academic advisor.

5.1b Investigative Track

Students in the Investigative track must take 27 hours from the core curriculum, including a statistics, research methods, and law course. Similar to the Scientist track, the remaining coursework requirements are satisfied by selections from a broad list of approved electives. If the Thesis option is elected, 36 course work hours plus 6 hours of Thesis hours are required for graduation. If the Internship option is elected, 36 course work hours plus 6 hours of Internship hours are required for graduation.

Core Curriculum

Forensic Courses (All required)

FSCI 5308 – Fundamentals of Forensic Science

FSCI 5331 – Advanced Topics in Forensic Science: Forensic Science and the Law

FSCI 5352 – Ethics in Forensic Science

FSCI 5353 – Research Methods in Forensic Science

FSCI 5350 – Crime Scene Investigation

FSCI 5351 – Serial Crime

FSCI 5355 – Instrumental Methods for Trace Evidence Analysis

FSCI 5360 – Report Writing and Expert Testimony

Statistics Course (Only one required)

Any introductory graduate statistics course (requires advisor approval)

Electives (minimum of 9 credits for thesis option; minimum of 9 credits for internship option)

The student's selections for elective courses should be based on their desired area of focus such as psychology, sociology, etc. Students should refer to the list of possible elective courses provided by the program prior to the beginning of each semester for suggestions, and confirm selection of electives with their academic advisor.

6. Financial Assistance

Note: All material in this section is subject to changes as our administration implements recent legislation and directives from the State of Texas. Check and double-check before acting on any information about financial assistance.

6.1 Office of Student Financial Aid

Students interested in applying for financial aid should get a copy of the current Student Financial Aid Handbook and should obtain appropriate forms from the Office of Financial Aid (310 West Hall, 742-3681). Often such materials must be filed by April 15th of the year proceeding the period for which financial aid is being sought. Usually this includes completing TTU's institutional application form. An American College Testing Family Financial Statement may be required from your parents or guardian to establish eligibility for the broadest possible range of scholarship, grant, and loan programs. Work study eligibility is established in a similar manner. Consequently, such prospects should be pursued at the earliest possible time. The same office also maintains current listing of employment opportunities to which you may be referred.

6.2 Scholarships and Awards

Each year the Graduate School at Texas Tech grants numerous scholarship and fellowship awards. Applications are due in February. Visit <http://www.depts.ttu.edu/gradschool/funding/scholarships.php> for detailed information on application requirements.

On occasion, other scholarships and other awards may be available through the Institute of Forensic Sciences (i.e., the Hillcrest Foundation Scholarship in Forensic Science, travel awards for presenting research at conferences, and awards for funding thesis research). Please be attentive to relevant notifications of scholarship and award availability.

7. Thesis

7.1 General Information

For students in the Scientist Track, completion of a Thesis is required. For students in the Investigative Track, they may choose to complete a Thesis OR complete an internship and comprehensive examination.

The Thesis is a “capstone” experience designed for graduate students in forensic science as their terminal project. We hope it will be an interesting, challenging, and educational experience for all students. This project is intended to demonstrate the students’ knowledge of forensic science in their area of specialization. Students will develop a research project based on sound methodologies and practices.

The Thesis serves three purposes:

1. Demonstrate a clear understanding of the essential issues in forensic science as they relate to the student’s area of specialization.
2. Demonstrate the integration of knowledge and skills through analytical and critical thinking.
3. To demonstrate independent and in-depth research into an area of specialization. This includes the application of scientific knowledge as it relates to the student’s field of specialization.

7.2 Policies and Procedures

Students who enroll in FSCI 6000 must be majors in the Forensic Science Master’s program and demonstrate a high degree of interest in forensic science in various settings, as well as exhibit a professional attitude toward forensic science. The semester of graduation, thesis-option students must be enrolled in at least 3 credits of FSCI 6000 (if a student has already defended his or her thesis in a previous semester **and** earned at least 6 credits of FSCI 6000 in previous semesters, the semester of graduation the student must be enrolled in at least 1 credit of FSCI 7000).

Students intending to graduate in May are required to have their thesis data collected by the preceding December. This will allow for adequate time for writing the thesis with committee input. The thesis defense and the completion of the final thesis draft must follow the university timeline for a May graduation. It is the student’s responsibility to meet these deadlines. Please understand that **most faculty are on a 9 month appointment**, so your thesis advisor and committee members may not be available for thesis defense and committee work during the summer.

Procedures:

The student must select a committee of three faculty for the presentation of the thesis research; two of which must be Ph.D. professors, and at least one of these must be from Forensic Science. A committee member chosen from outside TTU must be approved by Forensic Science program faculty. Once the committee has been selected, the student must complete the Thesis/Internship Committee Selection departmental form. This

form must be completed by the 8th week of the student's second semester in the program.

Initial development of the thesis topic must be done in conjunction with the thesis advisor. Follow up meetings will proceed with the objective of developing a concrete thesis topic. The student must finalize the thesis topic in consultation with his or her thesis committee the semester prior to enrolling in thesis hours.

Additionally, prior to the start of the thesis, the student must submit a research prospectus (15 pages maximum) to the thesis committee outlining:

- The significance of the thesis and how it relates to forensic science
- A brief background literature review
- Discussion of the research question or hypothesis
- Discussion of the intended methodology

The thesis advisor will inform the student of the necessary completion of any environmental, health and safety certifications. Completion of all necessary certifications, and/or training must be done prior to the start of the research project. Copies of the certifications and proof of training must be given to the thesis advisor. Any approval needed to be obtained through the university, such as with the Institutional Animal Care and Use Committee (IACUC) or the Human Research Protection Program (HRPP/IRB), will be completed in conjunction with the thesis advisor. A copy of the approved protocol will be given to the thesis advisor.

Upon finalizing the research prospectus, the student will then send the finalized version to the thesis committee. An oral defense of this prospectus is required and it is the student's responsibility to coordinate with his or her committee the scheduling of this defense. The student will confirm the approval of their prospectus with the completion of the Thesis Prospectus Approval Form following the oral defense. The oral defense should be completed by the end of the student's second semester of enrollment.

The thesis project should be written in the publishing style specific to the field of research and follow the citation and reference style of major journals in the field. The length of the thesis is subject to the topic and what is required to show completion of the research.

The student must file a "**STATEMENT OF INTENTION TO GRADUATE**" form, including the official title of the thesis. The student must submit this form to the Graduate School office the semester he or she intends to graduate by the deadline specified by the Graduate School. The academic calendar can be found at <https://www.depts.ttu.edu/officialpublications/calendar>. Submission of this form is the responsibility of the student.

The student must submit the thesis paper to all committee members at least three weeks prior to the date he or she plans to give their oral defense. **Students who fail to meet**

the policy and deadlines for thesis defense and internship paper presentation will be delayed in the graduation process. Students also are required to present their research findings to their committee. This presentation is open to all university faculty, staff, and students. Presentations must be scheduled within the guidelines as set forth by the TTU academic calendar to fulfill requirements for graduation during the intended semester. If the student plans to present at the Institute for Forensic Science, students should be sure to coordinate the date of presentation with IFS staff to ensure availability of the classroom.

As the thesis presentation is open to all, an announcement must be posted at IFS and emailed to all FSCI students and faculty at least three weeks prior to the presentation. This presentation should be 30 to 45 minutes in length. See the “ANNOUNCEMENT OF THESIS DEFENSE AND INTERNSHIP PAPER FORMAT” in section 14 of this handbook.

After the thesis defense, the student, in conjunction with the thesis advisor, must obtain committee signatures on the **ORAL DEFENSE** and **THESIS DISSERTATION APPROVAL FORM**. The thesis advisor will submit the form to the Graduate School prior to the deadline set by the academic calendar during the semester of graduation. It is the student’s responsibility to make sure these deadlines are followed.

Additional changes suggested by committee members must be completed and resubmitted to the committee for approval. After receiving final approval from the committee of the changes, the student must submit a .pdf file of the thesis to the ETD site for official review and to the Graduate School Thesis Coordinator prior to the deadline set by the academic calendar during the semester of graduation.

The student must pay the Thesis-Dissertation fee, if applicable, which must be submitted to Student Business Services prior to the deadline set by the academic calendar during the semester of graduation.

Final grade for thesis hours (A or B) will be initiated through the thesis advisor of the student's committee and submitted to the Registrar’s final grade roll at the end of the semester. **Grades for thesis credits will be "CR" until the final semester.**

8. Non-thesis Option: Internship and Comprehensive Exam

Students opting out of completing a thesis must complete an internship (with an internship paper and presentation of that paper) and a comprehensive written exam in his or her primary area of emphasis.

The internship is a “capstone” experience for graduate students in the forensic sciences. We hope it will be an interesting, challenging, and educational experience for all students. The internship allows the student to work and learn outside of the classroom at an approved site selected by the faculty and student. The internship also will extend a service to the host site/facility by providing a new source of practical experiences, leadership, and potential candidates for employment.

The internship serves three purposes:

- To offer students the opportunity to learn new information and skills outside of the classroom.
- To teach students how to apply the knowledge and skills learned through the forensic science curriculum courses to "real life" situations.
- To understand the student's level of preparation to enter professional practice in the forensic science arena.

8.1 Internship Site

The chosen site must be involved in the areas of crime laboratory work, criminal justice, crime scene investigation, or other areas related to the forensic sciences. The student needs to be supervised on a day-to-day basis by an experienced, qualified professional employed by the facility. The students should be interacting with real, not simulated, situations.

The student may choose to apply for an internship in Lubbock or elsewhere. Students may pursue internships at any approved location in the United States. Arrangements can be made for internships to be done outside of the U.S. These situations are treated on an individual basis. Most internship locations, unfortunately, do not pay a stipend. However, there are locations that will pay a stipend and/or may offer other benefits such as housing. It is permissible to accept an internship that is paid or includes benefits.

8.2 Enrollment

Each student must enroll in FSCI 6031 (6 credit hours) and have completed the series of courses specified below prior to beginning an internship at an approved site. The required internship credits can be completed during one long semester or two summer sessions and must be completed before the semester of intended graduation. A minimum of 160 clock hours must be completed for the internship. Approximately 10% of the total hours can be used to prepare the written report.

Students intending to graduate in May are required to have their internship completed by the preceding December. This will allow for adequate time for writing the internship paper. The presentation of the internship paper to the committee and the completion of the comprehensive exam must follow within the university timeline for a May graduation. It is the student's responsibility to meet these deadlines. Please understand that **most faculty are on a 9 month appointment**, so your internship advisor and committee members may not be available for committee work during the summer.

8.2a Prerequisites and Requirements for Enrollment

Students who enroll in FSCI 6031 must be majors in the Forensic Science Master's program and demonstrate a high degree of interest in forensic science in various settings, as well as exhibit a professional attitude toward forensic science. Students registering for internship credits must have completed the series of courses for their track as listed below **prior** to their start of internship:

FSCI 5308 (Fundamentals of Forensic Science), FSCI 5353 (Research Methods), FSCI 5351 (Serial Crimes), FSCI 5350 (Crime Science Investigation), FSCI 5352 (Ethics), and FSCI 5331 (Advanced Topics in Forensic Science: Forensic Science and the Law).

8.3 Procedures

It is the responsibility of the student and Internship Coordinator to locate an internship site. Students should set up a meeting with the Internship Coordinator at least one semester prior to the semester in which the internship is to be completed to discuss the internship, and the type and location of the internship. The intern must be supervised by an employee at the approved site who has the degree, licensure, and/or certifications to adequately supervise and work with the student.

The student must select a committee of three faculty for the review of the internship paper; two of which must be Ph.D. professors, one of which must be from Forensic Science. A committee member chosen from outside TTU must be approved by program faculty. Once the committee has been selected, the student must complete the Thesis/Internship Committee Selection departmental form by the 8th week of the student's second semester in the program.

All communication with prospective internship sites must come from the Internship Coordinator. The student will need to submit a curriculum vitae and cover letter stating their internship/career objectives to the Internship Coordinator by the 8th week of the student's second semester of enrollment. Students may be requested to interview for an internship position either in person or by phone. Criminal history **may** be checked by the internship site.

All arrangements for internships must be made with the program Internship Coordinator **BEFORE** beginning any internship hours. Failure to comply may result in some hours not counting towards the internship requirements.

For instructions regarding the internship paper, see 8.5 Internship Paper Requirements.

8.4 Student, Site and Advisor Responsibilities

8.4a Student Intern Responsibilities

- Set up a schedule with the Site Supervisor who will be supervising him or her at the site/facility.
- Dress neatly, professionally, and appropriately according to the Site Supervisor's instructions.
- Complete and keep track of all hours.
- Arrive on time for the entire duration of the internship hours. Students must not leave scheduled hours early or without approval from the Site Supervisor.
- If, for a legitimate reason, the student cannot attend that day, he or she must call in before the scheduled time of arrival to let the Site Supervisor know.
- Keep all information concerning legal matters confidential. Interns may be asked to sign a "confidentiality" statement.
- Accomplish tasks and assignments as outlined for the intern by the Site Supervisor of the facility.
- Complete all Forensic Science program requirements for the internship experience.
- Talk to the Site Supervisor in advance concerning closures for holidays... Just because TTU may have a holiday, the internship facility may follow another calendar.
- Students should contact the Internship Coordinator immediately if they are experiencing any difficulties with the internship or in completing the internship requirements.
- Every student enrolled in an internship needs to have a functioning TTU e-mail address. Students must maintain constant communication with the Internship Coordinator throughout the duration of the internship.
- Students who receive an unsatisfactory performance evaluation from their Internship Coordinator or the on-site supervisor of the internship experience may, upon review by the faculty, be dismissed from the program for failure to meet the program's minimum level of competency in practical forensic work. A student may also be dismissed for an ongoing failure to accept supervision at the internship site.

8.4b Site Supervisor Responsibilities

- Act in the capacity of a Supervisor responsible for teaching, guiding, and evaluating the performance of the intern.
- Collaborate with the intern in helping to select an internship paper topic, as

- part of the internship requirements.
- Make contact with the Internship Coordinator immediately if there is a problem or concern with the intern.
 - Complete the Evaluation Form (a copy is provided in section 14 of this handbook) for the student intern at the end of the internship and return it directly to the Internship Coordinator either by email or mail to the Institute for Forensic Science:

TTU Institute for Forensic Science
4434 South Loop 289
Lubbock, TX 79414

8.4c Internship Coordinator Responsibilities

- Meet with or email the student at least once in the semester prior to the beginning of the internship to discuss all aspects of the internship.
- Contact the Site Supervisor concerning the progress of the intern.
- Give the Site Supervisor the Evaluation Form to complete.
- Communicate regularly with the intern via e-mail.
- Evaluate written assignments and review internship evaluations received for each student.
- Assign the grade for the internship course as CR for semesters prior to the presentation of the internship paper.

8.5 Internship Paper and Presentation Requirements

The internship paper topic must be approved by the internship advisor by the second week of internship, and the Internship Coordinator (if different than the internship advisor) must be notified as well. This document must be research oriented or an extensive literature review. The internship paper is a thorough combination of a forensic science topic and the internship experience. The paper should demonstrate knowledge of the topic being presented along with relevant data/evidence supporting the hypotheses presented. If it is a comparative analysis, it should be clearly stated, with results and significance of the comparison to the field of forensic science. A literature review should also have the same basic format; the purpose, the identifications of a problem or problems, and potential solutions. The internship paper must be written in the style specific to the field of research and follow the citation and reference style of major journals in the field. The length of the internship paper is subject to the topic and what is required to show completion of the project, and should be no less than 30 pages of body text and include at a minimum 20 scholarly references.

The internship paper must be submitted to the committee by the fourth week of the semester of graduation. The committee will need time to review the document and the student will need time to respond to suggestions and corrections. Additional paper changes suggested by committee members must be completed and resubmitted to the

committee for approval. After receiving final approval from the committee of the changes, it is the student's responsibility to schedule the oral paper presentation with their committee members. This presentation needs to occur by the date set forth by the TTU academic calendar ("Last Day to Defend Thesis/Dissertation") to fulfill requirements for graduation during the intended semester.

The internship paper must be emailed to the student's committee and received prior to the date outlined above. If emailed, be sure to confirm receipt of the email. Final copies of the paper must be submitted to both the Internship Coordinator and to the Graduate Program Director for the Institute's archives. As the internship paper presentation is open to all, an announcement must be posted at IFS and emailed to all FSCI students and faculty at least three weeks prior to the presentation. This presentation should be 30 to 45 minutes in length. See the "ANNOUNCEMENT OF THESIS DEFENSE AND INTERNSHIP PAPER FORMAT" in section 14 of this handbook. Coordination of emailing and posting the announcement can be completed through IFS staff.

8.6 Comprehensive Examination

If the student has completed an internship as part of the requirement for graduation then the student is required also to pass a comprehensive exam.

The comprehensive examination must take place before the internship paper has been submitted (see 8.5 Internship Paper and Presentation Requirements).

The format of the exam will be written and will consist of questions taken from the course work and area of focus specific to the student's education and career path. These questions will be drafted by various Forensic Science faculty. Students are required to notify the Internship Coordinator and their internship advisor by the 8th week of their second semester in the program of their intended comprehensive exam date to ensure the student has adequate time to prepare from the reading list. The student will complete their examination at the Institute for Forensic Science. Students are required to attend the comprehensive exam semester meeting where details of exam format and content will be discussed. This meeting will take place approximately the 10th week of the semester preceding the examination.

The exam will be scheduled for 6 hours total, broken up into two three-hour sections over the course of one day. For the examination, no outside materials will be allowed.

To pass the written comprehensive exam, students must obtain at least 52% on **every** tested section. Students who fail any section(s) of the written comprehensive exam will need to put in a written request to the Forensic Science faculty to be allowed to retake that section(s) of the exam after a minimum of 4 months have passed in accordance with TTU Graduate School policy. If a student fails their retake of the comprehensive examination they will be released from the graduate program without a degree.

9. Probation, Remediation and Dismissal Policy

The forensic science faculty wants students to successfully complete the Master's program and become active professionals in the field of forensic science. To that end, faculty members routinely monitor the progress of students and prepare a formal evaluation of students' progress at the end of each academic year. The primary purpose of this evaluation is to facilitate academic, professional, and personal growth to provide feedback in a timely manner. The faculty has a duty to recognize and respond to problematic, inadequate, or impaired student performance. Additionally, the faculty must ensure that due process is accorded to all parties during the evaluative process as well as when concerns regarding student performance and progress arise that result in a need for corrective action(s).

It is rare that students are dismissed from the Master's program. Moreover, dismissal of a student from the Forensic Science program is a serious and significant event for both the student and the faculty. Dismissal from the program is likely when faculty concludes that a student has failed to demonstrate a minimum level of competency in either academic or practical skills, or in other critical areas of ethical or professional conduct. That said, in most instances a student would first be subject to a probationary period with a remediation plan. The student's academic advisor will meet with the student to discuss the remediation plan and to communicate conditions for remaining enrolled in the master's program. The ultimate decision to dismiss a student, who fails to remediate, is a decision that rests with the faculty of the Forensic Science program. In some cases, other units of the University may be involved in this decision such as the Office of Student Conduct or Graduate School. Also see: Academic Probation or Suspension, Operating Policy and Procedure 64.04: <http://www.depts.ttu.edu/opmanual/OP64.04.pdf>

9.1 Inadequate Academic Performance

The Graduate Catalog specifies the circumstance under which students may be put on probation, suspended or dismissed for academic reasons (see <http://www.depts.ttu.edu/officialpublications/catalog/GradEnrollment.php>). Students are placed on academic probation by the Graduate School whenever their cumulative graduate GPA drops below 3.0. Students on academic probation have two consecutive semesters to raise the graduate GPA to 3.0 or above and thus return to good standing. Failure to do so may result in the student being dismissed by the Graduate School.

In addition, program faculty may recommend placing a student on probation when he or she fails to fulfill the program's academic requirements, or whose work over a period of time shows a demonstrable lack of progress towards the degree. Usually this action would be initiated by the student's academic advisor and communicated in writing to the student by the Graduate Program Director. Continual failure to maintain good academic standing may result in dismissal from the program.

9.2 *Behavior Unbefitting a Scholar or Researcher*

Probation, suspension or dismissal from a program also may result for violation of accepted norms of scholarly and/or professional behavior. In this regard students are required to become familiar with:

- TTU Student Handbook and Code of Conduct
http://www.depts.ttu.edu/dos/docs/entire_student_handbook.pdf
- Office of Student Conduct's policy on academic integrity
<http://www.depts.ttu.edu/studentconduct/academicinteg.php>
- American Academy of Forensic Sciences (AAFS) Ethics Code
<http://aafs.org/about/aafs-bylaws/article-ii-code-ethics-and-conduct>
- TTU Human Research Protection Program
<http://www.depts.ttu.edu/vpr/irb/index.php>

For concerns regarding misconduct in research or scholarly activity, consult TTU Operating Policy and Procedure 74.08
<http://www.depts.ttu.edu/opmanual/OP74.08.pdf>.

Violations of the rules, regulations, and principles in these documents are considered to be very serious matters. When a faculty member has evidence of cheating, plagiarism, faking data, sexual harassment, mistreatment of research subjects or students, or any other similar or related violation, he/she will report the matter to the Graduate Program Director. As needed, this information will be forwarded to the Office of Student Conduct.

If needed, the Graduate Program Director will convene a committee of at least three faculty members, ordinarily including at least one from the student's program, to investigate the matter. The committee chair will provide a copy of the faculty member's report to the student and instruct the student that he or she may submit a written response to the report, if desired, that will be forwarded to the review committee. If the committee finds that the evidence of a violation is insufficient to bring to the attention of the full faculty, no report will be made unless the complaining faculty member still wishes to pursue the matter.

If the committee (or the faculty member acting on his or her own) finds sufficient evidence of a violation, a report on the matter and a recommendation regarding probation, suspension or dismissal will be issued in writing to the full faculty and the student concerned. The student may at that point, file a statement which will be issued to the full faculty. The report to the full faculty and the action taken by the faculty with respect to the student's status in the program or department are in addition to any sanctions imposed by the faculty member (e.g., a grade of F in a course). If a student is not satisfied with the action of the faculty, he or she may appeal the decision (see section 10.4 below).

Students who are placed on probation or found to have engaged in behavior deemed "unbefitting a scholar or researcher" are at risk of losing University funding.

9.3 Criminal History

Students should be aware that practice in the field of forensic science often includes criminal background checks. A prior criminal conviction may limit internship and/or career possibilities.

A student who does not pass a background check review may be denied placement at a professional training site and/or dismissed from the academic program (see TTU OP 34.25).

10. Student Rights and Responsibilities

Students in the Master's of Forensic Science Program have the right to be treated with respect. Program faculty members aim to work together with a sense of collaboration and mutual consideration. However, despite the best efforts of both students and faculty, occasionally circumstances may occur in which the imbalance of power or other factors negatively affect student welfare or put students at risk. An example of such circumstances includes cases of scientific misconduct, sexual harassment, discrimination, employment-related concerns, and academic matters. It is the responsibility of all program members to establish and maintain a professional climate within which a student problem or complaint can be promptly identified, presented and discussed and given fair, timely consideration without fear or recrimination or retribution.

10.1 The Student Handbook and Code of Conduct

The Student Handbook and Code of Conduct

(http://www.depts.ttu.edu/dos/docs/entire_student_handbook.pdf) outlines university policies and guidelines pertaining to academic integrity, student conduct, disciplinary sanctions and procedures, grievances, discrimination, sexual harassment, and drug and alcohol policies. The Master's of Forensic Science Program abides by the guidelines and sanctions set forth in this handbook.

10.2 Informal Resolutions

When a student experiences difficulties with another student, a faculty member, a staff member, or a supervisor, the student should first discuss the problem with the person involved when this is possible. If the student prefers, he or she can talk with his or her academic advisor, or Graduate Program Director, about the problem the student is having with someone else. It is important to recognize however, that situations cannot be addressed sufficiently if the student is unwilling to disclose who the source of the complaint is. Students may also contact the Office for Student Rights and Resolution located in 232E of the Student Union Building, 806-742-SAFE. This office can help students address issues pertaining to policies and procedures, grading issues, interpersonal disputes and unfair treatment. This office does not participate in formal grievance processes and does not levy sanctions to involved parties. See <http://www.depts.ttu.edu/titleix/students/>.

10.3 Grade appeals

A student who wishes to appeal a final course grade should first consult with the course instructor, then with the department chairperson/director, and then, if the matter remains unresolved, with the dean of the college in which the course is offered. A grade appeal must be filed in the office of the dean of the college in which the course is offered within 45 days of the start of the next long semester after the term in which the disputed grade was received. Copies of the grade appeals policy can be obtained from any academic dean's office or from the Center for Campus Life. Also see Student Grade Appeal, Operating Policy and Procedure 34.03:

<http://www.depts.ttu.edu/opmanual/OP34.03.pdf>

10.4 Student Grievance Procedures

If a graduate student believes that he or she has been the subject of improper or irregular demands or procedures, there are several avenues of redress. The TTU Student Handbook defines a grievance as “a formal complaint pertaining to adverse actions taken on the basis of the student’s protected status or other violation of law or TTU policy...” Student grievances are applicable to situations such as unlawful discrimination, sexual harassment, unresolved employment disputes, and evidence of prejudicial or capricious assignment of grades by an instructor. Grievance investigations are non-adversarial in nature. See Part III and Part VI of the Student Handbook and Code of Conduct for information regarding TTU grievance policies and procedures for reporting a grievance. For information concerning Equal Employment Opportunity and Affirmative Action issues students should consult TTU Operating Policy and Procedure 40.01 <http://www.depts.ttu.edu/opmanual/OP40.01.pdf> . For issues other than admission to the Graduate School and academic dishonesty refer to Graduate Student Appeals, Operating Policy and Procedure 64.07 <http://www.depts.ttu.edu/opmanual/OP64.07.pdf> .

11. Professional Issues and Student Conduct

11.1 Class Attendance

Students are expected to attend all scheduled classes and meetings with faculty. Class attendance is similar to job attendance and is not optional. You may not be allowed to register for a course if you plan to miss more than 10% of class time for reasons other than emergencies. Such emergencies must be documented and presented to the course instructor as soon as possible. Should a situation arise such as a prolonged illness, you may be required by the instructor to withdraw from the course. It is ultimately up to the instructor to determine whether you will be allowed to register for the course, or be required to withdraw from the course.

11.2 Professional Decorum

Students are expected to behave in a professional manner. This includes respectful professional communication via email, use of electronic devices during class or meetings, etc. The University has policies regarding student conduct on and off campus. Likewise, the university can enforce its own judicial policies and sanctions “when a student’s conduct directly, seriously or adversely impairs, interferes with or disrupts the overall mission, programs or other functions of the university.” Students should familiarize themselves with these policies which are found in the Student Handbook and Code of Conduct (<http://www.depts.ttu.edu/dos/handbook/>).

11.3 Membership and Participation in Professional Organizations

Students are encouraged to become student affiliates with relevant professional organizations such as the AAFS, as well as other organizations relevant to students’ interests. Affiliation with national organizations affords exposure to trends at the national level and contemporary issues of major import to the profession. Membership in professional organizations also affords students the opportunity to present their research to the larger scientific community. Membership is reviewed by the AAFS committee October 1 of each year; any application that come after that date will have to wait until October 1 of the following year to be reviewed.

Students are encouraged to join the Forensic Science Society (FSS), the program-affiliated student organization.

12. Additional Student Resources

Graduate School

<http://www.depts.ttu.edu/gradschool/>

328 Administration Building

Phone: 806-742-2787

E-mail: info.gradschool@ttu.edu

Graduate School info on formatting theses and needed Graduate School forms:

<http://www.depts.ttu.edu/gradschool/academic/FormsResources.php>

Academic Calendar: <http://www.depts.ttu.edu/officialpublications/calendar/>

Student Disability Services

<http://www.depts.ttu.edu/sds/>

335 West Hall

Phone: 806-742-2405

E-mail: sds@ttu.edu

Graduate Center

<http://www.depts.ttu.edu/gradcenter/>

West Basement of the Administration Building

The facility is open to all graduate students and postdoctoral fellows 24/7 and 365 days a year with using your Texas Tech ID. Space includes the Graduate Commons, computer labs, meeting room, coffee and relaxation area, and a dining area.

Graduate Student Writing Center

<http://uwc.ttu.edu/GSWC/>

43 Administration Building (in the Graduate Center)

Phone: 806-742-2476

Texas Tech University Student Health Center

<http://www.ttuhs.edu/studenthealth/>

Appointment Line: 806-743-2848

Administrative Line: 806-743-2860

Pharmacy: 806-743-2636

Address: Student Wellness Center, 1003 Flint Ave

University Career Center

<http://www.depts.ttu.edu/careercenter/>

Wiggins Complex

Phone: 806-742-2210

13. Statement on Revised Policies

University, Graduate School, Department and Program requirements evolve and change, and are incorporated into periodic revisions of this handbook. Thus, it is possible that there will be important changes that occur before a complete revision of this handbook. Should this occur the Graduate Program Director will make every effort to inform you of these changes, but in no case will the department or any of its programs be bound to follow an erroneous statement or policy, and students are required to bring their program of studies in line with correct requirements as quickly as possible. Please be attentive to relevant mailings and notifications. It is your responsibility to check your TTU email regularly for this information and to respond in a timely manner to all correspondence as needed.

14. Required Safety Guidelines and Program Forms

IFS Laboratory Safety Guidelines

In an effort to be in compliance with TTU's Environmental Health and Safety, all faculty, staff and students need to understand the safety policies and procedures delineated by the University.

In order to be able to work in the research laboratory space at the Institute, the following safety trainings need to be completed **prior** to the start of any research or class activities. The student will have two (2) weeks from the start of the program to complete all four required trainings.

IFS Required Safety Trainings

Training	Recurrence
Biological Safety	Before beginning job duties and every 2 years thereafter.
Hazard Communication	Before beginning job duties and annually thereafter.
Laboratory Safety	Before beginning job duties and every 2 years thereafter.
Safety Awareness	Before beginning job duties and annually thereafter.

To enroll in trainings, please visit <http://www.dept.ehs.ttu.edu/ehs/ehshome/training> fill out the enrollment form under the student section, scroll down to "Forensic Science Institute" and fill out the Excel sheet with the above required trainings. When this form is completed, email it to: ehs.safety.training@ttu.edu. Once enrolled, the individual will receive a notification by email from customerservice@learnatvivid.com. This is the third party vendor that hosts these trainings.

Once completed, certification of completion for each training **must** be emailed to the IFS Laboratory Supervisor, Dr. Paola Prada at paola.prada@ttu.edu.

THESIS/INTERNSHIP ADVISOR SELECTION
Departmental Form

The deadline to submit this form is by the 8th week of the first semester of beginning the program.

A. For Student

I choose the following faculty as my- Circle one: INTERNSHIP / THESIS advisor

Faculty Name: _____

Student Name: _____ R Number: _____

Student Signature: _____ Date: _____

B. For Internship / Thesis Advisor*

Signature

Internship/Thesis Advisor's name

Date

*In accepting this student you will take on the responsibilities of being the student's internship/thesis advisor. As the student's internship/thesis advisor you are also expected to direct and monitor their internship/thesis progress through periodic meetings, progress reports, and/or by meeting with their corresponding committee.

C. Graduate Program Director's Approval

Graduate Program Director's Name _____ Date _____

Graduate Program Director's Signature _____

THESIS/INTERNSHIP COMMITTEE SELECTION
Departmental Form

The deadline to submit this form is by the 8th week of the second semester of the program.

A. For Student

Program Starting Date (Month/Year): _____

Student's Name: _____ R Number: _____

Student's Email: _____

Circle One: Master's Thesis / Internship Committee: (**3 members**)

B. For Committee Members

1. Advisor (chair): _____ Signature: _____

2. Member: _____ Signature: _____

3. Member: _____ Signature: _____

By signing the above form, each member agrees to take active part in the progress of the thesis/internship project and work alongside chair of the committee into overseeing progress of the mentioned student.

C. Graduate Program Director's Approval

Graduate Program Director's Name _____ Date _____

Graduate Program Director's Signature _____

THESIS PROSPECTUS APPROVAL FORM

THESIS TITLE

by

Name, degree

A Thesis Proposal

In

FORENSIC SCIENCE

Submitted to the Graduate Faculty
of Texas Tech University in
Partial Fulfillment of
the Requirements for
the Degree of

MASTER OF SCIENCE

Approved

Name, Ph.D. (Chair)

Name, Ph.D.

Name, Ph.D.

Date

**ANNOUNCEMENT OF THESIS DEFENSE/INTERNSHIP PAPER FORMAT
(To be posted at IFS and emailed to all FSCI students/faculty 3 weeks prior to
defense/presentation)**

ANNOUNCEMENT OF THESIS DEFENSE/INTERNSHIP PAPER PRESENTATION

Name, degree.

Paper Title

Thesis/Internship Committee

Name, Ph.D. (Chair)

Name, Ph.D.

Name, Ph.D.

Location

Date

Time

Insert abstract here.

SUPERVISOR EVALUATION OF INTERN FORM

Intern Name: _____

Name of Internship site: _____

Name of Supervisor/Title: _____

Address of site: _____

To the supervisor: Please evaluate the performance of the intern by circling the appropriate response under each of the areas below. Your personal comments concerning the intern or the program are encouraged.

Evaluation Ratings

N/A 1 Poor 2 Fair 3 Average 4 Good 5 Excellent

Personal Qualities						
Dresses appropriately & neatly	N/A	1	2	3	4	5
Acted professional	N/A	1	2	3	4	5
Shows Initiative	N/A	1	2	3	4	5
Accepts Criticism	N/A	1	2	3	4	5
Demonstrates enthusiasm	N/A	1	2	3	4	5
Is punctual & dependable	N/A	1	2	3	4	5
Work with individual						
Demonstrates knowledge of forensic principles	N/A	1	2	3	4	5
Gives corrective feedback	N/A	1	2	3	4	5
Establishes rapport	N/A	1	2	3	4	5
Works well with other outside professionals	N/A	1	2	3	4	5
Professional Qualities						
Establishes rapport with personnel & supervisor	N/A	1	2	3	4	5
Demonstrates adequate knowledge	N/A	1	2	3	4	5
Communicates well	N/A	1	2	3	4	5
Seeks new knowledge	N/A	1	2	3	4	5
Management						
Manages time efficiently	N/A	1	2	3	4	5
Care in use of equipment and facilities	N/A	1	2	3	4	5
Promptness, neatness, and adequacy of records and reports	N/A	1	2	3	4	5
Uses good judgment in making decisions	N/A	1	2	3	4	5

Additional Comments: _____
