



School of Natural Sciences and Mathematics

Department of Forensic Sciences

## FS 491 Professional Skills

In-person + Online (Asynchronous)

Credits: 3 Term: Fall 2025

### Instructor Information

**Instructor:** Kari Inda

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**Phone:** (808) 739-7451

**Office Location:** Eiben Hall, Room 207B

**Office Hours:** Friday, 7:30-9:20am or by [appointment](#)

### Communication

The best way to contact me is by [email](#). I will usually respond within 1 business day.

### Course Description & Materials

#### Catalog Course 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.

Pre-Requisite: Senior Standing

#### Time Allocation

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 lecture (online or in-person), exercises and/or discussions, averaging to 2.5 hours/week. Ten hours will be allocated to prepare and conduct 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.

### Required Materials

There is no required textbook or reading material for this course. Everything will be provided via Canvas, Google Drive or email.

## Learning Outcomes

### Program Learning Outcomes (PLOs)

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

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		

### 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

### Alignment of Course Learning Outcomes

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 Policies

### Attendance and Assignments

Please refer to the [Chaminade attendance policy](#). Repeated absences put students at risk of failing grades. Absences are only excused when written documentation is provided. Examples of unexcused absences include, but are not limited to:

- Work
- Travel
- Office hour appointments
- Extra-curricular school activities
- Etc

If you are tardy, leave class early or leave for an extended period of time, it will be considered an absence.

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 **20% per day deducted from the final score**. Absence without plan or reason from an interview will result in a grade of zero.

**IMPORTANT:** Any assignment that is not turned after the fourth day will result in a **10% deduction from your final grade**.

If you are not able to submit your assignment on due to Canvas being down, you must email your assignment to [kari.ind@chaminade.edu](mailto:kari.ind@chaminade.edu) as an attachment.

### Extra Credit

There is no extra credit offered for this course.

### Changes to the Syllabus

While the provisions of this syllabus are as accurate and complete as possible, your instructor reserves the right to change any provision herein at any time. Every effort will be made to keep you advised of such changes, and information about such changes will be available from your instructor.

### Grades of Incomplete

For information on an *Incomplete* grade, see the current Academic Catalog.

## Final Grades

Attendance	20%
Assignments	20%
Job Application	20%
Job Interview	40%
<b>Total</b>	<b>100 %</b>

## Important Information

### 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.

For the most up to date information, please refer to the [Academic Honesty Policy](#) on the Chaminade University Catalog website.

### Title IX

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, Roxana Jimenez at (808) 739-8530, [titleix@chaminade.edu](mailto:titleix@chaminade.edu), or [compliance@chaminade.edu](mailto:compliance@chaminade.edu). 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.

### **CUH Alert Emergency Notification**

To get the latest emergency communication from Chaminade University, students' cell numbers will be connected to Chaminade's emergency notification text system. When you log in to the Chaminade portal, you will be asked to provide some emergency contact information. If you provide a cellphone number, you will receive a text from our emergency notification system asking you to confirm your number. You must respond to that message to complete your registration and get emergency notifications on your phone.

### **Assessment for Student Work**

With the goal of continuing to improve the quality of educational services offered to students, Chaminade University conducts assessments of student achievement of course, program, and institutional learning outcomes. Student work is used anonymously as the basis of these assessments, and the work you do in this course may be used in these assessment efforts.

### **Student with Disabilities Statement**


Chaminade University of Honolulu offers accommodations for all actively enrolled students with disabilities in compliance with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA) of 1990, and the ADA Amendments Act (2008).

Students are responsible for contacting Kokua Ike: Center for Student Learning to schedule an appointment. Verification of their disability will be requested through appropriate documentation and once received it will take up to approximately 2–3 weeks to review them. Appropriate paperwork will be completed by the student before notification will be sent out to their instructors. Accommodation paperwork will not be automatically sent out to instructors each semester, as the student is responsible to notify Kokua Ike via email at [ada@chaminade.edu](mailto:ada@chaminade.edu) each semester if changes or notifications are needed.

### **Kōkua 'Ike: Tutoring & Learning 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 on Account > TutorMe. For more information, please contact Kōkua 'Ike at [tutoring@chaminade.edu](mailto:tutoring@chaminade.edu) or 808-739-8305.

### Tentative Schedule

Week	Date of class	Topic
1	<b>8/29</b>	Introduction, Syllabus
2	<b>9/5</b>	Self-Reflection
3	<b>9/12</b>	Employment and Graduate School
4	<b>9/19</b>	Leadership
5	<b>9/26</b>	In the workplace environment (meetings, ethics, promotion, conflict resolution, email etiquette)
6	<b>10/3</b>	Certification, Accreditation, Societies
7	<b>10/10</b>	Job Search
8	<b>10/17</b>	Interview Skills and Preparation Part 1
9	10/24	Job Application
10	10/31	Background Check/Investigation – Week 1
11	11/7	Background Check/Investigation – Week 2
12	11/14	Interview Skills and Preparation Part 2
13	11/21	Literature Search, Research; Final Presentation Assignment Given
14	11/28	<b>Thanksgiving Week – Prepare for Job Interviews</b> 
15	<b>12/5</b>	<b>Job Interviews</b> – Individual times scheduled with instructor
16	<b>12/8</b>	<b>Job Interviews</b> – Individual times scheduled with instructor <b>(8:30-10:30am)</b>