



# Chaminade University OF HONOLULU

## Course Syllabus

**Course Number:** BI 387

**Course Title:** Internship of Field Experience

**Department Name:** Natural Sciences and Mathematics

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

**Term:** Fall 2021

**Course Credits:** Variable (1-3 credits)

**Class Meeting Days:** Friday

**Class Meeting Hours:** 5:30PM to 6:20PM

**Class Location:** Henry Hall 210

**Instructor Name:** Dr. Chrystie Naeole

**Email:** [chrystie.naeole@chaminade.edu](mailto:chrystie.naeole@chaminade.edu)

**Phone:** 808-739-8551

**Office Location:** Wesselkamper Science Center 109

**Office Hours:** By appointment

**Instructor Website:** None

**Other Professional Contact Information:** None

## 1. 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.

## 2. Course Overview

This course consists of a supervised internship or a field experience at a cooperating agency. This provides an opportunity for students to volunteer in 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 per credit 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 for one Chaminade class credit hour. 90 hours are required for two semester credits, and 135 hours are required for three semester credits.

## 3. Program Learning Outcomes

Upon completion the program in Biology, a graduating student will demonstrate the following competencies:

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

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

Students who successfully complete this course will:

Course Learning Outcomes	PLO 1	PLO 2	PLO 3	PLO 4	PLO 5	PLO 6	PLO 7
1. Gain an understanding of career pathways and progression through working in a post-graduate professional setting							x

2. Gain an understanding of how to effectively apply the visualization, evaluation, validation, and interpretation of scientific data to the resolution of real-world biological problems and contexts	X	X	X				
3. Develop and refine effective written and oral communication skills for professional settings		X	X				

### 5. Course Prerequisites

Junior or Senior standing, BI 215/L (Biology majors) or ENV 201/L (ENV majors).

### 6. Required Learning Materials

Refer to Canvas: <https://chaminade.instructure.com/courses/15953>

### 7. Course Website:

Refer to Canvas: <https://chaminade.instructure.com/courses/15953>

### 8. Technical Assistance for Canvas Users:

Search for help on specific topics at [help.instructure.com](http://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](mailto:helpdesk@chaminade.edu), or call (808) 735-4855

### 9. Assessment

This class has a total of 100 available points. They are related to the completion of assignments as follows:

- Completion Internship hours totaling between 45 to 135 depending on the number of credits registered for (70 points)
- Submission of journal entries / logbook (10 points)
- Submission of supervisor evaluation (10 points)
- Completion of oral presentation requirement (10 points)

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

- Work your specific number of hours at a cooperating agency.
- Complete assigned duties as directed by your supervisor(s) at the cooperating agency and by your instructor at Chaminade.
- Maintain a logbook of all daily/weekly activities.
- Participate in an end-of-semester PowerPoint presentation or group discussion (for which you have prepared responses to discussion questions provided in advance of the session).
- Be evaluated by the supervisor at the agency and by the instructors.

## 10. Grading Scale

Letter grades are given in all courses except those conducted on a credit/no credit basis. They are interpreted as follows:

- A 90-100% Outstanding scholarship and an unusual degree of intellectual initiative
- B 80-89% Superior work done in a consistent and intellectual manner
- C 70-79% Average grade indicating a competent grasp of subject matter
- D 60-69% Inferior work of the lowest passing grade, not satisfactory for fulfillment of prerequisite course work.
- F <60% Failed to grasp the minimum subject matter; no credit given

## 11. Course Schedule

This course is built around an internship or fieldwork experience. However, there are the following important deadlines during the semester:

<b>Deadlines</b>	<b>Required Actions</b>
September 10, 2021	Before or by this date Schedule an in person or Zoom meeting with you instructor to discuss your internship. You are responsible for arranging your own Field Experience with an approved organization. Please be sure to provide your instructor with your supervisor/internship host email address.
Two weeks after beginning internship / field experience work	Email your instructor a summary of your duties and your first impressions <b>OR</b> set up an in person or Zoom meeting with your instructor to report about it. Note that during your internship it is important to immediately notify your instructor of any difficulties you may have encountered at your agency.
October 8, 2021	Before or by this date a mid-term evaluation is due to your instructor via email from your supervisor/internship host.
December 2, 2021	Focus Group Discussion or PowerPoint Presentations (10 minutes) from 5:30pm to 7:30pm. If PowerPoint, upload presentations to Canvas prior to class.
December 2, 2021	Before or by this date a final evaluation is due to your instructor via email from your supervisor/internship host.
December 2, 2021	Final logbook (digital or written) of all daily/weekly activities due via upload to Canvas.

*Note: Every effort has been made to ensure that this syllabus is accurate and complete. However, occasionally changes must be made in the printed schedule. Thus, the instructor reserves the right to make any changes in the contents of this syllabus that she deems necessary or desirable. These changes, if any, will be announced as soon as the need for them becomes apparent.*

## 12. 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.

The study of science and technology can be formative, exploring human creativity and potential in the development of technologies and scientific solutions, the opportunity to engage in the stewardship of the natural world, and the opportunity to promote social justice. We provide opportunities to engage with the problems that face Hawai'i and the Pacific region through the Natural Sciences curriculum, in particular, those centered around severe challenges in health, poverty, environmental resilience, and erosion of traditional culture. The Marianist Educational Values relate to Native Hawaiian ideas of *mana*, *na'auao*, *ohana*, *aloha* and *aina*. We intend for our Natural Sciences programs to be culturally-sustaining, rooted in our Hawaiian place, and centered on core values of *Maiau*, be neat, prepared, careful in all we do; *Makawalu*, demonstrate foresight and planning; *'Ai*, sustain mind and body; *Pa`a Na`au*, learn deeply.

### 13. Late Work Policy

Requests for extensions due to extenuating circumstances (documented computer or medical problems, for example) will be considered but in general work received after the deadline will not be graded.

### 14. 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.

### 16. Writing or Tutoring Services

Chaminade provides assistance for any student at Kōkua 'Ike: <https://chaminade.edu/advising/kokua-ike/>

### 16. Instructor and Student Communication

Questions for this course can be emailed to the instructor at [chrystie.naeole@chaminade.edu](mailto:chrystie.naeole@chaminade.edu). Response time will be within 3 days. In person or Zoom meetings can also be arranged.

### 17. Cell phones, tablets, and laptops

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.

## **18. Accommodations for Students with Disabilities**

Chaminade provides assistance for any student with documented disabilities. Any student who believes he/she may need accommodations in this class must contact Kokua Ike: Center for Student Learning at (808)735-8305 or email [ada@chaminade.edu](mailto:ada@chaminade.edu). Kokua Ike is located in the Student Support Services Building. It is important to contact Kokua Ike as soon as possible so that accommodations are implemented in a timely fashion.

## **19. Title IX Compliance**

The University recognizes the inherent dignity of all individuals and promotes respect for all people. Sexual misconduct, physical and/or psychological abuse will not be tolerated. If you have been the victim of sexual misconduct, physical and/or psychological abuse, we encourage you to report this matter promptly. We are all committed in promoting a safe and healthy environment, and should anyone learn of any sexual misconduct, physical and/or psychological abuse, we 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.

## **20. Attendance Policy**

<https://catalog.chaminade.edu/generalinformation/academicaffairs/policies/attendance>

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.

## **21. Academic Honesty**

<https://catalog.chaminade.edu/generalinformation/academicaffairs/policies/academic honesty>

Academic honesty is an essential aspect of all learning, scholarship, and research. It is one of the values regarded most highly by academic communities throughout the world. Violations of the principle of academic honesty are extremely serious and will not be tolerated. Students are responsible for promoting academic honesty at Chaminade by not participating in any act of dishonesty and by reporting any incidence of academic dishonesty to an instructor or to a University official. Academic dishonesty may include theft of records or examinations, alteration of grades, and plagiarism, in addition

to more obvious dishonesty. Questions of academic dishonesty in a particular class are first reviewed by the instructor, who must make a report with recommendations to the Dean of the Academic Division. Punishment for academic dishonesty will be determined by the instructor and the Dean of Academic Division and may include an “F” grade for the work in question, an “F” grade for the course, suspension, or dismissal from the University

## **22. Academic Conduct Policy**

<https://catalog.chaminade.edu/generalinformation/studentaffairs/studentconduct>

Campus life is a unique situation requiring the full cooperation of each individual. For many, Chaminade is not only a school, but a home and a place of work as well. That makes it a community environment in which the actions of one students may directly affect other students. Therefore, each person must exercise a high degree of responsibility. Any community must have standards of conduct and rules 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 under Student Life.