

Biology 287-Intro to Field Experience or  
Biology 487-Field Experience  
Chaminade University of Honolulu  
1-3 Semester Credits

Summer & Fall 2000  
Instructor:  
Ronald M. Iwamoto  
Phone 735-4808

#### COURSE SYLLABUS

Biology 287 and 487 are courses that provide an opportunity for students to complete volunteer 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 work per week for fifteen weeks for one semester credit with credits varying from 1-3 semester credits. Students volunteering at the agencies do not receive payment for services under normal circumstances.

Biology 287-Introduction to Field Experience is a lower division course enrolling freshmen and sophomores with a minimum of one semester college biology. Biology 487-Field Experience is for juniors and seniors with more extensive science backgrounds.

AIMS OF THE COURSE: The aims or goals of the field experience course 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 who may be influential as a resource for jobs or graduate/professional schools;
4. work with professionals outside an academic environment and learn the relevance of academic work to more practical work experience;
5. be of service and contribute to the community;
6. learn new skills and methods in acquisition of knowledge of a professional field; and
7. acquire interpersonal skills and learn of human relationships.

COURSE REQUIREMENTS: The following will be required of each student to fulfill course requirements and receive course 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.
3. Maintain a log book of weekly activities.
4. Complete a written progress report and a written final report.
5. Be evaluated by the supervisor at the agency and by the instructors
6. Attend scheduled class meetings.
7. Present an oral report of activities at the agency.

COMPONENTS OF THE LOG BOOK, PROGRESS, AND FINAL REPORTS:

1. Log Book: Maintain a daily record of hours at the agency with dates; include observations and experiences with equipment used and methods learned; record personnel involved and the training of the staff; write about interpersonal relationships including treatment of patients; and all experiences at the agency. Do include forms used, e.g., biomedical lab tests or field surveys/investigations. Do not use personal names of patients and any confidential information. Do ask questions and include questions asked and responses given.
2. Progress Reports: Please include the following information in the progress report:
  - a. Hours completed and work performed or duties/responsibilities;
  - b. People at work including their professional training and patients;
  - c. Information, skills, methods, and training received including instrumentation;
  - d. Description of physical facilities, relationships to institution as a whole in organization and functions of the agency; and
  - e. Your own impressions, problems encountered, recommendations, and personal learning experiences.
3. Final Report: Please include the information of 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 institution where you worked? (which portions were important as learning experiences and which portions were not, including why not?)
  - d. What relationships did you develop with the people at the agency?
  - e. If given the opportunity again, what agency would you select and what would you modify with respect to duties and responsibilities.

EVALUATIONS:

1. A written evaluation will be sent to your immediate supervisor. The form is on a separate page.

GRADE DETERMINATION: Your grade will be based on the following:

1. Progress and Final Reports	30%	Scale
2. Log Book	20%	90% = A
3. Evaluations: Field Visit & Supervisor	40%	80% = B
4. Oral Presentation	10%	70% = C
		60% = D
		below 60% = F

ATTENDANCE, POLICIES, AND OFFICE HOURS:

1. The student is expected to meet attendance obligations at the cooperating agency. If the student is unable to attend as scheduled, he/she is required to contact the agency to make alternative arrangements. It is expected that you give 24 hours notice to the agency.
2. The student will be monitored by the instructor during the semester for attendance to ensure fulfillment of the 4 ~~al~~ hours required. It is the student's responsibility to notify the instructor if there are problems in attendance.
3. Attendance at mandatory class meetings is also expected. Failure to attend mandatory meetings will result in a lowering of the final grade to be determined by the instructor.
4. Incompletes will not be given unless the circumstances are beyond the control of the student as determined by the instructor.
5. Deficiency notices will be sent to students not attending or with poor evaluations by supervisors at the cooperating institution. The student receiving a deficiency is required to meet with the faculty instructor.
6. Chaminade University Writing Standards will be followed and it is department policy that assignments turned in 24 hours after a deadline be deducted by one grade level and any assignment turned in after 24 hours is unacceptable.
7. Office hours for the instructor are posted outside Henry Hall Room 16 and the library. If the times are inconvenient, please see the instructor to make an appointment. The instructor's office is Henry Hall Rm 16, Phone 735-4808, home phone 395-9307.

9. Specific scientific or biomedical terminology as on drug prescriptions or medication is important. Write it in the log book and at a later time look up its actions and effects.

If you are able to get to know your supervisor, he/she will be able to evaluate your abilities and work much better. Use your initiative to make your evaluation excellent. Your initiative is demonstrated in asking for additional duties, asking questions, and being flexible in assignments and work.

BIOLOGY 287 DEADLINES SUMMER & FALL 2000:

1. Submit Schedules for TBA Class by August 31, 2000
2. First Mandatory Class Meeting, Friday, Sept. 8, noon, H 8
3. Progress Report 1-Two weeks after beginning field experience work submit a word processed summary of your duties and reactions to volunteer work, following guidelines in the syllabus. IT IS IMPORTANT THAT ANY DIFFICULTIES BE REPORTED IMMEDIATELY TO YOUR CHAMINADE FACULTY SUPERVISOR.
4. Individual meeting-Please schedule an individual conference with your faculty supervisor immediately after your first work experience.
5. Second Mandatory Meeting, Friday, Oct. 13, noon, H 8.
6. Progress Report 2-Due Friday, Nov. 3; Log Book Due Nov. 3; and mandatory meeting at noon, H8
7. A mid-term evaluation may be sent to your agency.
8. Fourth Mandatory Meeting, Friday, Nov.17, noon, H8
9. A final evaluation will be sent to your agency and is due by Nov 30, 2000.

Oral presentations of 15 minutes duration for each student will be held on Wednesday, Nov. 29 at noon in H 17. Please prepare audio-visual materials, overhead transparencies or slides. Attendance is mandatory.

Final report-Please submit your final report by Dec. 8, 2000 adhering to the guidelines in the syllabus. Your log book is also due at this time.

12. PLEASE KEEP IN MIND THAT A VISIT WILL BE ARRANGED BETWEEN YOUR FACULTY SUPERVISOR AND YOUR IMMEDIATE SUPERVISOR AT THE COOPERATING INSTITUTION OR AGENCY AT A TIME WHEN YOU ARE WORKING.

2. The instructor will arrange a time and date for a visit. Please have your log book present and be prepared to answer any questions relative to your work. You may be visited unannounced during the semester as part of the evaluation process.

#### ORAL PRESENTATION:

An oral presentation to peers, faculty, and interested people will be given by the student to fulfill a requirement. The presentation will be graded and must include the following:

1. general information on your field experience: where you worked, what you did, and other pertinent information.
2. your observations, recommendations, criticisms, and personal reflections.

#### SUGGESTIONS FOR VOLUNTEERS:

1. Dress appropriately for interview and work. Wear shoes. Try to anticipate questions of the interviewer. For example, "Why do you wish to work at this agency?" "What do you want to do?"
2. Be on time for the interview or work. If you can not work on a particular day or will be late, call your supervisor. Frequent tardiness or absence is detrimental to both your evaluation and your grade.
3. If a task is completed, do not stand around, nor do your homework. Take the initiative, and ask for additional duties or ask co-workers for work-related information. Idle conversation or playing games on computers is not acceptable.
4. If you have questions and your supervisor or co-worker are occupied, write the questions in your log book for future use.
5. If you are in a biomedical setting, do not speak to clients or patients unless your supervisor permits. There may be certain things which you should not discuss with patients or clients. Refer to your supervisor for more information.
6. The instructor should be notified if there are any problems or personality conflicts.
7. Please maintain confidentiality. Do not gossip or repeat conversations especially confidences maintained between doctors/nurses and or information for staff only.
8. You can learn much from what is considered "menial" types of experiences, such as wheeling patients around or delivery of packages. Learn to speak to patients about their general concern and well being which may make them less apprehensive. One of the most important skills all of us need is to develop the ability to communicate effectively with each other.