SYLLABUS

DATE OF LAST REVIEW: 02/2013
CIP CODE: 24.0101
SEMESTER: Departmental Syllabus
COURSE TITLE: Forensic Science Internship
COURSE NUMBER: CHEM-0202
CREDIT HOURS: 3
INSTRUCTOR: Departmental Syllabus
OFFICE LOCATION: Departmental Syllabus
OFFICE HOURS: Departmental Syllabus
TELEPHONE: Departmental Syllabus
EMAIL: Departmental Syllabus

KCKCC-issued email accounts are the official means for electronically communicating with our students.

REREQUISITE(S):
Introduction to Forensic Science CHEM-0101, and Forensic Science Analytical Techniques CHEM-0201 (or concurrent enrollment in this course).

REQUIRED TEXT AND MATERIALS: None

COURSE DESCRIPTION:
This course is set up to award forensic science students three hours credit for "on-the-job" training. Students will be required to work a minimum of 144 clock hours, at the intern site, during the internship. The purpose of this type of course is two-fold: to give students practical experience in the field of forensic science, and to allow prospective employers to be aware of student's abilities.

METHOD OF INSTRUCTION: A variety of instructional methods may be used depending on content area. These include but are not limited to: lecture, multimedia, cooperative/collaborative learning, labs and demonstrations, projects and presentations, speeches, debates, and panels, conferencing, performances, and learning experiences outside the classroom. Methodology will be selected to best meet student needs.
COURSE OUTLINE:

I. Introduction
   A. Types of forensic science employment
   B. Selecting an area of training
   C. Interviewing
   D. Intern Sites Expectations of the Intern
   E. Intern Site--Evaluation Tools
   F. Colleges--Course Expectations
   G. Checking degree requirements for forensic positions
   H. Creating a list of prospective employers

II. Applying for a forensic position
   A. Resume’ creation
   B. Cover letters
   C. Requesting applications for employment
   D. Filling out the applications, properly
   E. Attire and grooming for interviews
   F. Key components of a portfolio
   G. Ranking employers in order, outstanding to undesirable

III. On the Job Training
   A. Job requirements.
   B. Expectations for internship
   C. Evaluation Procedures
   D. Verification of Hours
   E. Safety Requirements
   F. Chain of Custody
   G. SOPs for Forensic testing
   H. Quarterly Reporting
   I. Midterm Evaluation
   J. Portfolio Preparation

EXPECTED LEARNER OUTCOMES:

A. Upon completion of the course the student will be able to identify and select an area of training in the forensic science profession.
B. Upon completion of the course the student will be able to create a cover letter, complete a forensic science job application and create a resume for job placement in the forensic science profession.
C. Upon completion of the course the student will have an understanding of the key hazards encountered when working with forensic evidence.
D. Upon completion of the course the student will have an understanding of the need for SOPs and chain of custody with regard to forensic evidence.
E. Upon completion of the course the student will have developed a portfolio illustrating the factors important to obtaining and maintaining a forensic science job.
COURSE COMPETENCIES:

1. The student will demonstrate appropriate interviewing skills in being selected for internship.
2. The student will be responsible for their own actions.
3. The student will be able to exhibit time management skills.
4. The student will be able to exhibit the ability to communicate orally.
5. The student will be able to work as part of a team.
6. The student will be able to exhibit good work habits.
7. The student will be able to communicate an understanding of what actions will lead to termination from employment.
8. The student will demonstrate an ability and willingness to learn.
9. The student will demonstrate the ability to perform duties according to an SOP.
10. The students will be able to accept suggestions and handle criticism.
11. The student will be able to demonstrate an understanding of job-related terminology in preparation of quarterly reports to the forensic department.
12. The student will be able to demonstrate the ability write SOPs on tasks performed during internship.
13. The student will be able to demonstrate an understanding of chain of custody procedures.
14. The student will be able to demonstrate an understanding of the hazards and proper safety regulations relating to the internship.
15. The student will demonstrate effective oral communication during the intern evaluation and exit interviews.
16. The student will demonstrate an understanding of the duties of the analyst they are interning with.
17. The student will be able to prepare sample reports of the various tests performed in the internship.
18. The student will be able to critically evaluate their performance in the internship.
19. The student will be able to critically evaluate the internship.
20. The student will be able to develop effective written communication in preparing a culminating term paper on their internship.
21. The student will be able to demonstrate the ability to prepare employment paperwork related to a related forensic profession including: cover letter and resume.
22. The student will be able to compile a portfolio of the internship experience to include: written analyst job descriptions, evaluation results, sample SOPs, quarterly reports, chain of custody procedures, sample reports of tests performed in the internship, a letter of reference from the analyst they shadow (or his representative), the final term paper, employment paperwork, and any other items they deem appropriate.
ASSESSMENT OF LEARNER OUTCOMES:

Course assessment may vary, but will generally include the following:
1. A minimum of 144 clock hours at the intern job site.
2. Submission of quarterly reports, SOPs, sample reports, resume, cover letter, and other written communications throughout the course.
3. Submission of a culminating term paper.
4. Submission of the midterm and final evaluations by the forensic science employer.
5. Submission of the final portfolio for grade determination.

SPECIAL NOTES:
This syllabus is subject to change at the discretion of the instructor. Material included is intended to provide an outline of the course and rules that the instructor will adhere to in evaluating the student’s progress. However, this syllabus is not intended to be a legal contract. Questions regarding the syllabus are welcome any time.

Kansas City Kansas Community College is committed to an appreciation of diversity with respect for the differences among the diverse groups comprising our students, faculty, and staff that is free of bigotry and discrimination. Kansas City Kansas Community College is committed to providing a multicultural education and environment that reflects and respects diversity and that seeks to increase understanding.

Kansas City Kansas Community College offers equal educational opportunity to all students as well as serving as an equal opportunity employer for all personnel. Various laws, including Title IX of the Educational Amendments of 1972, require the college’s policy on non-discrimination be administered without regard to race, color, age, sex, religion, national origin, physical handicap, or veteran status and that such policy be made known.

Kansas City Kansas Community College complies with the Americans with Disabilities Act. If you need accommodations due to a documented disability, please contact the Director of the Academic Resource Center, in Rm. 3354 or call at: 288-7670.