



COLLEGE OF ART AND SCIENCES

School of Justice Studies

Department of Forensic Sciences and Technology

FS 487-01, Forensic Internship

Online / One per month class meeting Eiben 201, M 12:30-1:20 PM | Credits: 3-6 | Section: 1 |
Term: Fall 2026

Instructor Information

Instructor	Carlos A. Gutiérrez Ayala, Ph.D. This class Field work experience in an approved criminal justice agency. A minimum of 45 clock hours of work experience per credit hour is required (total 135 hours).
	
Email	Carlos.gutierrez@chaminade.edu
Phone	(808) 739 8352
Office Location	207A Eiben Hall
Office Hours	Mondays and Fridays 9:00 – 10:00AM Thursdays and Fridays 11:30AM – 12:30PM

Communication

You can also request a meeting outside of Office Hours. To do so, send an email to carlos.gutierrez@chaminade.edu. Include multiple dates and times that you are available to meet.
(Will respond in 24hrs/48hrs)

Co-Instructor Information

Instructor 	Emily Pecs, Ph.D.
Email	emily.pecsi@chaminade.edu
Phone	(808) 739-7451
Office Location	Eiben Hall 207-C
Office Hours	Monday/Thursday 10:30 AM - 12:00 PM Wednesday 2:30-3:30 PM
Virtual Office	Contact to set up a Zoom or Teams meeting

Communication

You can request a meeting outside of Office Hours by sending an email to emily.pecsi@chaminade.edu. Please suggest multiple dates and times that you are available to meet. Will respond within 24-48 hours.

School & Department

School	School of Justice Studies, Department of Forensic Sciences and technology
Location	Eiben Hall 207
Phone	(808) 440 4204
Questions?	Contact your instructor or the School of Justice Studies

Course Description & Materials

Catalog Description

FS 487 Internship (3 – 6)

Fieldwork experience in an approved criminal justice agency. A minimum of 45 clock hours of work experience per credit hour is required (total 135 hours).

Prerequisites: EN 102, COM 101, FS 340 or FS 455

Course Snapshot

Modality	Online/ one per month class face-to-face meeting
Meeting Location	Eiben Hall 201
Meeting Days/Times	M 12:30 pm to 1:20 pm
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 FS 487 are expected to complete 135 hours of internship and have one group meeting per semester with the instructors. Also, this course includes 1 class meeting per month (see schedule)
Required Materials	No textbooks are required for this class.
Recommended Items	No textbooks are required for this class.
Canvas and Google Drive	Canvas will be used to store class materials, submit assignments, and access your grade. Canvas will also be used for email communication but you can also email me directly at carlos.gutierrez@chaminade.edu Google Drive: This drive will be used to house larger files, if necessary.

Learning Outcomes

Program Learning Outcomes (PLOs)

Forensic science is the natural science branch of the justice system. It is concerned with interpreting physical evidence. Investigations proceed by using physical evidence and testimonial evidence to reconstruct past events. Not surprisingly, forensic science comprises several disparate fields of study and the aim of this course is to introduce the use of physical evidence in the justice system.

Upon completion of the B.S. in Forensic Sciences, the student will be able to:

1. Apply the scientific method in an adaptive and mindful manner.
2. Use techniques for recognition, documentation, analysis, and interpretation of physical evidence.
3. Implement quality assurance programs, incorporating ethics and professional practice, to act as stewards of justice and peace throughout the broader community.
4. Communicate disciplinary knowledge to diverse audiences.

Course Learning Outcomes (CLOs)

Forensic science is the natural science branch of the justice system. It is concerned with interpreting physical evidence. Investigations proceed by using physical evidence and testimonial evidence to reconstruct past events. Not surprisingly, forensic science comprises several disparate fields of study and the aim of this course is to introduce the use of physical evidence in the justice system.

Upon completion of the FS 340 course, the student will be able to:

1. Define the role of forensic science in criminal investigation.
2. Identify physical evidence and the information it can provide.
3. Describe quality assurance strategies in the forensic sciences, including the legal system, accreditation, and certification.
4. Describe acceptable professional conduct in the forensic sciences.

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, and integrity of creation.
5. Educate for adaptation and change.

Through this course, students will receive an education based on Marianist values, with strength in education and integral and quality formation. These are strong foundations for serving the community and being prepared to bring justice and peace to society.

Native Hawaiian Values

Education is central to both Marianist and Native Hawaiian culture — both seek transformative, value-centered learning that serves the marginalized. This is reflected in the 'Ōlelo No'eau (Hawaiian proverbs) below:

1. **Educate for Formation in Faith (Mana):** E ola au i ke akua ('Ōlelo 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 ('Ōlelo No'eau 1957) — Acquire skill and make it deep.
3. **Educate in Family Spirit ('Ohana):** 'Ike aku, 'ike mai, kōkua aku kōkua mai ('Ōlelo No'eau 1200) — Recognize others, be recognized, help others, be helped.
4. **Educate for Service, Justice and Peace (Aloha):** Ka lama kū o ka no'eau ('Ōlelo 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 (‘Ōlelo No’eau 203) — All knowledge is not taught in the same school.

Alignment of Course Learning Outcomes

	CLO 1	CLO 2	CLO 3	CLO 4
Marianist Values	x	x	x	x
PLOs	x	x	x	x
Native Hawaiian Values	x	x	x	x
Gen Ed Outcomes (if applicable)				

Attendance & In-Class Participation

Attendance Policy

Unless otherwise stated, classes are scheduled to meet in person between 10:30-11:20 AM on Mondays, Wednesdays, and Fridays in Eiben Hall room 201. Students will earn **points per class attendance** starting on August 31st, 2026. Please be aware that the total attendance points will be changed if a class period is cancelled due to extenuating circumstances (ex. Instructor illness, extreme weather).

Quick Reference — Absence Thresholds:

Excused Absence	An absence where the instructor was notified (preferably 24 hours prior to the course) and was due to a legitimate reason (ex. Illness, family emergency, accident). Please note that proof may be requested (ex. Doctor’s note).
Unexcused Absence	An absence where the instructor was NOT notified and/or was due to an illegitimate or unacceptable reason.
Grade Penalty	Unexcused absences will result in a loss of attendance-points for a given lecture. <i>Four or more unexcused absences will result in an additional 10% deduction from the student’s final grade.</i>
Late Arrival / Early Departure	If a student is late by 5-10 minutes, they will lose 5-attendance points. If they are more than 10 minutes late, they will lose all 15 attendance points for that lecture (unless a legitimate reason is provided).

In-Class Participation Expectations

Active, respectful engagement is essential. Students are expected to come prepared and contribute meaningfully to discussions, activities, and collaborative work.

Students are expected to:

- Come prepared — complete readings and activities before each session.
- Participate actively in discussions and group work, demonstrating critical thinking.
- Engage respectfully and honor diverse perspectives.
- Use personal devices for course purposes only unless otherwise directed.
- Submit work by established deadlines to support course pacing.

Course Activities (150 points)

Individual Evaluations (40 Points)	Self-Assessment, Internship Log (must be sent via email from your supervisor to the instructor of this course), and forms and Prompt Email Responses. Instructions for submission will be posted closer to the due date. Any late submissions will receive a 20% deduction (of the final grade) per day late.
Supervisor Assessment (70 points)	Each Internship supervisor needs to submit the student evaluation form when the student reaches the time required (135 hours) for this course. <i>Any misconduct reported by the student's supervisor that violates the FS CUH Code of Conduct or the Rules of the Agency can be enough for the student to fail the class.</i>
Class Meeting Attendance (40 points)	Class meeting are schedule one per month (4 meetings) on Mondays at 12:30 pm unless indicated otherwise. You will earn 10 points per class attended starting Monday 17 August. Please be aware that the total attendance points will change if a class period is canceled due to illness, weather, or another reason. If you miss an exam and your absence is considered unexcused, you will be given a 0 point for attendance.

Course Policies

Late Work	Assigned presentation dates cannot be missed. If an unforeseen circumstance causes you to miss your date, please contact your instructor as soon as possible in order to discuss potential rescheduling.
Make-Up Work &	If you require make-up or extra credit work, please discuss this with your instructor at least one month before finals week (December 7-10th, 2026). No

Extra Credit	additional assignment will be given for unexcused absences or lack of interest/participation in the course.
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Final Grades

Presentation, Participation, and Attendance grades will be entered in Canvas at most 1 week after their due date. You are encouraged to regularly consult your grades in Canvas throughout the semester, and to reach out to your instructor to discuss your progress and performance. Final grades will be submitted to Self-Service (selfservice.chaminade.edu).

Grade	Range	Points
A	90% and above	150 – 135
B	80–89%	134 – 107
C	70–79%	106 – 74
D	60–69%	73 – 44
F	59% and below	< 43

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, plagiarism, **and unauthorized and/or undisclosed AI usage**, in addition to more obvious dishonesty. See catalog section *Student Use of Artificial Intelligence in Academic Work* for further information.

Questions of academic dishonesty in a particular class are first reviewed by the instructor, who must make a report with recommendations to the Director of the Academic College. Punishment for academic dishonesty will be determined by the instructor, Director, and the Dean of Academic College and may include an “F” grade for the work in question, an “F” grade for the course, academic notice, or dismissal from the University.

AI (Artificial Intelligence) Statement

Chaminade University recognizes the increasing role of artificial intelligence (AI) technologies in academic and professional environments. AI encompasses, but is not limited to, generative AI platforms, automated writing or content generation software, coding assistants, and similar tools. Students must ensure all submitted work genuinely reflects their knowledge and effort. Using AI to produce or significantly complete graded assignments, exams or other academic tasks – defined as use that substitutes for or substantially replaces a student’s own analysis, reasoning or written expression – without explicit instructor approval is considered academic misconduct and will be dealt with according to the University’s Academic Honesty Policy.

If an instructor has reasonable grounds to question whether submitted work genuinely reflects a student’s own knowledge, authorship, or mastery of course material — or whether it meets the course’s expectations for AI use — the instructor may require the student to provide additional or alternative evidence of authorship and content mastery. Such evidence may include drafts, notes, revision history, source materials, process explanations, oral discussion, in class work, or completion of an alternative assessment. A student’s refusal or inability to provide such evidence may be considered, along with other available information, in evaluating whether the work meets course requirements and stated learning outcomes. Instructors will not rely solely on AI detection software or other automated tools in making grading or academic integrity determinations. Such determinations will be based on the totality of the available information and handled in accordance with applicable University policies and procedures. See the catalog section *Student Use of Artificial Intelligence in Academic Work* for further information.

Title IX and Nondiscrimination

Chaminade University of Honolulu is committed to providing a learning, working and living environment that promotes the dignity of all people, inclusivity and mutual respect and is free of all forms of sex discrimination and gender-based violence, including sexual assault, sexual harassment, gender-based harassment, domestic violence, dating violence, and stalking. As a member of the University faculty, I am required to immediately report any incident of sex discrimination or gender-based violence to the campus Title IX Coordinator. For pregnant and parenting students, I am also obligated to provide you with similar resources for support and protections available to you. My goal is to make sure that you are aware of the range of options available to you and have access to the resources and support you need.

Contact information and reporting options: chaminade.edu/titleix/nondiscrimination/. File a report via the [Campus Incident Report Form](#).

Nondiscrimination Policy and Notice of Nondiscrimination

The university is committed to comply with all State and Federal statutes, rules, and regulations which prohibit discrimination. The university is committed to a policy of nondiscrimination on the basis of race, sex, gender identity and expression, age, religion, color, national origin (including shared ancestry and ethnic characteristics), ancestry, citizenship,

disability, genetic information, marital status, breastfeeding, arrest and court record (except as permissible under State law), sexual orientation, or status as a covered veteran. Inquiries about Title IX or general Civil Rights concerns may be referred to the University's Title IX Coordinator, the U.S. Department of Education's Office for Civil Rights, or both and contact information may be found [HERE](#). *On-campus Confidential Resources may also be found here at [CAMPUS CONFIDENTIAL RESOURCES](#).*

The University's Nondiscrimination Policy and Grievance Procedures can be located on the University webpage at: <https://chaminade.edu/compliance/title-ix-nondiscrimination-policies-procedures/>.

To report information about conduct that may constitute sex discrimination or make a complaint of sex discrimination under Title IX, please refer to the [Campus Incident Report form](#). Chaminade University of Honolulu prohibits sex discrimination in any education program or activity that it operates.

The NOTICE of NONDISCRIMINATION can be found here: [Notice of Nondiscrimination](#).

Student with Disabilities Statement- Kōkua 'Ike

Accessibility Services recognizes disability as a valued aspect of diversity and ensures equal access to the educational environment in accordance with Section 504 of the Rehabilitation Act; the Americans with Disabilities Act, as amended; and the principles and professional standards of the Association on Higher Education and Disability. Access is supported through reasonable accommodations and referrals to campus and community resources.

Appointments with the Accessibility Services Coordinator are available through Stellic at <https://chaminade.stellic.com> and may be held virtually or in person. Drop-in appointments are also welcome.

Students seeking support must meet with the Accessibility Services Coordinator as early as possible, even if they are unsure whether they have appropriate documentation of their disability or its impacts. The Accessibility Services Coordinator prioritizes listening to students's experiences and will discuss any documentation needs during the initial intake meeting. Students may seek support at any time.

Learn more at <https://chaminade.edu/ada-accommodations>

Assessment of Student Work

Chaminade University may use student work anonymously to assess achievement of course, program, and institutional learning outcomes as part of ongoing quality improvement efforts.

United Nations Sustainable Development Goals "SDG"



This course covers the UN *SDG 16: “Peace, Justice and Strong Institutions”*, Promote peaceful and inclusive societies for sustainable development, provide access to justice for all and build effective, accountable and inclusive institutions at all levels.

Campus Resources & Support Services

The following resources are available to all Chaminade students. Reach out early — these services exist to support your success.

Resource	Description	Contact / Website
Accessibility Services (Kōkua ‘Ike)	Accommodations under Section 504 and ADA. Contact early — appointments via Stellic, virtual or in person.	ada@chaminade.edu chaminade.edu/ada-accommodations
Tutoring & Academic Coaching (Kōkua ‘Ike)	Tutoring and Academic Coaching Services support students’ progression toward their academic, personal, and professional goals with clarity and intention. Services include individualized support in English, math, nursing, sciences, and social sciences, as well as guidance in developing goals and study strategies.	chaminade.edu/tutoring-academic-coaching-services
Career Services	Career Services supports students throughout their career journeys. Services include individualized job search strategy coaching, resume reviews, job interview coaching,	chaminade.edu/career-services

Resource	Description	Contact / Website
	and access to career-related resources and opportunities.	
Basic Needs Resources	Support for food insecurity, housing instability, and other basic needs.	chaminade.edu/basic-needs/
Title IX / Nondiscrimination	Reporting and support for sex discrimination and gender-based violence. Campus Incident Report Form available online.	chaminade.edu/titleix/resources-and-support/
Hazing Prevention	Confidential support, crisis intervention, and reporting for any type of abuse including hazing.	hazingpreventionnetwork.org/athlete-helpline/
Campus Safety & SafeSwords	Security escort service for anyone who feels unsafe walking alone on campus at any time of day. Call security and a professional will escort you to your destination.	chaminade.edu/student-life/security/campus-safeswords-program/
CUH Alert Emergency Notification	Emergency text system. Register your cell number via the Chaminade portal and confirm the text to complete enrollment.	chaminade.edu

Weekly Course Schedule

Note: The instructor reserves the right to modify this schedule. Changes will be announced in class and posted to Canvas.

Week	Date	Topics / Activity	Notes / Reminders
1	Aug 17	Syllabus and Intro to FS 487 Information Form Due FS CUH Code of Conduct	Welcome Aug 17-25 Add/Drop period
2	Sep 21	Course meeting	
3	Oct 19	Course meeting	

Week	Date	Topics / Activity	Notes / Reminders
4	Nov 23	Course meeting FINAL SELF-EVALUATION DUE • INTERNSHIP TIME LOG DUE • SUPERVISOR EVALUATION DUE	