### Document N: Course and Program Development:

**IMPACT AND APPROVAL SIGNATURES**

See Course and Program Development Policy and Procedures ([www.ubalt.edu/provost](http://www.ubalt.edu/provost)) for instructions.

**SCHOOL:** LAW  MSB  CAS  CPA  

**CONTACT NAME:** Debra L. Stanley  

**PHONE:** 410 832 6082  

**DEPARTMENT/DIVISION:** School of Criminal Justice  

**DATE PREPARED:** 11/14/12  

**PROPOSED SEMESTER OF IMPLEMENTATION:** Fall  

**TYPE OF ACTION:** Add (new)  

**LEVEL OF ACTION:** Noncredit  

**ACTION BEING REQUESTED** (select one category, either Course Actions or Program Actions):

- **COURSE ACTIONS**
  - Original Subject Code/Course Number: FSCS 620  
  - Original Course Title: Forensic Investigative Techniques I  

- **PROGRAM ACTIONS**
  - Original Program Title: 

Select one or multiple actions from one of the lists below (review the list of necessary documents and signatures):

**COURSE ACTIONS**

1. Experimental Course  
2. Course Title  
3. Course Credits  
4. Course Number  
5. Course Level  
6. Pre- and Co-Requisite  
7. Course Description  
8. New Course  
9. Deactivate Course  
10. Other  

**PROGRAM ACTIONS**

10. Program Requirements  
11. Undergraduate Specialization (24 credits or fewer)  
11a. Master's Specialization (12 credits or fewer)  
11b. Doctoral Specialization (18 credits or fewer)  
12. Minor (add or delete)  
13. Closed Site Program  
14. Program Suspension  
15. Program Reactivation  
16. Certificate Program (UG/G) exclusively within existing degree program  
16a. Certificate Program (UG/G) outside of or across degree programs (12 or more credits)  
17. Off-Campus Delivery of Existing Programs  
18. Undergraduate Concentration (exceeds 24 credits)  
18a. Master's Concentration (exceeds 12 credits)  
18b. Doctoral Concentration (exceeds 18 credits)  
19. Program Title Change  
20. Program Termination  
21. New Degree Program  
22. Other  

**ADDITIONAL DOCUMENTATION** (check all appropriate boxes of documents included; review the list of necessary documents):

- summary proposal (O)  
- course definition document (P)  
- full five-page MHEC proposal (Q)  
- financial tables (MHEC) (R)  
- other documents as may be required by MHEC/USM (S)  
- other (T)

Summer 2010
IMPACT REVIEW (review the list of necessary signatures):

<table>
<thead>
<tr>
<th>Impacted Entity</th>
<th>Signature</th>
<th>Date</th>
</tr>
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<tbody>
<tr>
<td>a. Library</td>
<td></td>
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<tr>
<td>□ no impact □ impact statement attached</td>
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<td>b. OTS</td>
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<td>d. Admissions</td>
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<td>e. Records</td>
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APPROVAL SEQUENCE (review the list of necessary signatures):

<table>
<thead>
<tr>
<th>Approval Level</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Department/Division (Chair)</td>
<td>Debra T. Hawley</td>
<td>11/19/12</td>
</tr>
<tr>
<td>B. General Education (for No. 7, 8)</td>
<td></td>
<td></td>
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<tr>
<td>C. Final Faculty Review Body Within Each School (Chair)</td>
<td>Wendy P.</td>
<td>11/27/12</td>
</tr>
<tr>
<td>D. Dean</td>
<td></td>
<td></td>
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<tr>
<td>E. University Faculty Senate (Chair)</td>
<td>Laura Wilson-Gentry</td>
<td>11/28/12</td>
</tr>
<tr>
<td>F. University Council (Chair)¹</td>
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</tr>
<tr>
<td>G. Provost and Senior Vice President for Academic Affairs</td>
<td>Beverly Schnell</td>
<td>2/20/2013</td>
</tr>
<tr>
<td>H. President</td>
<td></td>
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<tr>
<td>I. Board of Regents (notification only)</td>
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<tr>
<td>J. Board of Regents (approval)</td>
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<tr>
<td>K. MHEC (notification only)</td>
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<td>L. MHEC (approval)</td>
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<tr>
<td>M. Middle States Association notification</td>
<td>Required only if the University’s mission is changed by the action</td>
<td></td>
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</tbody>
</table>

¹ University Council review (for recommendation to the president or back to the provost) shall be limited to curricular or academic policy issues that may potentially affect the University’s mission and strategic planning, or have a significant impact on the generation or allocation of its financial resources.
Document O: Course and Program Development: SUMMARY PROPOSAL
See Course and Program Development Policy and Procedures (www.ubalt.edu/provost) for instructions.

SCHOOL: LAW  MSB  CAS  CPA

CONTACT NAME: Debra L. Stanley  PHONE: 410 832 6082

DEPARTMENT/DIVISION: School of Criminal Justice  DATE PREPARED: 11/14/12

PROPOSED SEMESTER OF IMPLEMENTATION:  O fall  O spring  YEAR: 2013

ACTION BEING REQUESTED (select one category, either Course Actions or Program Actions):

O COURSE ACTIONS  O PROGRAM ACTIONS

Original Subject Code/Course Number: Original Program Title:
FSCS 620

Original Course Title: Forensic Investigative Techniques I

Select one or multiple actions from one of the lists below (review the list of necessary documents and signatures):

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<td>15. Program Reactivation</td>
</tr>
<tr>
<td>22. Other</td>
<td>16b. Certificate Program (UG/G) outside of or across degree programs (12 or more credits)</td>
</tr>
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</table>

For changes to existing courses:

<table>
<thead>
<tr>
<th>OLD TITLE</th>
<th>SUBJECT CODE/COURSE NO.</th>
<th>CREDITS</th>
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</thead>
</table>

<table>
<thead>
<tr>
<th>NEW TITLE</th>
<th>SUBJECT CODE/COURSE NO.</th>
<th>CREDITS</th>
</tr>
</thead>
</table>

Summer 2010
DESCRIBE THE REQUESTED COURSE/PROGRAM ACTION (additional pages may be attached if necessary):

Request approval of this new course as a foundational course for the M.S. in Forensic Science High Technology.

SET FORTH THE RATIONALE FOR THIS PROPOSAL:

This course is a core course in the MSFS degree program. The course will serve as a prerequisite to the other nine (9) core courses in the program.

Course description -

Focuses on traditional investigative techniques (interviews and interrogations), simple data collection, physical evidence, fraud detection, data acquisition and computer techniques, reverse engineering, and industrial espionage. Also, examines administrative process, the role of human resources and accounting, organizational processes and structures, and chain of command/management. Intended as an introduction to FSCS 720.

Prerequisite FSCS 601.
1. DATE PREPARED  11/16/2012

2. PREPARED BY
Debra L. Stanley, Ph.D. and Charles Tumosa, Ph.D.

3. DEPARTMENT/DIVISION  School of Criminal Justice

4. COURSE NUMBER(S) with SUBJECT CODE(S)  FSCS 620

5. COURSE TITLE  Forensic Investigative techniques I

6. CREDIT HOURS  4 credits

7. CATALOG DESCRIPTION  Focuses on traditional investigative techniques (interviews and interrogations), simple data collection, physical evidence, fraud detection, data acquisition and computer techniques, reverse engineering, and industrial espionage. Also, examines administrative process, the role of human resources and accounting, organizational processes and structures, and chain of command/management. Intended as an introduction to FSCS 720.

8. PREREQUISITES  FSCS 601

9. COURSE PURPOSE (how the course is to be used in the curriculum; e.g., required for the major, elective, etc.) required core course for the major in MSFS

Summer 2010
11. COURSE TYPE/COMPONENT (clinical, continuance, discussion, field studies, independent study, laboratory, lecture, practicum, research, seminar, supervision, thesis research, tutorial or workshop; this must match PeopleSoft 9.0 coding, so check with your dean’s office if you are unsure of the correct entry) lecture and computer laboratory

12. FACULTY QUALIFIED TO TEACH COURSE Select adjunct professors employed by SJA

13. CONTENT OUTLINE
   - Investigation Techniques
   - Fraud Detection
   - Data Acquisition
   - Computer Techniques reverse engineering
   - Industrial Espionage
   - HR role
   - Chain of Command and Management
   - Legal and Ethical issues

14. LEARNING GOALS At the completion of the course students will be able to—
   - Understand investigations techniques—interviewing and interrogation skills
   - Understand the management and administrative process in role of investigating suspicious and/or criminal behavior within organizations
   - Understand the chain of command and management protocols

15. ASSESSMENT STRATEGIES The learning goals will be assessed through student papers and projects in addition to routine examinations.

16. SUGGESTED TEXT(S) and MATERIALS (e.g. textbooks, equipment, software, etc., that students must purchase)
   Miscellaneous textbooks, possible software.

17. SPECIAL GRADING OPTIONS (if applicable) none

18. SUGGESTED CLASS SIZE 20, preferably 10

19. LAB FEES (if applicable) $65

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