

Fall 2015 Syllabus
Course Code: BI-387-01-1



I. Instructor Information

Dr. Kandel
Adjunct faculty
Office: Henry 123B
Office hours: by appointment
Frederique.kandel@adjunct.chaminade.edu

II. Course Information

Henry Hall, Room 123B.
Meetings by appointment

III. Text: None.

IV. Course Title: Internship Or Field Experience

V. Course Description: As the title indicates this course consist of a supervised internship or a field experience at a cooperating agency.

This is an upper- division course enrolling Juniors and Seniors with a minimum of one year of college biology. This course provides an opportunity to complete volunteer biology related work at cooperating community agencies. Supervision is provided by an instructor at Chaminade University, and by the immediate supervisor at the agency. Enrolled students receive semester credits based upon three hours work per week for fifteen weeks for one semester credit. Credits can vary from 1-3 semester credits. Students volunteering at the agencies do not receive payment for services under normal circumstances. Hours of work obtained during the summer can be applied for the fall course upon previous agreement with the instructor.

Credit: 45 hours of work are required per Chaminade class credit hours. 90 hours are required for two semester credits, and 135 hours are required for three semester credits.

VI. Learning Outcomes.

Student Learning Outcomes	
1.	Gain working experience in a field which may be of interest to you either as a career choice of for other personal reasons.
2.	Determine whether you desire pursuit of a professional field or career by exposure to work associated with it.
3.	Work with professionals who may be influential as a resource for jobs or graduate/professional schools.
4.	Work with professionals outside of an academic environment and learn the relevance of academic work to more practical work experience.
5.	Acquire new skills in a professional field.
6.	Acquire interpersonal skills and learn of human relationships
7.	Be of service and contribute to the community.

VII. Course Elements and schedule (instructor may modify the schedule as needed).

The following elements will be required of each student to fulfill course requirements and receive course credit:

- i. Work your specific number of hours at a cooperating agency.
- ii. Complete assigned duties as directed by the supervisors at the cooperating agency and by your instructor at Chaminade.
- iii. Maintain a logbook of all daily/weekly activities.
- iv. Complete a written progress report and prepare a final PowerPoint presentation. Present an oral report of activities at the agency to accompany your PowerPoint.
- v. Be evaluated by the supervisor at the agency and by the instructors.
- vi. Attend scheduled class meetings.
- vii. If applicable, know specific scientific or biomedical terminology as on drug prescriptions or other medications. Write it in your log book and look up its actions and effects.
- viii. If you are able to get to know your supervisor, he/she will be able to evaluate your abilities and work much better with you. Use your initiative to make your evaluation excellent! Your initiative is demonstrated by asking for additional duties, asking questions, and being flexible in assignments and work.

1. Email instructor to schedule an in person meeting **by the completion of the first week of classes**. Please also check your Chaminade email for further information. You are responsible for arranging your own Field Experience with an approved organization. Failure to contact the instructor could result in your “academic withdrawal by instructor”.
2. Progress Report: **two weeks after beginning field experience work**, submit a summary of your duties and reactions to volunteer work. It is important to immediately notify your Chaminade Faculty Supervisor of any difficulties you may have encountered at your internship agency. You may email this progress report to me at frederique.kandel@adjunct.chaminade.edu
3. Individual meeting -please check in with me either in person or via email at **the mid-point of the semester between October 13 - 17, 2015**.
4. Mid-term evaluation must be given to your agency. Ask your supervisor to fill out the evaluation form and return it to your instructor. **Due no later than October 17, 2015**.
5. **Final evaluation given by your agency is due by December 5, 2015**.
6. Oral presentations of 10-12 minutes duration for each student will be held during the **last week of classes time and location TBA**). Attendance is mandatory. It is expected that you prepare a Power Point presentation for your talk. Handouts, brochures, and photos from your site of internship are also helpful.
7. Final logbook is due **December 5, 2015**.
8. *A visit may be arranged between your instructor and your immediate supervisor at the cooperating institution or agency at a time when you are working.*

VIII. Grading Scale

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| A | Excellent: Satisfactory completion of all course requirements and excellent to good field evaluation and reports, along with completion of all volunteer hours |
| B | Good: Satisfactory completion of all course requirements and good to fair field evaluation and reports, along with completion of all volunteer hours. |
| C | Average: Satisfactory completion of all course requirements and good to fair field evaluations and reports, deficient in completion of all required volunteer hours |
| D | Failure to complete “C” requirements |

- F Failure to comply with syllabus requirements, and demonstrating lack of effort in internship leading to poor evaluations and reports

IX. Assignments and Grading

The assessment of your grade will be as follows:

1. Completion of All Hours Based Upon Number of Credit(s)
2. Accuracy and Detail of your Student Journal
3. Midterm Progress Reports from Agency
4. Oral Presentation and PowerPoint Slides
5. Final Agency Supervisor's Report (if enrolled for more than one credit, two evaluations are necessary)

XI. Additional Departmental and University Policies

1. 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.

2. ADA Statement

2.1 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.

3. Attendance

3.1 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 Science and Math 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.

3.2 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.

4. Policy on Make-Up Tests

Make-Up test will be granted only in case of excused absence.

5. Policy on Communication

5.1 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.

6. 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

7. 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.

8. 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.

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