



Forensic Anthropology  
Recovery Unit

Forensic Anthropology Summer Short Courses  
Important Information & Frequently Asked Questions  
<https://www.washburn.edu/wu-faru/wu-faru-courses.html>

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- listed as KBI on campus map below). 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, if needed. 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. **Where should I stay?** Dorm rooms are available on campus for a reduced rate and are within a short walking distance of the Forensic Science Center. These typically are in the Washburn Village (see WV on campus map linked in #2 above) and cost ~\$35/night and are shared suites (private bedrooms with a shared living space/kitchen/bathroom). For more information, contact [Amy.Zook@washburn.edu](mailto:Amy.Zook@washburn.edu). Other options include nearby hotels (e.g., closest to campus is Hotel Topeka at City Center) or rentals (e.g., AirBnB).
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 at 8:00am 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 for in person courses.**
6. **Do I get credit for the courses?** No university credits are offered for the courses; however, some courses are approved for continuing education (CE) credits for MO POST and ABMDI. Participants wishing to have MO POST and/or ABMDI credits for the course should indicate this desire during course sign-up (so that we have ample time to apply and pay the associated fee). They will be required to provide their number during the first day course registration, as well as, either signing a daily attendance log (in person courses) or having

their video on (online courses). 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](mailto: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](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. Klales 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 required to complete the courses face-to-face/in person 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](http://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 survey to get you enrolled in the course.*** 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).

**The online live (synchronous) courses will require the following:**

- Participants will be expected to have a device (computer, tablet, phone, etc.) with reliable internet, a microphone/speakers, and video capabilities to participate in the course. Video is required for any course where continuing education credits are being requested. It is recommended that you use a device with a larger screen size (i.e., not a phone) to complete the lab assignments; however, most can be accessed via a smartphone.
- Participants 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 survey to get you enrolled in the course.*** 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](http://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. Adobe Flash is required for one of the lab assignments and there are *optional* labs that will require program downloads and installations.
- 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).