



Chaminade University OF HONOLULU

Course Syllabus

[Chaminade University Honolulu](http://www.chaminade.edu)

3140 Waiialae Avenue - Honolulu, HI 96816

www.chaminade.edu

Course Number: BI387

Course Title: Internship or Field Experience

Department Name: Biology

College/School/Division Name: School of Natural Sciences and Mathematics

Term: Spring

Course Credits: 1 -- 3

Class Meeting Days: Friday

Class Meeting Hours: 5:30 - 6:20 PM

Class Location: Henry Hall, Room 203

Instructor Name: Michael Dohm

Email: mdohm@chaminade.edu

Phone: 808.739.8543

Office Location: Wesselkamper Science Center, Room 108

Office Hours: 9 - 11AM Monday & Wednesday, or by appointment

Instructor Website: letgen.org

University Course Catalog Description

Professional Internship. Career development seminar course plus on-or off-campus internship placements. 45 hours internship required per credit. May be repeated for credit, up to 6 credits may be applied to major. Prerequisites: Junior or Senior standing, BI 215/L (Biology majors) or ENV 201/L (ENV majors).

Course Overview

As the title indicates this course consist of a supervised internship or a field experience at a business or cooperating agency. This is an upper- division course enrolling Juniors and Seniors. This course provides an opportunity to complete volunteer biology or environmentally 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 the amount of hours the student conducts work for the agency during the 15 weeks of the semester or hours completed plus an additional reflection paper. Credits can vary from 1-3 semester credits (see **Course Assessment**). Hours of work obtained during the summer can be applied for the fall course upon previous agreement with the BI387 instructor. Students volunteering at the agencies do not receive payment for services under normal circumstances. Paid internships may qualify for BI387 credit; students are encouraged to discuss this with the BI387 instructor.

Marianist Values

This class represents one component of your education at Chaminade University of Honolulu. An education in the Marianist Tradition in marked by five principles and you should take every opportunity possible to reflect upon the role of these characteristics in your education and development:

1. Education for formation in faith
2. Provide an integral, quality education
3. Educate in family spirit

4. Educate for service, justice and peace
5. Educate for adaptation and change

Program Learning Outcomes (PLO)

Upon completion of the B.S. degree program in Biology the student will demonstrate the following:

1. An understanding of the scientific method and the ability to design and test a hypothesis
2. The ability to visualize, statistically evaluate, validate and interpret scientific data, and to communicate science effectively both orally and in writing
3. The ability to acquire and comprehend information from published scientific literature and to employ computational resources in the resolution of biological problems
4. An understanding of the chemical and physical principles that unite all life forms, and of biological organization at the molecular, cellular, tissue, organ, organism and system levels
5. The ability to define the components and processes of genetic and epigenetic information transmission, and their determinant effects on the adaptive and evolutionary processes that they drive
6. An understanding of the etiology of major human disease burdens in terms of pathophysiological mechanisms, epidemiology within populations and possible therapeutic approaches
7. An understanding of the entry requirements, career pathways and progression for the major post-graduate fields of research, education and the health professions

Course Learning Outcomes (CLO)

By the end of our course, students will be able to:

1. Gain working experience in a field which may be of interest to the student either as a career choice or for other personal reasons.
2. Determine whether student desires to pursue a professional field or career by exposure to work associated with it
3. Gain professional interactions with people other than faculty in a work environment related to biology or environmental studies, who may be influential as a resource for jobs or graduate/professional schools.
4. Hands-on training, skill development and experience in biology or environmental discipline-related education, outreach, research, or other kinds of work in a professional setting.

Alignment of Learning Outcomes

	CLO 1	CLO 2	CLO 3	CLO 4
Program Learning Outcomes	2, 3, 7	7	7	1, 2,3
Marianist Values	4, 5	4, 5	3, 4	2, 5

Course Prerequisites

Biology students will have completed BI215 and BI215L; Environmental Studies and Environmental Science majors will have completed ENV 201 and ENV 201L.

Required Learning Materials

Instructor may provide reading material in support of

- your work with the agency or business
- writing effective reflection papers or presentations

- career opportunities in the disciplines

Course Website:

BI387 is on CANVAS: <https://chaminade.instructure.com>. Logon with user CUH identification number and password.

Technical Assistance for Canvas Users:

- Search for help on specific topics at help.instructure.com
- [Chat live with Canvas Support 24/7/365](#)
- Watch this [video to get you started](#) with online guides and tutorials
- Contact the Chaminade IT Helpdesk for technical issues: helpdesk@chaminade.edu, or call (808) 735-4855

Tutoring and Writing Services

Chaminade is proud to offer free, one-on-one tutoring and writing assistance to all students. Tutoring and writing help is available on campus at Kōkua `Ike: Center for Student Learning in a variety of subjects (including, but are not limited to: biology, chemistry, math, nursing, English, etc.) from trained Peer and Professional Tutors. Please check Kōkua `Ike’s website (<https://chaminade.edu/advising/kokua-ike/>) for the latest times, list of drop-in hours, and information on scheduling an appointment. Free online tutoring is also available via Smarthinking. Smarthinking can be accessed 24/7 from your Canvas account. Simply click Account – Notifications – Smarthinking. For more information, please contact Kōkua `Ike at tutoring@chaminade.edu or 808-739-8305.

Assessment

Credit	Option A	Option B
1	45 hours internship/volunteer completed	30 hours completed and 5 page topic reflection paper
2	90 hours internship/volunteer completed	60 hours completed, 5 page topic reflection paper, and 5 page topic review paper or topical poster presentation at departmental seminar or equivalent
3	135 hours internship/volunteer completed	90 hours completed, 5 page topic reflection paper, 5 page topic review paper, and topical poster presentation at departmental seminar or equivalent

By week 2, submit agency and name of supervisor contact information
Maintain

Grading Scale

Letter grades are given in all courses except those conducted on a credit/no credit basis. Grades are calculated from the student’s daily work, class participation, quizzes, tests, term papers, reports and the final examination. They are interpreted as follows:

- A Outstanding scholarship and an unusual degree of intellectual initiative
- B Superior work done in a consistent and intellectual manner
- C Average grade indicating a competent grasp of subject matter
- D Inferior work of the lowest passing grade, not satisfactory for fulfillment of prerequisite course work

F Failed to grasp the minimum subject matter; no credit given

Course Policies

Late Work Policy

Offer specifics about your policy on late work

Grades of "Incomplete"

Offer specifics about your policy on incomplete grades as they align with the University policies

Writing Policy

Offer specifics about your policy on formatting, e.g., use of MLA or APA.

Instructor and Student Communication

Questions for this course can be emailed to the instructor at [email address]. Online, in-person and phone conferences can be arranged. Response time will take place up to [number of hours or days].

Cell phones, tablets, and laptops

Out of consideration for your classmates, please set your cell phone to silent mode during class. Students are encouraged to bring laptops or tablets to class as the instructor will assign online activities and readings that will require the use of a laptop or tablet. Laptops and tablets should not be misused, such as checking distracting websites. Use your best judgment and respect your classmates and instructor.

ADA Policy

Statement from the [New Student Handbook](#)

Pursuant to 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 the basis of disability and are eligible for reasonable accommodations or modifications in the academic environment to enable them to 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 in the Student Support Services Building, Room 101, by phone at (808) 735-4845 or email: counselingcenter@chamiande.edu for further information. Web: studentaffairs.chamiande.edu/counseling-center/counseling-services

Title IX Compliance

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. If you or someone you know has been harassed or assaulted, you can find the appropriate resources by visiting Campus Ministry, the Dean of Students Office, the Counseling Center, or the Office for Compliance and Personnel Services.

Attendance Policy

The following attendance policy is from the 2018-2019 Academic Catalog (p. 57-58). Faculty members should also check with their divisions for division-specific guidelines.

Students are expected to attend regularly all courses for which they are registered. Student 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. 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.

Students with disabilities who have obtained accommodations from the Chaminade University of Honolulu ADA Coordinator may be considered for an exception when the accommodation does not materially alter the attainment of the learning outcomes. Federal regulations require continued attendance for continuing payment of financial aid. When illness or personal reasons necessitate continued absence, the student should communicate first with the instructor to review the options. Anyone who stops attending a course without official withdrawal may receive a failing grade or be withdrawn by the instructor at the instructor's discretion.

Academic Conduct Policy

From the 2018-2019 Undergraduate Academic Catalog (p. 42):

Any community must have a set of rules and standards of conduct by which it operates. At Chaminade, these standards are outlined so as to reflect both the Catholic, Marianist values of the institution and to honor and respect students as responsible adults. All alleged violations of the community standards are handled through an established student conduct process, outlined in the Student Handbook, and operated within the guidelines set to honor both students' rights and campus values.

Students should conduct themselves in a manner that reflects the ideals of the University. This includes knowing and respecting the intent of rules, regulations, and/or policies presented in the Student Handbook, and realizing that students are subject to the University's jurisdiction from the time of their admission until their enrollment has been formally terminated. Please refer to the Student Handbook for more details. A copy of the Student Handbook is available on the Chaminade website.

For further information, please refer to the Student Handbook:

<https://chaminade.edu/wp-content/uploads/2019/08/NEW-STUDENT-HANDBOOK-19-20-Final-8.20.19.pdf>

Schedule

Include a schedule for all class meetings which includes dates and topics to be covered. You may also want to include readings, assignments, and holidays or non-instructional days.