

Course Syllabus

[Jump to Today](#)



Updated 8 February 2022



BI387 Internship or Field Experience

Department of Biology, School of Natural Sciences & Mathematics

Spring Semester 2022

Credits: 1 - 3

Meeting times & location:

Section 1: Monday, 5:30pm - 6:20pm

Location: TBA

Instructor: Michael Dohm PhD

Office: WSC 108

Office phone: (808) 739-8543

Office Hours: Monday 1:30pm - 5pm or by appointment (via CANVAS Messaging best option)

E-mail: [mohm \[at\] chaminade.edu](mailto:mohm@chaminade.edu) (current students, please use CANVAS messaging)

Website: letgen.org (<https://letgen.org/>)

A pdf version of the syllabus is available from the [Syllabus Archive](https://syllabus.chaminade.edu/) (<https://syllabus.chaminade.edu/>).

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. Pre-requisites: 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.

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.

Course Assessment

The primary assessment is based on completion of 45 hours supervised internship or volunteer activity in service at an agency or business (Option A). Forty-five hours volunteer or internship is equivalent to the 3 hours per week throughout a semester for a lab class (Carnegie unit). If the student expects that fewer than 45 hours can be completed, then Option B may be substituted by agreement with the instructor. Option B adds requirements

of written papers, a reflection paper and or topic review, depending on the number of credits student have registered.

Credit	Option A	Option B
1	45 hours internship/volunteer completed	30 hours internship/volunteer completed and Topic Reflection paper
2	90 hours internship/volunteer completed	60 hours internship/volunteer completed, Topic Reflection paper, and Topic review paper or Topical Poster presentation at departmental seminar or equivalent
3	135 hours internship/volunteer completed	90 hours completed, Topic Reflection paper, Topic Review paper, and Topical Poster presentation at departmental seminar or equivalent

Assignment Schedule

	Due
Agency and Contact information	28 Jan
Share logbook of hours and activities	28 Jan
Midterm Submit Supervisor Evaluation Form	18 Feb
End of term: Submit Supervisor Evaluation Form Copy	29 Apr
End of term: Reflection	29 Apr
End of term presentation	22 Apr

All students will need to

- Complete hours with agency (225 points)
- Create, maintain, and share weekly with the instructor a logbook for hours and description of activities (2 points per week, 30 points total)

- submit all required forms, signed by supervisor, to verify the agency at which the field experience will occur (midterm: 5 pts, end term: 10 points)
- provide a 5 minute, end-of-the-semester presentation to the class about the field experience (20 points)
- complete an Exit Survey about their internship/field experience (10 points)

For Option B, students will also need to

1. Submit 5 page Topic Reflection paper, APA format
2. Submit 5 page Topic Review paper, APA format
3. Submit topical poster presentation at departmental seminar or equivalent

A total of 300 available points.

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 work described in Course Assessment.

270 points or more = A grade

240 - 269 points = B grade

210- 239 points = C grade

180 - 209 points = D grade

179 points or fewer = F grade

The letter grades 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

Biology Program Learning Outcomes (PLO)

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

1. Apply the scientific method in the design and testing of hypotheses
2. Transform and display, statistically evaluate, validate, and interpret scientific data and communicate the results of such analyses effectively both orally and in writing
3. Acquire, summarize, and synthesize information from published scientific literature, databases and bioinformatics software to extract and interpret biological data
4. Recognize the chemical and physical principles that underlie all life forms, and the biological organization at the molecular, cellular, tissue, organ, organism, and system levels that emerge from these principles
5. 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. Evaluate the etiology of major human disease burden in terms of, pathophysiological mechanisms, epidemiology within populations and possible therapeutic approaches
7. Integrate an awareness of bioethical issues to positively influence the application of science to service, justice and peace in the solution of societal problems

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

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. Practice 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 policies

Canvas "grading"

Canvas "grades" are tentative and not official. Canvas scores available to students are not official until the instructor announces such to the class. Official grading is done by the instructor and records are kept on the instructor's computer.

Instructor and Student Communication

Questions for this course can be posted to the instructor via CANVAS. Online, in-person and phone conferences can be arranged. Most messages to Canvas will be replied within 24 hours, often much sooner. Email to instructor's chaminade.edu e-mail may take up to 3 days for response.

Graded materials will generally be returned within 7 - 10 days.

Accessibility and Accommodations

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 the Counseling Center 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 Counseling Center at (808) 735-4845 for further information (counselingcenter@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.

Attendance Policy

The following attendance policy is from the [Chaminade University Undergraduate Catalog](#)

(<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.

Online Attendance

During the first three weeks (subject to change), this course is primarily online. Attendance for this course during the online phase is based on the (1) timely submission of assignments and/or (2) logging onto the course at least once per week. Students will receive credit for 'attending' the class each time a weekly assignment is submitted and/or each time student signs on to the course and navigate to at least one page or module removed from the home page within the Canvas system for the course. Some weekly lessons require the submission of one assignment, some require two. Each lesson will indicate when it is complete. The student is responsible for pressing the 'submit' button each time he or she has completed an assignment. If the page indicating that the assignment has been submitted does not appear, then the assignment has not been submitted.

Late Work Policy

There are no make-ups for quizzes, unless a physician's note documents your absence during quizzes. Journal article presentations CANNOT be made-up. Quizzes and assignments are due by 8:59am HST on the assigned date. Up to 10% grade reduction will be assessed for each 12 hour late assignment. All quizzes and assignments close by 3 days post the due date.

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

Instructions for the writing assignments are detailed for each individual assignment on the canvas course page.

Potential resources for writing assignments:

- Google Scholar
- Pubmed
- Sullivan Library

Cell phones, tablets, and laptops

Instructor policy: Students are encouraged to use personal digital devices during class provided such use does not distract others or interfere with class activities.

University policy. Music Devices and Cellular Phones: *Unless specifically permitted by your instructor* [emphasis by 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.

Recording of lecture material

Students may not record audio or video of lectures conducted by the instructor nor of any media presented during the lecture without prior permission from the instructor. All materials presented in class by the instructor will be made available to students.

Academic Conduct Policy

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 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 an 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:

- Complete or partial copying directly from a published or unpublished source without proper acknowledgement to the author. Minor changes in wording or syntax are not sufficient to avoid charges of plagiarism. Proper acknowledgement of the source of a text is always mandatory.
- Paraphrasing the work of another without proper author acknowledgement.
- Submitting as one’s own original work, however freely given or purchased, the original exam, research paper, manuscript, report, computer file, or other assignment that has been prepared by another individual.

Consequences of academic honesty violations:

From the [Chaminade University catalog](https://catalog.chaminade.edu/generalinformation/academicaffairs/policies/academichonesty)

(<https://catalog.chaminade.edu/generalinformation/academicaffairs/policies/academichonesty>)

: 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.

Additional information on student conduct can be found in the student handbook.

Technical Assistance for Canvas Users

- Search for help on specific topics at [help.instructure.com \(http://help.instructure.com/\)](http://help.instructure.com/)
- [Chat live with Canvas Support 24/7/365 \(https://secure.livechatinc.com/licence/2695732/open_chat.cgi?groups=46\)](https://secure.livechatinc.com/licence/2695732/open_chat.cgi?groups=46)
- Watch this [video to get you started \(https://vimeo.com/72777900\)](https://vimeo.com/72777900) with online guides and tutorials
- Contact the Chaminade IT Helpdesk for technical issues: [helpdesk@chaminade.edu \(mailto:helpdesk@chaminade.edu\)](mailto: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.



Online Tutoring through Smarthinking

- All CUH students are eligible to use Smarthinking, an online tutoring system. Students can access Smarthinking via their Canvas account.
- Through Smarthinking, students can 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.

Course Summary:

Date	Details	Due
Fri Jan 28, 2022	 Agency and Contact information	due by 6pm
	https://chaminade.instructure.com/courses/17326/assignments/215792	
	 Share logbook of hours and activities	due by 11:59pm
	https://chaminade.instructure.com/courses/17326/assignments/215796	
Fri Feb 18, 2022	 Midterm Submit Supervisor Evaluation Form	due by 11:59pm
	https://chaminade.instructure.com/courses/17326/assignments/215795	
Fri Apr 22, 2022	 End of term presentation	due by 11:59pm
	https://chaminade.instructure.com/courses/17326/assignments/224047	
	 End of term: Reflection	due by 11:59pm
	https://chaminade.instructure.com/courses/17326/assignments/215793	
Fri Apr 29, 2022	 End of term: Submit Supervisor Evaluation Form Copy	due by 11:59pm
	https://chaminade.instructure.com/courses/17326/assignments/215794	