

FS 487 - Internship
Chaminade University of Honolulu

Fall, 1999
Mr. Gomes

FD99

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COURSE SYLLABUS AND OUTLINE

Forensic Science 487 - Internship is meant to provide the student with the opportunity to apply academic knowledge to the real world situation of criminal evidence gathering, handling, and analysis. It provides an opportunity for students to complete voluntary work at cooperating community agencies in forensic science. The student is exposed to different facets of forensic science, from evidence gathering and handling, to proper documentation of evidence, to analysis of evidence suitable for court presentations. The work includes two major areas: field work and laboratory analysis. The student is expected to participate in both areas, exposing themselves to as many different situations, techniques, and protocols as possible.

This course may be taken for a minimum of 3 credits, not to exceed a maximum of 6 credits. Each credit hour requires 45 hours of contact time with a chosen agency. Students volunteering at the agencies do not receive payment for services under normal circumstances. Supervision is provided by an instructor at Chaminade University and by the immediate supervisor at the agency.

The Forensic Science Department feels that a well-rounded education should include actual exposure to circumstances and situations found in different areas of the biological sciences. If a student is interested in trace evidence or document identification then that student should work in an area that would support this interest. This helps the student determine if his/her expectations are realistic. Oftentimes students will change their career ambitions and pathways after being exposed to real life decisions and situations. Doing volunteer work at a facility that exposes them to actual work experiences allows the student to be exposed to the most up to date, technologically advanced offices and clinics in the state and reinforces the department's commitment to a quality education. The mission of the department is "to provide the student with the knowledge to apply scientific principles and technological practices to the purpose of justice in the study and resolution of criminal, civil, and regulatory issues." This course is a culmination of theoretical knowledge applied in environmentally sound practical situations. To this end Internship attempts to bring together the academic world of the lecture with the working world of the crime scene and scientific investigative laboratory.

Aims of the Courses: The aims or goals of the field experience are to provide opportunities for you to:

1. gain working experience in a field which may be of interest to you either as a career choice or for personal reasons.
2. determine whether you desire pursuit of a professional field or career by exposure to work associated with it.
3. work with professionals, experts in their field, and who may be influential as a resource or reference for jobs, graduate, and/or professional schools.
4. work with others outside an academic environment and learn the relevance of academic work to more practical work experience.
5. be of service to the community.
6. learn new skills and acquire new knowledge of a professional field as well as human relationships.

Course Requirements: The following will be required of each student to fulfill course requirements and receive credit:

1. work specific hours at a cooperating agency: 45 hours for one semester credit, 90 hours for two semester credits, and 135 hours for three semester credits.
2. complete assigned duties as directed by the supervisors at the cooperating agency and instructor at Chaminade University.
3. maintain a log book of weekly activities.
4. complete a intermittent written progress reports and a written final report.
5. be evaluated by the instructor at the work site and by the supervisor at the agency.
6. present an oral report of activities at the agency.

Grading: Your grade will be based upon the following:

1.	Progress and Final Reports	40%
2.	Log Book	10%
3.	Evaluations: Field Visit and Supervisor	40%
4.	Oral Presentation	10%

Scale:

90% = A
80% = B
70% = C
60% = D
Below 60% = F

Components of Log Book, Progress and Final Written Reports:

1. **Log Book:** Maintain a daily record of hours at the agency, experiences and observations, personnel worked with, equipment used, training required of staff, and other pertinent information. If data forms are used, attach them to your book. Include questions and answers asked and given.
2. **Progress Report:** Please include the following information in the progress report:
 - a. work performed or duties/responsibilities
 - b. people worked with and their training (include patients)
 - c. information, skills, and training received including instruments used
 - d. impressions, problems encountered, recommendations, and personal learning experiences
 - e. description of physical facilities, relationship to institution as a whole
3. **Final Report:** Please include the above information from the progress report in the body of the final report as well as the following:
 - a. include information since the progress report using the above format.
 - b. has the course fulfilled the aims listed as well as your expectations?
 - c. what is your overall summary of the agency or institution ~~where~~ you worked (i.e., which portions of your work were important as learning experiences and which portions were not, include why).
 - d. what relationships did you develop with the people at the agency?
 - e. if you were given the opportunity again, what agency would you select and what would you modify with respect to duties and responsibilities?
4. It is expected that Chaminade University writing standards be followed and it is departmental policy that assignments turned in 24 hours after a deadline be deducted by one grade level and any assignment turned in after this period is unacceptable.

Evaluations:

1. A written evaluation will be sent to your immediate supervisor. The form to be used is attached.
2. The instructor will arrange with you a time and date for visitation. Please have your log book present and be prepared to answer any questions related to your work. You may be visited unannounced after the scheduled visit. You may use the written evaluation form to be given to your supervisor as a guide to the visitation evaluation.

Oral Presentation:

1. A fifteen minute oral presentation to fellow students, invited faculty, and other guests is required. The presentation is to include the following:
 - a. general information of your field experience: where you worked, what you did, and other pertinent information.
 - b. your observations, recommendations, criticisms, and personal reflections.

Appointments:

1. Each student will meet with the instructor one to two weeks after assignment to discuss the work experience. Subsequent meetings will be dependent upon need and necessity.
2. During mid-semester there will be a general group meeting to assess progress.

Deadlines:

1. Progress Report - two weeks after beginning work, a typed one page summary of duties and how you view the experience. It is important that any difficulties , if present, be reported immediately to the instructor.
2. Individual Conference - as soon as it is feasible or by appointment as necessary.
3. Progress Report - a detailed progress report as indicated in the syllabus is due by the middle of the pre-determined work period, i.e., if you plan on working a total of 120 hours for 2 credits, some time during between hours 60-70 the report would be due. Your log book is also due at this time.
4. A mid-term evaluation will be mailed to your supervisor at the same time your progress report is due.
5. Oral presentations scheduled for the 14th week of 10 minutes will be required. Your final report and lab book are due at the end of the 14th week of the course.
6. A final evaluation will be mailed to your supervisor one to two weeks before scheduled termination of the course.
7. Please arrange a time for a visitation by the 8th week of the course. The Visitation will occur on the 9th week of the course.

Suggestions:

1. Dress appropriately for interview and work. Always wear shoes. Try to anticipate questions of interviewer. For example, "Why do you wish to work at this agency?" "How much time will you be working?"
2. Be on time for interview/work. If you cannot work that day or will be late, call your supervisor. Too much tardiness or absences, however, make for a poor evaluation.
3. If a task is completed, don't stand around making idle conversation or reading magazines. Take the initiative and ask the supervisor for additional work, or ask co-workers for work-related information.
4. If you have questions and your supervisor or co-worker are busy, jot the questions down in your log book and ask the questions at a more appropriate time. Do not interrupt your supervisor or co-worker unless the question is important enough to warrant such an interruption.
5. If you are in a situation that includes other people besides your immediate supervisor, like suspects, witnesses, etc. do not speak to them unless you first obtain the permission of your supervisor. There are certain things you should not discuss with others. If you are not certain what they are ask your supervisor. Use common sense.
6. The instructor should be notified as soon as possible if there are any problems like personality conflicts, etc.
7. Do not repeat anything you may overhear in conversations, especially confidences exchanged between investigators, witnesses, police officers, etc.
8. You can learn much from "menial" types of experiences, such as wheeling patients around or delivering packages from one department to another. You can learn to talk to patients: their concerns, illness (if supervisor approves), how you can make them feel less apprehensive and more at ease, etc. One of the most important skills you need to develop is how to communicate effectively with others. A simple task such as wheeling a patient around can help you develop this skill when you talk to them. If you deliver drugs or other medications or see them on shelves, jot down the name of the drug and look it up later - its chemistry, use, side effects, mechanism of action, etc.
9. If you do not get to know your supervisor, he/she will not be able to write much of an evaluation for you. In such cases evaluations tend to be mediocre. You should use your initiative: make yourself known by asking questions, asking for further work, volunteering to work on other days than the ones assigned, etc.