

**INSTRUCTOR**

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Sciences

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Office Hours: Monday 2:30PM – 4:30PM,  
Wednesday 11:00AM – 12:30PM, or by appointment

**COURSE DESCRIPTION**

Field work experience in an approved scientific agency. A minimum of 45 clock hours of work experience per credit hour is required. In addition to the internship, the student will be required to write a paper and be evaluated by the agency. Departmental approval is required prior to enrollment. A minimum of three and a maximum of six credit hours. *Offered Spring and Fall. Prerequisites: FS 333L, FS 444/L, and senior in Forensic Sciences.*

**LEARNING OBJECTIVES**

The purpose of an internship is to provide you with an opportunity to experience professional forensic science. This experience is important because it will allow you to determine if your chosen field is one in which you wish to pursue a career. It will also provide you with an opportunity to develop a relationship with potential employers. The opportunities to learn in an internship experience are numerous and you will experience scenarios that books, lectures, and videos can't provide. However, we see your main opportunities in experiences related to using the scientific method, implementing quality assurance, and acquiring a context within which each field of forensic sciences works.

To successfully complete class you need to:

1. Demonstrate an understanding of the scientific method and its use in the forensic sciences,
2. Describe the techniques used during your internship,
3. Explain the use of quality assurance programs used during your internship, and
4. Communicate an understanding of the context in which your internship was conducted, i.e. what does your chosen field contribute to an investigation?

**REQUIRED TEXT**

No textbooks are required for this class.

**STUDENT ASSESSMENT**

Each student is required to complete the following:

- **Attend the 1<sup>st</sup> Day of class.**
- Intern 45 hours for every hour of class credit. For example, 3 credits of FS 487 requires 135 hours of internship.
- Develop an intern schedule with your Internship Supervisor. Your schedule is at the discretion of the agency offering the internship. You will receive an Incomplete grade if your internships hours are not completed by the end of the semester. You then have 90 days to complete the internship.
- A **Self Evaluation** to demonstrate that you have met the class learning objectives.
- Have you supervisor complete the **Supervisor Evaluation** to demonstrate your effectiveness as an intern.

**Both Evaluations are due by 5pm on the last day of Finals Week.**

***Grading***

|                              |                   |
|------------------------------|-------------------|
| Attending First Day of Class | 100 points        |
| Self Evaluation              | 100 points        |
| Supervisor Evaluation        | 100 points        |
| <b>Total</b>                 | <b>300 points</b> |

***Grading Scale***

| <b>Points</b> | <b>%</b> | <b>Letter Grade</b> |
|---------------|----------|---------------------|
| 269 – 300     | 90 – 100 | A                   |
| 239 – 268     | 80 – 89  | B                   |
| 209 – 238     | 70 – 79  | C                   |
| 179 – 208     | 60 – 69  | D                   |
| 0 – 178       | 0 – 59   | F                   |

**ADA ACCOMMODATIONS**

In compliance with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA) of 1990, and the ADA Amendments Act (2008), Chaminade University of Honolulu offers accommodations for individuals with disabilities. If you would like to determine if you qualify for ADA accommodations, please contact the Counseling Center at (808) 735-4845. Once your documentation is submitted, the assessments will be reviewed and the student will be notified.

If one qualifies for ADA accommodations an ADA contract will be signed by the student. Please remember that once you have signed an ADA agreement, you need to contact the

ADA coordinator each semester (including summer sessions) to identify which instructors you want notified of your accommodations. This is to ensure your privacy. Faculty will be informed of the accommodations you are to receive but not the nature of your disability.

From the time that appropriate documentation is received by the ADA Coordinator, please allow 2 to 3 weeks to process your paperwork. Processing time may vary pending the volume of requests received. You can find more information at [http://www.chaminade.edu/student\\_life/sss/counseling\\_services.php](http://www.chaminade.edu/student_life/sss/counseling_services.php)

## INTERNSHIP EXPECTATIONS

You have many expectations as an intern. Please remember that you are representing the Forensic Sciences Programs and Chaminade University of Honolulu. Everyone in the program is counting on you to represent us well.

First, please remember that you are a guest of your sponsor. We are thankful to each of the sponsors for their donation of resources toward your education.

As an intern, you are expected to be:

- **Responsible and Reliable**
  - Follow directions
  - Be punctual and trustworthy
  
- **Motivated**
  - Display interest in your opportunity
  - Ask thoughtful questions at appropriate times
  
- **An Effective Communicator**
  - Be respectful of your sponsor's work responsibilities
  - Interact positively with your coworkers
  
- **Engaged in Effective Work Habits**
  - Work to the best of your ability
  - Complete tasks on time
  
- **Dressed Appropriately**
  - Present yourself professionally and ethically
  - Conduct yourself as though you are an employee of the agency; dress as the staff do

Part of the internship experience is to teach you that a forensic scientist must have integrity, a strong work ethic, and credibility. This internship is your opportunity to demonstrate your effectiveness in these areas.

Remember that many agencies hire individuals that have been good interns. Please contact me if you have additional questions about your expectations as an intern.

David O. Carter, PhD  
Director of Forensic Sciences