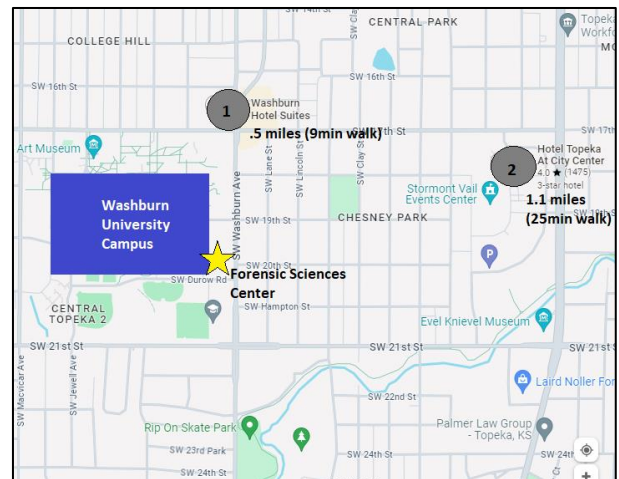


1. **Are the courses open to anyone?** Yes, but participants must be at least 18 years of age.
2. **Where are the courses?** All courses are held on Washburn's campus in Topeka, Kansas at the Washburn/Kansas Bureau of Investigations Forensic Science Center (2001 SW Washburn Ave). Some of the field courses (e.g., forensic archaeology and fatal fire recoveries) include offsite scenes for the recoveries either in Topeka or nearby counties. Transportation will be provided on these days. Campus map: <https://www.washburn.edu/redesign2018/files/images/interior/about-pages/campusmap/campus-map.pdf>
3. **How do I get to Washburn/Topeka, KS?** Visit <https://washburn.edu/about/visit/index.html> for more information on getting here. Kansas City International Airport (MCI) is the closest airport to Topeka, KS.

4. **Is housing provided?** No, participants are responsible for securing their own lodging for in-person courses. Options include nearby hotels and rentals (e.g., AirBnB or Vrbo). There are two hotels within walking distance of campus (pictured right). *Note: the university, WU-FARU, and instructors do not endorse any of the hotels listed below. They are provided for informational purposes only.*

- **Hotel 1: Washburn Hotel Suites** (1.1 miles/25 minute walk, 1635 SW Washburn Ave.; Topeka, KS 66604 phone: 785-200-3901)
- **Hotel 2: Hotel Topeka at City Center** (0.5 miles/9 minute walk, 1717 SW Topeka Blvd. Topeka, KS 66612 Phone: 866-429-9864)



5. **What is the course schedule and time?** The courses typically run from 8am-5pm Monday through Friday with a midday break for lunch, with some exceptions (see dates posted on website linked above). A detailed course schedule will be provided in the course packet during registration on the first day. **Registration is from 8:00-8:30am on the first day of the course. Please be sure to arrive during this time to check in and get the course materials.**

Registration will take place in the lobby of the Forensic Science Center (2001 SW Washburn Ave) on Washburn's campus (yellow star in map above).

6. **Do I get credit for the courses?** No university credits are offered for the courses; however, some courses are approved for continuing education credits for MO POST and ABMDI. Participants wishing to have the MO POST or ABMDI credits for the course should let the instructor know during registration and provide #, as they will need to sign a daily attendance form. These participants will be presented with a certificate indicating participation and training hours. All participants in the courses will receive a completion certificate regardless of whether they are seeking ABMDI and MO POST accreditation.
7. **Is food provided during the courses?** Food is not provided during the courses and is the responsibility of the participants. There will be a one-hour lunch break each day. You will be provided with a map and list of restaurants within walking distance of the university in your welcome packet that you receive at registration on the first day. The list also includes on-campus dining options. Occasionally food will be provided on all-day field days. Please indicate any allergies on the registration survey for these meals and/or plan on bringing your lunch these days.
8. **How do I pay for the course?** A course deposit fee is required at the time of registration to secure your spot in the course.
 - Check made out to "Washburn University" and mailed to Amy Zook. Must be received at least 10 days prior to course start date so it can be processed beforehand. For more information, contact Amy.Zook@washburn.edu.
 - Credit card via link below. Course must be paid in full prior to last business day before course start.
https://secure.touchnet.net/C21751_ustores/web/store_main.jsp?STOREID=5&SINGLESTORE=true
9. **What attire should I wear?** Topeka, KS is hot and humid during the summer months. Hats, sunglasses, long pants, boots or sneakers, t-shirt/long sleeve shirt are recommended for the field courses. You may also want sunscreen and bug spray in the field. Lab courses are held indoors in air-conditioned rooms. A light sweater may be wanted as the lab is fairly cool during the summer.
10. **Am I allowed to share/distribute the information from the course?** No, the materials provided in the course including case examples, pictures, links, video lectures, etc. are only permitted to be used for personal use and cannot be shared outside of the course. Prior permissions must be obtained from Dr. Klaes and Washburn University. Participants will be

asked to agree to and sign a non-disclosure agreement prior to the start of the course and any violation of this policy will result in legal action.

11. **What technology requirements do I need?** None to complete the in-person courses. *See information below for the online courses.*

- Supplemental course materials (e.g., additional readings/articles, website links, optional resources, handouts, etc.) will be posted online through Washburn's Desire to Learn (D2L) system and will be available for the duration of the course (note: online course site will close with the in-person course dates). Available here: www.d2l.washburn.edu. ***This material is optional and you do not need to use it to complete the course.***
- Participants wishing to access the online will need to provide a valid email address to access to the online course module through Washburn's Desire to Learn (D2L) program. ***We will use the same email you provided in the registration to get you enrolled in the D2L course and website.*** You will see an email from Washburn's ITS department with detailed instructions on how to access the site prior to the start of the course.
- What if I am new to using the Desire2Learn Learning Management System? There is an "Online Student Resource Center" on the first tab of D2L with short video clips (>5mins) explaining how to submit a quiz, how to write in a discussion board, how to submit an assignment via a D2L Dropbox once you log in with your email. Online D2L support is also available 24/7 at 1-866-888-1272 (indicate Washburn University).

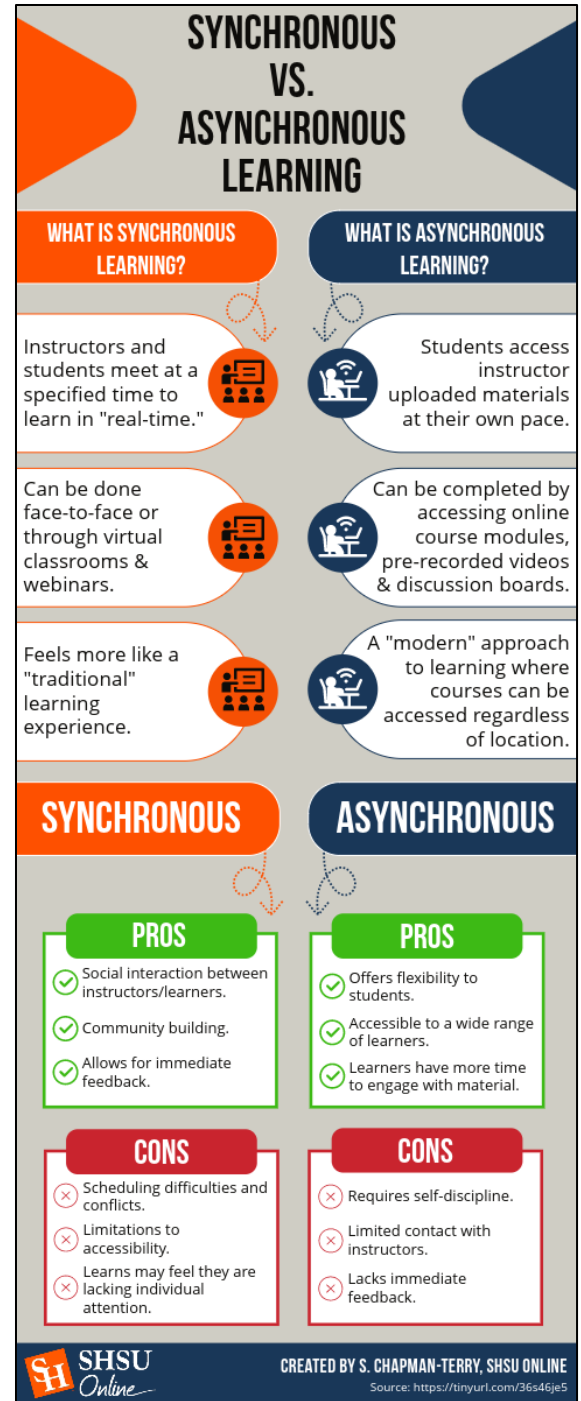
See next page for Information and FAQs Specific to the Online Courses Only

1. Online course types (see infographic →)

- **Synchronous:** live courses at set-times with interactions between instructor and course participants.
- **Asynchronous:** completed fully online with no set times or required interaction with instructor

2. What technology requirements do I need?

- Participants will be expected to have a device (computer, tablet, phone, etc.) with reliable internet, a microphone/speaker, and video capabilities to participate in the course. It is recommended that you use a device with a larger screen size (i.e., not a phone) to complete the lab assignments; however, they can be accessed via a smartphone.
- Participants will use a valid email address to have access to the online course module through Washburn's Desire to Learn (D2L) learning management system (accessible online). **We will use the same email you provided in the registration to get you enrolled in the D2L course and website.** You will see an email from Washburn's ITS department with detailed instructions on how to access the site prior to the start of the course. Readings, lecture links, assignments, lab materials, etc. will be posted in D2L. Available here: www.d2l.washburn.edu
- Participants will be required to have the free Zoom app to access the synchronous (live) course materials. Available here: <https://zoom.us/>
- Participants will need a word processing program (e.g., Microsoft word) and/or Adobe PDF to submit some of the typed lab assignments. There are *optional* labs that will require program downloads and installations.



3. What other materials do I need for the course?

- A handful of lab exercises will require a calculator for some of the online courses (e.g. Human Skeletal Biology). The calculator on a smart phone or computer is sufficient.
- One lab station requires a ruler or tape measurer. A link to a printable (to scale) ruler is provided on D2L.
- You will likely want to have a notebook or paper available for many of the lab assignments.

4. What if I am in a different time zone (besides Central)?

- You can participate in the synchronous (live) version of the course, which is required for documenting continuing education credits (ABMDI, MO POST).
- Or you can participate asynchronously. Lectures are recorded and posted on D2L by topic. You can watch the video and complete the lab assignments during normal business hours for your time zone during the course week or can participate live.

5. What times do the online courses run?

- Synchronous (live courses)
 - Courses run from 8am to 5pm (Central time/current time in Topeka, KS) on scheduled dates. There will be a 1 hour lunch break scheduled, usually from 12-1pm, on each day of the course.
 - The course will run for approximately 8 hrs per day between the lectures, readings, and lab assignments.
- Asynchronous (fully online courses that are not live)
 - These courses are designed for participants in different time zones, outside of the U.S., those needing to work outside of normal business hours due to other commitments, those that can only commit part-time hours to the course, etc.
 - Instructor(s) will be available via online chat or Zoom at pre-determined times for live course assistance (or via standard email); however, the fully asynchronous course are designed so that participants complete the course at their own pace over the duration of the period of offering.
 - Our two-week fully asynchronous courses (e.g., Human Skeletal Biology) include the same content and structure as the synchronous one-week courses; therefore, you can generally expect them to take approximately 40 hours total to complete the entirety of the content. As long as all of the material for the course is completed by the course end date, you will earn a certificate of completion.

6. How will participation be tracked?

- Participation in lectures will be tracked visually via Zoom video attendance (sound, video, and participation required) for those seeking continuing education credits in the

synchronous (live) courses. Video Zoom synchronous attendance is not required for individuals not seeking continuing education credits.

- Participation in lab assignments will be tracked via several features available on D2L: activity completion rate, grade on assignments, and active module interaction (time spent, completion, etc.).
- Completion of course objectives will be measured via assignment, practical, and quiz grading. All of these will be submitted by participants via D2L.
- You will be provided with a course completion certificate PDF at successful completion of the course.

7. What if I am new to using the Desire2Learn Learning Management System

- There is an “Online Student Resource Center” on the first tab of D2L with short video clips (>5mins) explaining how to submit a quiz, how to write in a discussion board, how to submit an assignment via a dropbox once you log in with your email.
- There will be an introduction Zoom (also recorded) on how to navigate D2L on Day 1 of the course.
- Online D2L support is available 24/7 at 1-866-888-1272 (indicate Washburn University) and you may also contact me for assistance during the course.