

**STATE UNIVERSITY OF NEW YORK  
COLLEGE OF TECHNOLOGY  
CANTON, NEW YORK**



**MASTER SYLLABUS**

**COURSE NUMBER – COURSE NAME  
JUST 330 – Questioned Documents**

**Created by: Liz Brown**

**Updated by:**

**School of Science, Health, and Criminal Justice**

**Department: Criminal Justice**

**Semester/Year: Spring 2020**

A. **TITLE:** Questioned Documents

B. **COURSE NUMBER:** JUST 330

C. **CREDIT HOURS:** (Hours of Lecture, Laboratory, Recitation, Tutorial, Activity)

# Credit Hours: 3

# Lecture Hours: 3 per week

# Lab Hours:           per week

Other:           per week

Course Length: 15 Weeks

D. **WRITING INTENSIVE COURSE:** Yes  No

E. **GER CATEGORY:** None:  Yes: GER  
*If course satisfies more than one:* GER

F. **SEMESTER(S) OFFERED:** Fall  Spring  Fall & Spring

G. **COURSE DESCRIPTION:**

This course includes an examination of techniques used to determine the authenticity of documents thorough the analysis of handwriting, ink and paper sources, methods of mechanical printing, and recover of erasures, obliterations and alterations.

H. **PRE-REQUISITES:** None  Yes  If yes, list below:

45 credit hours completed in Criminal Investigation, Criminal Justice: Law Enforcement Leadership, Forensic Criminology or Homeland Security or permission of the instructor.

**CO-REQUISITES:** None  Yes  If yes, list below:

**I. STUDENT LEARNING OUTCOMES: (see key below)**

By the end of this course, the student will be able to:

<u>Course Student Learning Outcome</u> <i>[SLO]</i>	<u>Program Student Learning Outcome</u> <i>[PSLO]</i>	<u>GER</u> <i>[If Applicable]</i>	<u>ISLO &amp; SUBSETS</u>	
a. Analyze the process of forensic document examination	PLO3 - Students will be able to identify, analyze and utilize various techniques used in a criminal investigation		2-Crit Think ISLO ISLO	CA Subsets Subsets Subsets
b. Demonstrate methods of determining forgery of documents	PLO3 - Students will be able to identify, analyze and utilize various techniques used in a criminal investigation		2-Crit Think ISLO ISLO	CA Subsets Subsets Subsets
c. Demonstrate methods for comparison of handwriting samples	PLO3 - Students will be able to identify, analyze and utilize various techniques used in a criminal investigation		2-Crit Think ISLO ISLO	CA Subsets Subsets Subsets
d. Examine techniques to determine obliteration, erasures, and alteration methods	PLO3 - Students will be able to identify, analyze and utilize various techniques used in a criminal investigation		2-Crit Think ISLO ISLO	CA Subsets Subsets Subsets
e. Analyze law enforcement detection techniques	PLO3 - Students will be able to identify, analyze and utilize various techniques used in a criminal investigation		2-Crit Think ISLO ISLO	CA Subsets Subsets Subsets
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KEY	<u>Institutional Student Learning Outcomes [ISLO 1 – 5]</u>
ISLO #	ISLO & Subsets
1	<b>Communication Skills</b> Oral [O], Written [W]
2	<b>Critical Thinking</b> <i>Critical Analysis [CA], Inquiry &amp; Analysis [IA], Problem Solving [PS]</i>
3	<b>Foundational Skills</b> <i>Information Management [IM], Quantitative Lit./Reasoning [QTR]</i>
4	<b>Social Responsibility</b> <i>Ethical Reasoning [ER], Global Learning [GL], Intercultural Knowledge [IK], Teamwork [T]</i>
5	<b>Industry, Professional, Discipline Specific Knowledge and Skills</b>

\*Include program objectives if applicable. Please consult with Program Coordinator

J. **APPLIED LEARNING COMPONENT:** Yes  No

If YES, select one or more of the following categories:

- |   |  |
|---|--|
| <input type="checkbox"/> Classroom/Lab      | <input type="checkbox"/> Civic Engagement              |
| <input type="checkbox"/> Internship         | <input type="checkbox"/> Creative Works/Senior Project |
| <input type="checkbox"/> Clinical Placement | <input type="checkbox"/> Research                      |
| <input type="checkbox"/> Practicum          | <input type="checkbox"/> Entrepreneurship              |
| <input type="checkbox"/> Service Learning   | (program, class, project)                              |
| <input type="checkbox"/> Community Service  |  |

K. **TEXTS:**

Kelly, J. S. & Lindblom, B. S. (2006). Scientific examination of questioned documents. Boca Raton, FL: CRC Press. [Free EBSCO E-Book]

L. **REFERENCES:**

None

M. **EQUIPMENT:** None  Needed:

N. **GRADING METHOD:** A-F

O. **SUGGESTED MEASUREMENT CRITERIA/METHODS:**

Quizzes, exams, assignments

P. **DETAILED COURSE OUTLINE:**

I. The process of handwriting identification.

- A. the physiology of writing
- B. handwriting systems
- C. class and individual characteristics of handwriting
- D. features and qualities of handwriting
- E. beginning, connecting and ending strokes

II. The process of identification of forged documents.

- A. abnormal and disguised hand writing
- B. erasures, obliterations, and alterations
- C. cachets and seals
- D. document control systems

III. The process of identification of inks, dyes, paper, and writing instruments.

- A. characteristics of inks and dyes
- B. characteristics of paper and writing instruments
- C. determination of the origin of inks and dyes
- D. determination of the origin of papers and writing instruments

IV. The process of identification of mechanical printing devices.

- A. characteristics of typewriters and printers

- B. characteristics of other office devices
- C. problems relating to color photocopying machines
- D. determination of origin of equipment
- V. Preparation of laboratory and trial reports.
  - A. obtaining exemplars
  - B. preparation of laboratory reports
  - C. preparation of trial reports and demonstrative evidence
  - D. courtroom testimony

Q. LABORATORY OUTLINE: None  Yes