



**Chaminade**  
**University**  
OF HONOLULU

## **Course Syllabus**

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

3140 Waialae Avenue - Honolulu, HI 96816

**Course Number:** EID 415

**Course Title:** Professional Practice Internship (Individualized Study Format)

**Department Name:** Environmental and Interior Design

**College/School/Division Name:** School of Humanities, Arts and Design

**Term:** Fall 2022

**Course Credits:** 3

**Class Meeting Days:** Thursdays

**Class Meeting Hours:** 4.30-6.00

**Class Location:** Eiben 104

**Instructor Name:** Matthew Higgins

**Email:** [matthew.higgins@chaminade.edu](mailto:matthew.higgins@chaminade.edu)

**Phone:** 510-680 6501

**Office Location:** Eiben 208

**Office Hours:** Tuesday/Thursday 1.00-3.00 and by appointment

### **University Course Catalog Description**

This course focuses on preparing students for entry into the design profession upon graduation. Portfolios, resumes and other professional documentation will be assessed to determine readiness to apply for positions, and revised as needed. Professional protocols, ethics, interviewing skills, and business practices will also be covered in the course. Students are required to complete 85 hours of documented internship experience in cooperation with the firm of their choice and under the supervision of a credentialed design professional.

### **Course Overview**

The instructor on this course acts as mentor to assist you in your preparations for the professional life of a designer. Classes are organized on a seminar format to encourage active engagement and discussion.

Understanding the value of your skills as a professional, the nature of the work that you are likely to perform, and the appropriate terms of employment are key objectives of this course, which will be explored through research, presentations, and communication.

### **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

### **Learning Outcomes**

By the end of our course, students will:

1. Be aware of the characteristics of the professional work environment. (CIDA 6)
2. Understand codes of ethical conduct within the workplace. (CIDA 4, 6)
3. Recognize the variety of different business practices in the design profession. (CIDA 4, 6)
4. Demonstrate competence in preparing a cover letter, resume, and other professional documentation. (CIDA 6, 9)
5. Demonstrate competence in preparing a marketable portfolio. (CIDA 6, 9)

### **Course Prerequisites**

EID 414 or consent of instructor, EN 102, COM 101

### **Required Learning Materials**

To be confirmed during the course.

### **Course Website:**

<https://chaminade.instructure.com/courses/23412>

### **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 Helpdesk for technical issues: [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 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.

## Assessment

The course assessments comprise the following:

Pass/Fail	Timecards showing minimum 85 hours employment and evaluations.
25%	Professional Documents (resume, cover, follow-up, thank you, recommendation letter)
25%	Portfolio
40%	Four written papers
10%	Mock interview

## 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

All work is expected to be presented on time.

### Instructor and Student Communication

Questions for this course can be emailed to the instructor at [matthew.higgins@chaminade.edu](mailto:matthew.higgins@chaminade.edu). Online, in-person and phone conferences can be arranged. Response time will take place up to 24 hours.

### 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.

### 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**

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

## 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. Direct instructor engagement and out-of-class work result in total student engagement time of 45 hours for one credit.

## Schedule

August	25	<b>Course Introduction</b>	
September	1	Topic: Resume & Cover Letters	Bring Resume/Cover Letter for Review
	8	Topic: Portfolio	Bring Material for Portfolio
	15	Topic: Selecting an Employer	Submit Resume/Cover Letter Rewrite
	22	<b>Portfolio Review</b>	Submit Portfolio for Review
	29	Topic: Professional Examinations	<b>Complete Resume/Cover Letter</b>
October	6	Topic: Salary and Work Contracts	<b>Complete Portfolio</b>
	13	Topic: Fee Structures	
	20	Topic: Professional Ethics	<b>Submit Paper #1</b>
	27	Topic: Plan of Work	
November	3	Topic: Budgets and Scheduling	<b>Submit Paper #2</b>
	10	Topic: The Building Team	
	17	Topic: Long-term Career Planning	<b>Submit Paper #3</b>
	24	Thanksgiving Day (NC)	
December	1	<b>Mock Interviews</b>	<b>Submit Paper #4</b>
	8		<b>Submit Internship Binder</b>

Times and events are subject to change  
(NC means no class)