



Course Syllabus

Chaminade University Honolulu
3140 Waiālae Avenue - Honolulu, HI 96816
www.chaminade.edu

Course Number: FS 491

Course Title: Professional Skills

Department Name: Forensic Sciences

School Name: Natural Sciences and Mathematics

Term: Fall 2023

Course Credits: 3

Class Meeting Days: Asynchronous (online)

Class Meeting Hours: None

Class Location: None



Instructor Name: Kari Inda

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Office Location: 207B Eiben Hall

Office Hours: Wednesdays 0800-1400 ([book](#) an appointment)

University Course Catalog Description/Course Overview

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.

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

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. 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		

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.

Course Prerequisites

Senior Standing

Required Learning Materials

Necessary materials will either be provided by the instructor.

Course Website

<https://chaminade.instructure.com/courses/28765>

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 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](#) 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 or 808-739-8305.

Assessment

Assignments	25%
Job Application	25%
Job Interview	25%
Final Presentation	25%
Total	100 %

Grading Scale

The grading scale is:

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

Course Specific 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 or missing assignments for two consecutive weeks, without communication with the course instructor, may result in being withdrawn from the course by the instructor.

Late assignments will have 10% per day deducted from the total score with the exception of job applications and interviews which will not be accepted after the deadline. Absence without plan or reason from an interview will result in a grade of zero. Lack of communication with the instructor for 7 consecutive days following a missed assignment will result in a grade of zero.

Grades of "Incomplete"

For information on an *Incomplete* grade, see page 138 of the current Academic Catalog (2022-23).

Writing Policy

We will utilize the APA writing format in this course.

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.

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

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).

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

Attendance will not be counted toward your grade. However, all students should be familiar with, and abide by, the attendance policy as outlined in the current Academic Catalog (2022-23, page 196) for all other classes.

Student Conduct Policy

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.

For further information, [please refer to the Chaminade Catalogue](#).

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.

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.

This is a three-credit hour course requiring 135 clock hours of student engagement, per the official CUH Credit Hour Policy. Students enrolled in this course are anticipated to spend 37.5 hours engaged in online lecture, exercises and/or discussions, averaging to 2.5 hours/week. Ten hours will be allocated to preparing for and conducting the mock interview. The remaining 87.5 hours will be allocated to reading the assigned material, researching topics, and performing other ancillary obligations, averaging to ~5.8 hours/week.

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

Tentative Schedule

Week	Date (Start of Week)	Topic
1	8/21	Introduction, Syllabus
2	8/28	Self-Reflection
3	9/4	Employment and Graduate School
4	9/11	Job Search
5	9/18	Job Application Procedure
6	9/25	Job Applications Due; Interview Skills and Preparation
7	10/2	Interview Exercise
8	10/9	Job Interviews – Individual times scheduled with instructor
9	10/16	Job Interviews – Individual times scheduled with instructor
10	10/23	Background Checks and Polygraph Interviews
11	10/30	In the workplace environment (ethics, promotion, conflict resolution)
12	11/6	Leadership
13	11/13	Certification, Accreditation, Societies
14	11/20	Literature Search and Bibliographies (Thanksgiving Week)
15	11/27	Presentation Preparation
16	12/4	FINALS WEEK: FINAL PRESENTATION DUE

Course Functioning

This course is an 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. Some of these assignments will be individual, whereas others may 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 around Weeks 9 or 10 of the semester. These interviews will be scheduled over e-mail and will most likely be conducted in Zoom or Microsoft Teams. Lack of response to emails sent throughout this course will result in a 10% **overall** grade deduction.