

Sample Course Outline

The outlines must consist of a sequential enumeration of the main ideas and supporting details. It should also indicate the amount of time that will be spent on each main idea. Supporting details would include any pre-class reading assignments, homework assignments, training aids, and instructional methods that are used other than lectures. The following is an example of the detail that is required. The format used (Roman numerals, indentation, etc.) is not mandatory.

Locating and Lifting Latent Prints Using Powder

Pre-class reading assignment: A 12-page instructor prepared handout entitled “Locating and Lifting Latent Prints Using Powder.”

I.	Protection of the crime scene	45 min.
	A. Determining what comprises the crime scene	
	B. Alternative methods of protection	
II.	Officer victim relationship	20 min.
	A. Have empathy even in small crimes	
	B. Request permission if processing may cause damage	
III.	How to locate prints	30 min.
	A. Question victim and witnesses	
	B. Study M.O. of crime	
	C. Visual Inspection	
IV.	Identification of situations where powder can't be used	45 min.
	A. Limitations of powder	
	B. Identify other methods that are available	
	C. Identify situations and objects where other methods are better	
	D. Availability of services through MSP and/or major agencies	
V.	Demonstrate how to locate latent prints	60 min.
	• Slides of common and actual crime scenes will be used	
VI.	Demonstrate how to powder and lift prints	90 min.
	• Slide-tape and actual classroom demonstration	
Break		10 min.
VII.	Students practice locating and lifting latent prints	120 min.
	• Each student will work independently	
	• Performance will be evaluated by one of three evaluators	
Total:		420 min. (7 hours)