

## COURSE SYLLABUS AND OUTLINE

### TEXT:

There is no text for this course. Any assignments other than actual volunteer time will be assigned on a one to one basis.

### COURSE DESCRIPTION:

Biology 287 and 487 are courses that provide an opportunity for students to complete voluntary work at cooperating community agencies in biology. Supervision is provided by an instructor at Chaminade University and by the immediate supervisor at the agency. Enrolled students receive semester credits based upon three hours of work per week for fifteen weeks for one semester credit. Students volunteering at the agencies do not receive payment for services under normal circumstances.

Biology 287 - Introductory to Field Experience is a lower division course enrolling freshmen and sophomores with a minimum of one semester in college biology. Biology 487 - Field Experience is restricted to junior and seniors with more extensive backgrounds.

The Biology 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 dentistry then that student should work in a dental clinic or office to see 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 of their choice 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. Introduction to Field Experience and Field Experience are intended to continue "to provide knowledge of living organisms and their environment and an appreciation of the scientific method", the mission of the department. To this end field experience attempts to bring together the academic world of the lecture and laboratory classrooms with the working world of the medical clinic or research center.

**AIMS OF THE COURSE:** 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 written progress report 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 Report - 40%               | SCALE:  |
| 2. Log Book - 10%                                | 90% = A |
| 3. Evaluations: Field Visit and Supervisor - 40% | 80% = B |
| 4. Oral Presentation - 10%                       | 70% = C |
|  | 60% = D |

**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:**

A ten 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 evaluate work experience. Subsequent meetings will be dependant 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 - immediately after your first work day.
3. Progress Report - a detailed progress report as indicated in the syllabus is due by the 7th week of the course. Your log book is also due at this time.
4. A mid-term evaluation will be mailed to your supervisor by the 7th week of the course.
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 by the 13th week 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 hospital, clinic, office, do not speak to the patients or clients unless you first obtain the permission of your supervisor. There are certain things you should not discuss with patients or clients. If you are not certain what they are ask you 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 doctors and/or nurses, etc. and patients and clients.**
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.**