



# Chaminade University OF HONOLULU

## Course Syllabus FS 487 Internship Spring 2021

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**Office:** Eiben 207C

**Office Hours:** Monday (9:00-12:30), Tues (1:00-3:00), Thurs (1:00-3:00) by Zoom appointment only. Appointments can be made [here](#).

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**E-mail** is the best way to contact me. I respond to student emails by the next school day in most cases. Typically, this will be within 24 hours, but response time may be longer for e-mails sent during the evening or weekend.



**Department Name:** Natural Sciences and Mathematics

**College/School/Division Name:** Chaminade University of Honolulu

**Course Credits:** 3

**Class Meeting:** Every third Wednesday 9:30 AM – 10:20 PM on Zoom (link to classroom [here](#)). Passcode 48701

### University Course Catalog Description

FS 487 Internship (3 to 6 credits)

Field work experience in an approved agency. A minimum of 45 clock hours of work experience per credit hour is required. In addition to the field work, the student will be required to write a paper, be evaluated by the agency, and complete an oral interview with a faculty member. Departmental approval is required prior to enrollment. A minimum of three and a maximum of six credit hours. Prerequisites: FS 340/L.

### Program Learning Outcomes

Upon completion of the program, students will have demonstrated the use of:

1. The scientific method as it is used in a forensic context;
2. Quality assurance programs, to include the legal system, ethics, and professional practice in the forensic sciences;
3. Knowledge from disciplines that comprise the forensic sciences; and
4. Techniques used for the recognition, documentation, and analysis of physical evidence.

### Course Learning Outcomes and Linkage to Program Learning Outcomes

Students who successfully complete this course will be able to:

Course Learning Outcomes	PLO 1	PLO 2	PLO 3	PLO 4
1. Demonstrate an understanding of the scientific method and its use at your host agency	X			
2. Describe the techniques used during your internship		X	X	

3. Explain the use of quality assurance and quality control programs used during your internship			X	
4. Communicate an understanding of the context in which your internship was conducted, i.e. what does your chosen field contribute to an investigation?				X

### Required Learning Materials

You should not need to purchase any learning materials this class. You will spend time with your host agency and all class materials will be available through Canvas and Zoom.

#### Textbook

No textbooks are required for this class. Attend each class period with an accounting of your internship hours to date.

#### Canvas

Canvas will serve as the repository for university documents and your grade, which will be updated after each class. Canvas will also be used for email communication.

#### Zoom

Classes will be held through Zoom every three weeks. These sessions are an opportunity for us to be in contact on your hours and progress, things happening at your host agency, and to discuss assignments.

#### Technical Assistance for Canvas Users:

- Search for help on specific topics or get tips in [Canvas Students](#)
- [Live chat with Canvas Support for students](#)
- Canvas Support Hotline for students: +1-833-209-6111
- Watch this [video to get you started](#)
- [Online tutorials](#): click on “Students” role to access tutorials
- Contact the Chaminade IT Helpdesk for technical issues: [helpdesk@chaminade.edu](mailto:helpdesk@chaminade.edu) or (808) 735-4855

#### Tentative Class Schedule

Class will meet every three weeks on Zoom. The class meeting dates are listed below. They will also be sent out as a google calendar invitation. If you accept the calendar invitation, you can find the link to the zoom meeting within your calendar each time we meet.

- 3 February
- 24 February
- 17 March
- 7 April
- 28 April

#### Assessment

Your grade will be generated from three assignments

1. Attendance (2 points per class period)
2. Self Evaluation (100 points)
3. Supervisor Evaluation (100 points)

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

## Marianist Values

This class represents one component of your education at Chaminade University of Honolulu. An education in the Marianist Tradition is 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

## Native Hawaiian Values

Education is an integral value in both Marianist and Native Hawaiian culture. Both recognize the transformative effect of a well-rounded, value-centered education on society, particularly in seeking justice for the marginalized, the forgotten, and the oppressed, always with an eye toward God (Ke Akua). This is reflected in the 'Olelo No'eau (Hawaiian proverbs) and Marianist core beliefs:

1. Educate for Formation in Faith (Mana) E ola au i ke akua ('Olelo No'eau 364) May I live by God
2. Provide an Integral, Quality Education (Na'auao) Lawe i ka ma'alea a kū'ono'ono ('Olelo No'eau 1957) Acquire skill and make it deep
3. Educate in Family Spirit ('Ohana) 'Ike aku, 'ike mai, kōkua aku kōkua mai; pela iho la ka nohana 'ohana ('Olelo No'eau 1200) Recognize others, be recognized, help others, be helped; such is a family relationship
4. Educate for Service, Justice and Peace (Aloha) Ka lama kū o ka no'eau ('Olelo No'eau 1430) Education is the standing torch of wisdom
5. Educate for Adaptation and Change (Aina) 'A'ohe pau ka 'ike i ka hālau ho'okahi ('Olelo No'eau 203) All knowledge is not taught in the same school

## Alignment of Natural Sciences Courses with Marianist and Hawaiian values of the University

The Natural Sciences Division provides an *integral, quality education*: sophisticated integrative course content taught by experienced, dedicated, and well-educated instructors.

- *We educate in family spirit* – every classroom is an *Ohana* and you can expect to be respected yet challenged in an environment that is supportive, inclusively by instructors who take the time to personally get to know and care for you.
- *We educate for service, justice and peace*, since many of the most pressing global issues (climate change, health inequity, poverty, justice) are those which science and technology investigate, establish ethical parameters for, and offer solutions to.
- *We educate for adaptation and change*. In science and technology, the only constant is change. Data, techniques, technologies, questions, interpretations and ethical landscapes are constantly evolving, and we teach students to thrive on this dynamic uncertainty.

This class will focus on an education in the forensic sciences as an education in service, justice, and peace. This characteristic will be obvious to you very early in the class when we discuss all of the rules associated with the collection, analysis, and interpretation of physical evidence. You will learn that most forensic scientists are public servants that conduct science for the benefit of society. Forensic scientists analyze, and speak for, evidence so that justice can be served and peaceful society can flourish.

## Course Absence Policy

We recognize that we are living in extraordinary times and that each student's situation can change rapidly. It is important to *communicate with your instructor* so that they can help you to meet the learning objectives of the course. Please note that you will be functioning as part of a professional agency for this course. It is therefore

also important for you to communicate with your supervisors within your professional agency about any challenges you might experience.

Planned absences from Zoom meetings are entirely acceptable. Communicate in advance with your instructor if you know you cannot attend Zoom.

Unplanned absences may also occur from time to time. Communicate with your instructor within one week of absence to discuss how to meet learning outcomes of the class meetings.

### **Grades of "Incomplete"**

Students and instructors may negotiate an incomplete grade when there are specific justifying circumstances. An Incomplete Contract (available from the Divisional Secretary and the Portal) must be completed. When submitting a grade the "I" will be accompanied by the alternative grade that will automatically be assigned after 90 days. These include IB, IC, ID, and IF. If only an "I" is submitted, the default grade is F. The completion of the work, evaluation, and reporting of the final grade is due within 90 days after the end of the semester or term. This limit may not be extended.

### **Writing Policy**

All written products should follow instructions as noted in the assignments tab on Canvas.

### **Instructor and Student Communication**

Questions for this course can be emailed to the instructor, sent in Canvas, or addressed during office hours as noted on the first page of this syllabus. Online, in-person and phone conferences can be arranged. 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).

The instructors may post images or products from this class to social media. A photo release form will be provided if you have not already signed one in another course. Please inform the instructor in the first week of the class if you do not want to appear in these communications.

### **Cell phones, tablets, and laptops**

*Music Devices and Cellular Phones:* Unless specifically permitted by your instructor, use of music devices and cell phones is prohibited during all Natural Science and Mathematics classes, as it is discourteous and may lead to suspicion of academic misconduct. Students unable to comply will be asked to leave class. 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.

### **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 TutorMe. Tutor Me can be accessed 24/7 from your Canvas account. Simply click Account – Notifications – TutorMe. For more information, please contact Kōkua 'Ike at [tutoring@chaminade.edu](mailto:tutoring@chaminade.edu) or 808-739-8305.

### **Disability Access**

If you need individual accommodations to meet course outcomes because of a documented disability, please speak with me to discuss your needs as soon as possible so that we can ensure your full participation in class and fair assessment of your work. Students with special needs who meet criteria for the Americans with Disabilities Act (ADA) provisions must provide written documentation of the need for accommodations from Kōkua 'Ike: Center for Student Learning by the end of week three of the class, in order for instructors to plan accordingly. If

a student would like to determine if they meet the criteria for accommodations, they should contact the Kōkua 'Ike Coordinator at (808) 739-8305 for further information ([ada@chaminade.edu](mailto:ada@chaminade.edu)).

### **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.

### **University Attendance Policy**

The following attendance policy is from the 2019-2020 Academic Catalog (p. 54-55).

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 Tutor 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 2019-2020 Undergraduate Academic Catalog (p. 39):

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](#).

## Credit Hour Policy

The unit of semester credit is defined as university-level credit that is awarded for the completion of coursework. One credit hour reflects the amount of work represented in the intended learning outcomes and verified by evidence of student achievement for those learning outcomes. Each credit hour earned at Chaminade University should result in 45 hours of engagement. This equates to one hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately fifteen weeks for one semester, 10 week term, or equivalent amount of work over a different amount of time. Direct instructor engagement and out-of-class work result in total student engagement time of 45 hours for one credit.

The minimum 45 hours of engagement per credit hour can be satisfied in fully online, internship, or other specialized courses through several means, including (a) regular online instruction or interaction with the faculty member and fellow students and (b) academic engagement through extensive reading, research, online discussion, online quizzes or exams; instruction, collaborative group work, internships, laboratory work, practica, studio work, and preparation of papers, presentations, or other forms of assessment. This policy is in accordance with federal regulations and regional accrediting agencies.

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