

**Course Syllabus**

**FS 491 Professional Skills for Forensic Scientists**

**Fall 2022**

Dr. Katelynn A. Perrault

**Office:** Eiben 207C

**Office Hours:** By e-mail appointment on zoom at my [YouCanBookMe page](#).

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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, weekends, or holidays.



**Department Name:** Natural Sciences and Mathematics

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

**Course Credits:** 3

**Class Meeting:** None

**University Course Catalog Description**

Introduces professional practices and expectations for the forensic scientist. Includes discussion of employment preparation, leadership, professional organization, ethics, certification, accreditation, and research skills including data generation, analysis, and interpretation.

**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:

<b>Course Learning Outcomes</b>	<b>PLO 1</b>	<b>PLO 2</b>	<b>PLO 3</b>	<b>PLO 4</b>
1. Interact professionally, ethically and with collegiality in a forensic community/context		X		
2. Identify and implement a leadership style to achieve a common goal		X		
3. Prepare and deliver an effective employment application and interview		X		
4. Reflect on one's own experiences, performance, and values to navigate personal career planning		X		

## Course Prerequisites

Senior Standing

## Evaluation of Performance and Grading

All grades will be posted in Canvas on a weekly basis. Your grade will be kept current all semester. You are encouraged to contact me at [katelynn.perrault@chaminade.edu](mailto:katelynn.perrault@chaminade.edu) at any time to discuss your grades. I strongly encourage you to check your grades regularly.

## Technical Assistance for Canvas Users

- Search for help on specific topics at [Canvas Help](#)
- [Chat live](#) with Canvas Support 24/7/365
- Contact the Chaminade IT Helpdesk for technical issues: [helpdesk@chaminade.edu](mailto:helpdesk@chaminade.edu), or call (808) 735-4855

## Assessment

Assignments	40%
E-mail Interactions	10%
Job Application	25%
Interview	25%
<b>Total</b>	<b>100 %</b>

## Grading Scale

The grading scale is:

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

## Course Schedule

Week	Date (Start of Week)	Topic
1	22 Aug	<b>Module 1:</b> Introduction & Welcome
2	29 Aug	<b>Module 2:</b> Employment and Graduate School Searching
3	5 Sept	<b>Module 3:</b> Application Documents
4	12 Sept	<b>Module 4:</b> Introduction to Ethics
5	19 Sept	<b>Module 5:</b> Code of Ethics
6	26 Sept	<b>Module 6:</b> Self Reflection
7	3 Oct	<b>Module 7:</b> Leadership
8	10 Oct	Job App Preparation
9	17 Oct	<b>Module 8:</b> Job Application due
10	24 Oct	<b>Module 9:</b> Lit Search & Bibliographies
11	31 Oct	<b>Module 10:</b> Certification, Accreditation, Societies
12	7 Nov	<b>Module 11:</b> Interview Skills
13	14 Nov	<b>Module 12:</b> Presentation Skills
14	21 Nov	Job Interviews
15	28 Nov	Job Interviews

## Course Functioning

This course is a fully online class. You will work through the modules weekly at your own pace. There is no scheduled class time or location. Most weeks, an assignment will be required by the end of the week (Friday at midnight). Some of these assignments will be individual, whereas others will require you to work in a group, so

you will need to coordinate with your classmates before the end of the week in those cases. You will also be required to schedule a job interview at some point during the final 2 weeks of classes. These interviews will be scheduled over e-mail using calendar invitations and will be conducted in Zoom. Lack of response to emails sent in this course will result in a grade of zero for each email interaction and a grade of zero for any missed work due to lack of scheduling.

### **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.

### **Late Work and Absence Policy**

Online activities will be held asynchronously, and therefore, will not require the student to check in for attendance. In these scenarios, it is the students' responsibility to meet course deadlines as outlined in canvas assignments. It is very important to communicate with your instructor about any challenges with completing course deliverables.

Unexcused absences for two consecutive weeks, without communication with the course instructor, may result in being withdrawn from the course by the instructor.

### **Academic Integrity**

You are required to sign and follow the Forensic Sciences Code of Conduct. Violation of the Code of Conduct will result in a hearing in front of the Forensic Sciences Ethics Committee. 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. A link to the Student Rules of Conduct will be made available. Cheating in the form of plagiarism, collusion, deception and will not be tolerated.

### **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.

## **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.

## **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.

## **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](#).