

## BI-387 Internship or Field Experience

### Syllabus

Fall 2017

Instructor: Dr. Michael Weichhaus  
Address: Wesselkamper, Room 107  
Phone: 440-4286  
Email Address: michael.weichhaus@chaminade.edu  
Office Hours: Tue: 13:00 - 16:00 and Thu: 13:00 - 16:00  
Class Hours: M 8:30 – 9:20; Brogan Education Building, Room 103

Text: None.

Pre-requisites: junior or senior standing, BI-215 and BI-215L (Biology majors) or ENV-201 and ENV-201L (ENV majors).

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 work hours 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.

### Learning Outcomes.

Course 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 to pursue 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 the academic environment and learn how academic endeavors relate to practical work experiences.
5. Hone your communication skills
6. Gain new skills in a professional field.
7. Be of service and contribute to the community.

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

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

- i. Work your specific number of hours at a cooperating agency.
- ii. Complete assigned duties as directed by your supervisor(s) at the cooperating agency and by your instructor at Chaminade.
- iii. Maintain a logbook of all daily/weekly activities.
- iv. Prepare and present to the Chaminade instructor a PowerPoint final report illustrating your experience.
- v. Be evaluated by the supervisor at the agency and by the instructors.
- vi. Attend scheduled class meetings.

1. Email instructor to schedule an in person meeting by the completion of the second 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. Two weeks after beginning field experience work submit a summary of your duties and your first impressions or set up a meeting with your instructor to report in person. Note that during your internship it is important to immediately notify your Chaminade Faculty Supervisor of any difficulties you may have encountered at your agency.
3. A mid-term evaluation form provided by your instructor must be given to your agency. Ask your supervisor to fill out the form and return it to your instructor. Due no later than March 17, 2017.
4. A Final evaluation given by your agency is due by May 1st 2017.
5. Oral presentations of 10-12 minutes duration for each student will be held during the last week of classes or final exams week, 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.
6. Final logbook is due May 1st, 2017.
7. 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.

## Grading Scale

- |   |  |
|---|--|
| A | Excellent: Satisfactory completion of all course requirements and excellent field evaluation and presentation/report, along with completion of all volunteer hours |
| B | Good: Satisfactory completion of all course requirements and good field evaluation and presentation/report, along with completion of all volunteer hours.          |
| C | Average: Satisfactory completion of all course requirements and good 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.                              |

## 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. Agency Supervisor's Reports

## 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. ADAA 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](mailto: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

The success of the Honor Code is made possible only with the acceptance and cooperation of every student. Each student is expected to maintain the principles of the Code. Example of Honor Code violations include, but are not limited to:

- Giving or receiving information from another student during an examination;
- Using unauthorized sources for answers during an examination;
- Illegally obtained test questions before the test;
- Any and all forms of plagiarism – submit all or part of someone else’s work or ideas as your own;
- The destruction and/or confiscation of school and/or personal property.

Violations of the Honor Code are serious. They harm other students, your professor, and the integrity of the University. Alleged violations will be referred to the Office of Judicial Affairs. If found guilty of plagiarism, a student might receive a range of penalties, including failure of an assignment, failure of an assignment and withholding of the final course grade until a paper is turned in on the topic of plagiarism, failure of the course, or suspension from the University.

Violations of Academic Integrity: Violations of the principle include, but are not limited to:

- Cheating: Intentionally using or attempting to use unauthorized materials, information, notes, study aids, or other devices in any academic exercise.
- Fabrication and Falsification: Intentional and unauthorized alteration or invention of any information or citation in an academic exercise. Falsification is a matter of inventing or counterfeiting information for use in any academic exercise.
- Multiple Submissions: The submission of substantial portions of the same academic work for credit (including oral reports) more than once without authorization.
- Plagiarism: Intentionally or knowingly presenting the work of another as one’s own (i.e., without proper acknowledgment of the source).
- Abuse of Academic Materials: Intentionally or knowingly destroying, stealing, or making inaccessible library or other academic resource materials.
- Complicity in Academic Dishonesty: Intentionally or knowingly helping or attempting to help another to commit an act of academic dishonesty.

Plagiarism includes, but is not limited to:

- Copying or borrowing liberally from someone else’s work without his/her knowledge or permission; or with his/her knowledge or permission and turning it in as your own work.
- Copying of someone else’s exam or paper.
- Allowing someone to turn in your work as his or her own. DO NOT provide your work to someone else for reference.
- Not providing adequate references for cited work.
- Copying and pasting large quotes or passages without properly citing them.

### **On-Campus Tutoring**

- Retention, Advising, and Career Preparation offers free, one-on-one tutoring for all undergraduate students at Chaminade. Subjects tutored include, but are not limited to: biology, chemistry, math, nursing, English, etc. The tutoring corps consists of trained Peer and Professional Tutors.
- Tutoring is available by appointment only. Tutoring takes place in either the Student Support Services building during the hours of 8:30 a.m. to 4:30 p.m., Monday to Friday.
- In order to receive tutoring, a student can visit the Student Support Services building and complete an information form. After submitting this form, a staff member will assist the student in creating an online account that allows him/her to book a tutoring appointment through the online system.

- All appointments must be made two days prior to the desired appointment. Cancellations must be made 24 hours in advance.

#### **Online Tutoring through Smarthinking**

- All CUH students are eligible to use Smarthinking, an online tutoring system. Students are able to access Smarthinking via their Canvas account.
- Through Smarthinking, students are able to connect in real-time with an expert educator in a variety of subjects using a virtual whiteboard technology. Students also have an option to schedule a 30-minute appointment with a tutor of their choice. The Online Writing Lab provides students with the ability to receive a detailed, personalized critique of any written assignment through a formal critique process.
- All sessions are archived and available for students to review at any time for studying or test preparation.
- For any questions related to tutoring services, please contact Nicolle Bakers, Tutor Coordinator, at [nicolle.bakers@chaminade.edu](mailto:nicolle.bakers@chaminade.edu).

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