

INSTRUCTORS

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COURSE DESCRIPTION**FS 491 Professional Skills for Forensic Scientists (3)**

Introduces professional practices and expectations for the forensic scientist. Includes discussion of employment preparation, leadership, professional organizations, ethics, certification, accreditation, and research skills including data generation, analysis, and interpretation. *Prerequisite: Senior Standing.*

STUDENT LEARNING OUTCOMES

Upon completion of this class students will be able to:

- Interact professionally and ethically in a forensic community/context
- Identify and implement a leadership style to achieve a common goal
- Prepare and deliver an effective employment application and interview
- Exploit research tools to acquire, analyze, interpret, and communicate information

EVALUATION OF STUDENT PERFORMANCE

Attendance & Participation	120 (5 points attendance + 5 points participation per class)
Ethics Infographic	20
Job Application	40 (cover letter, resume/CV, references, miscellaneous)
Leadership Reflection	20
Statistics Exercise	30
Oral Presentation	20
Interview	50 (answers + soft skills)
Total	300

The grading scale is:

100% - 90%	A
89% - 80%	B
79% - 70%	C
69% - 60%	D
≤ 59%	F

TENTATIVE TIMELINE AND COURSE CONTENT

Week	Date	Topic	Notes
1	28 August	Employment Acquisition Syllabus Employment & Graduate School	
2	4 September	No Class	Labor Day
3	11 September	Employment Acquisition Resumes, CVs, portfolios, cover letters	Prepare a resume Prepare a CV
4	18 September	Ethics Ethics violations	Generate Word Cloud Research violations
5	25 September	Ethics Code of Ethics	Prepare Code of Ethics Prepare Infographic
6	2 October	Professional Relationships Certification, Accreditation Professional Societies	Break Out - Societies
7	9 October	No Class	Discoverers' Day
8	16 October	Professional Relationships Leadership Types of Leadership	Job Application Due Visual Representation of Program Learning Objectives Prepare Leadership Reflection
9	23 October	Research and Technical Skills Bibliographic Software Literature Search and Acquisition Research Metrics	Leadership Reflection Due Download free trial of Prism 7
10	30 October	Research and Technical Skills Library Holdings Excel Prism	Generate Statistics Generate Figures
11	6 November	Research and Technical Skills Presentation Workshop	Statistics Exercise Due Prepare Oral Presentations
12	13 November	Research and Technical Skills Oral Presentations	Oral Presentations
13	20 November	Employment Acquisition Interview Skills Professional Attire	
14	27 November	Employment Acquisition Interview Question Videos	Interview Question Video Due
15	4 December	Interviews	
16	11 December	Interviews	Finals Week

ADDITIONAL DIVISIONAL AND UNIVERSITY POLICES*Academic Integrity*

You are required to sign and follow the Forensic Sciences Code of Conduct. Violation of the Code of Conduct will result in a hearing in front of the Forensic Sciences Ethics Committee. In addition, students are expected to read and abide by the Student Rules of Conduct which are available in your copy of the Student Handbook. Cheating in the form of plagiarism, collusion, deception and will not be tolerated.

Absences

Each unexcused absence will result in:

- 0 points for attendance
- 0 points for participation

Unexcused absences for two consecutive weeks may result in being withdrawn from the course by the instructor.

A planned, excused absence must be communicated to the instructor at least one week prior to the class. Necessary arrangements will be made to meet student learning objectives.

An unplanned, excused absence must be communicated to the instructor within one week of the missed class. Necessary arrangements will be made to meet student learning objectives.

Determination of valid excuses for missed classes is at the sole discretion of the instructor.

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.

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 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.

The instructors may post images or products from this class to social media. Please inform the instructor in the first week of the class if you do not want to appear in these communications.

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 Chaminade Counseling Center at (808) 735-4845.

Electronic Devices

Use of music devices is prohibited during all Natural Science and Mathematics classes at Chaminade, unless specifically permitted by your instructor. Use of music devices in laboratories is a safety issue. In addition, use of 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.

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