

INSTRUCTOR

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Sciences

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Office Hours: Tuesdays 10:00AM – 12:00PM, 1:00PM – 3:30PM
Wednesdays 10:00AM – 12:00PM
Fridays 11:00AM – 12:30PM

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 all Class Periods.**
- 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 Class on 24 Aug, 21 Sep, 19 Oct, 16 Nov, 30 Nov	500 points @ 100 points per Class
Self Evaluation	100 points
Supervisor Evaluation	100 points
Total	700 points

The letter grade scale is:

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

ADDITIONAL DIVISIONAL AND UNIVERSITY POLICES*Academic Integrity*

You are expected to follow the Forensic Sciences Code of Conduct. 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. Academic dishonesty, in any form, will not be tolerated.

Absences

- Each unexcused absence on a meeting day will result in 0 points for your attendance.
- Unexcused absences for two consecutive weeks may result in being withdrawn from the course by the instructor.
- An unplanned, excusable absence must be communicated to the instructor within one week of the missed class. Necessary arrangements will be made to meet student learning objectives.
 - Excused absences include but are not limited to
 - Documented illness
 - Accident
 - Documented family emergency – parent or guardian communication required
 - Determination of other valid excuses for missed classes is at the sole discretion of the instructor.
- A planned, excused absence must be communicated to the instructor at least one week prior to class. Necessary arrangements will be made to meet student learning objectives.

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.

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.

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 professionally

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