

**INSTRUCTOR**

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Sciences

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Office Hours: Tuesday & Wednesday 2:30PM – 5:00PM, 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 (Program Learning Objective 1),
2. Describe the techniques used during your internship (Program Learning Objective 4),
3. Explain the use of quality assurance programs used during your internship (Program Learning Objective 2), 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 (Program Learning Objective 3)?

**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 your 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

## **ADDITIONAL DIVISIONAL AND UNIVERSITY POLICES**

### *Electronic Devices*

Use of music devices and cell phones is prohibited during all Natural Science and Mathematics classes at Chaminade, unless specifically permitted by your instructor. Use of cellphones and music devices in laboratories is a safety issue. In addition, use of cellphones and music devices in any class is discourteous and may lead to suspicion of academic misconduct. Students who cannot comply with this rule will be asked to leave class and may be subject to laboratory safety violation fines. You will be asked to leave class and marked absent if you do not comply. This will negatively affect your grade. Please refer any questions to the Dean of Natural Sciences and Mathematics.

### *ADAA Statement*

Pursuant to several federal and state laws, including the Americans with Disabilities Act of 1990, as amended by the ADA Amendments Act of 2008, and Section 504 of the Rehabilitation Act of 1973, all qualified students with disabilities are protected from discrimination on basis of disability and are eligible for reasonable accommodations or modifications in the academic environment to enable them to enjoy equal access to academic programs, services, or activities. If a student would like to determine if they meet the criteria for accommodations, they should contact the Counseling Center at 808-735-4845 for further information.

### *Attendance & Tardiness*

Students are expected to attend regularly all courses for which they are registered. Students should notify their instructors when illness or other extenuating circumstances prevents them from attending class and make arrangements to complete missed assignments. Notification may be done by emailing the instructor's Chaminade email address, calling the instructor's campus extension or by leaving a message with the instructor's division office (Natural Sciences and Mathematics +1 (808) 440-4204). It is the instructor's prerogative to modify deadlines of course requirements accordingly. Any student who stops attending a course without officially **withdrawing** may receive a failing grade.

Unexcused absences equivalent to more than a week of classes may lead to a grade reduction for the course. Any unexcused absence of two consecutive weeks or more may result in being **withdrawn** from the course by the instructor, although the instructor is not required to **withdraw** students in that scenario. Repeated absences put students at risk of failing grades.

### *Policy on Make-Up Tests*

Make-up exams will not be given, due to the team-oriented structure of Zam Time. You are required to inform your Zam Team and Dr. Carter of your absence as soon as possible.

*Policy on Communication*

The University provides a Chaminade email address for all students. Official Chaminade communications will be sent to the students' Chaminade email address and instructors will use only this email to communicate with students. It is the responsibility of the student to check their email frequently. Report email-related problems to the Helpdesk at 808-735-4855 or helpdesk@chaminade.edu.

*Laboratory Safety Information*

The following guidelines are established to provide instructions in maintaining safety for students, staff, and faculty while using any of the science laboratories at Chaminade University. The Division of Natural Sciences and Mathematics (NSM), along with the University Environmental Safety Office are responsible for enforcing the regulations set forth in the current Student Handbook. Queries should be addressed to: Dean of Natural Sciences and Mathematics (808) 440-4204; Environmental Safety Officer (808) 739-4811

*Title IX Declaration*

Chaminade University of Honolulu recognizes the inherent dignity of all individuals and promotes respect for all people. Sexual misconduct, physical and/or psychological abuse will NOT be tolerated at CUH. If you have been the victim of sexual misconduct, physical and/or psychological abuse, we encourage you to report this matter promptly. As a faculty member, I am interested in promoting a safe and healthy environment, and should I learn of any sexual misconduct, physical and/or psychological abuse, I must report the matter to the Title IX Coordinator. Should you want to speak to a confidential source you may contact the following:

- Chaminade Counseling Center| 808 735-4845.
- Any priest serving as a sacramental confessor or any ordained religious leader serving in the sacred confidence role.

*Academic Honesty*

Students are expected to have read and to abide by the "Student Rules of Conduct" which are available in your copy of Chaminade University's Student Handbook. Cheating in the form of plagiarism, collusion, deception and will not be tolerated and will negatively affect your grade.

The instructor may modify elements of this syllabus according to the operational needs of the class.

## 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