SYLLABUS
For

**FOSCI 450 INTERNSHIP**
(FOSCI 450 01 graded on a letter grade basis – “A” to “F”)

**FOSCI 460 INTERNSHIP**
(FOSCI 460 01 graded on a Pass/Fail basis)

DUQUESNE UNIVERSITY

FORENSIC SCIENCE AND LAW MASTER’S PROGRAM
BAYER SCHOOL OF NATURAL AND ENVIRONMENTAL SCIENCES

SEPTEMBER 2005
FOSCI 450 01 Course Description

The Forensic Science and Law Internship provides the student with a professional work experience in an organizational environment. The internship is an extension of the curriculum and provides meaningful experience related to the student’s area of concentration. The internship responsibilities must be approved in advance by a program coordinator. The student is supervised within the work setting and also by a faculty sponsor from the Forensic Science and Law Program.

General Objectives

The primary objectives of the FOSCI 450 01 Forensic Science Internship are:

1. To introduce the student to a typical work environment within a forensic science or related field of study.
2. To provide first-hand organizational experience for the student which affords him/her the opportunity to assess organizational behavior and interpersonal communications;
3. To provide the student with an opportunity to assess the significance of a position in his/her discipline as it relates to the organization as a whole;
4. To enhance the learning process beyond the foundation provided by coursework;
5. To enhance the student’s interpersonal skills and develop a sense of professionalism in the work environment;
6. To give the student an opportunity to test, in an actual business setting, the principles and theories taught in the classroom and to apply them in an organization.

Specific Course Objectives

Upon completion of the Forensic Science & Law Internship, the student will:

1. Understand the performance expectations of various jobs related to the student’s area of concentration;
2. Relate to “real-world” experience in an organizational setting;
3. Develop a sense of professionalism;
4. Develop a sense of business and work ethics;
5. Refine verbal and written communication skills and understand the importance of communications in the organizational setting;
6. Possess enhanced problem-solving abilities;
7. Develop an awareness of organizational behavior and management styles;
8. Possess improved critical thinking skills;
9. Enhance the learning experience beyond that provided in coursework; and
10. Enhance the overall understanding of the structure and workings of an organization.

Procedures

Minimum Academic Requirements

1. Minimum 3.0 overall QPA, or 2.50 QPA in one’s concentration.
2. Must be of Junior status and have a minimum of 60 credits completed prior to the start of the internship.
3. Minimum of 6 credits of study completed in the area of internship (concentration) at Duquesne or elsewhere.
4. Transfer students must have completed a minimum of 15 credits at Duquesne University
5. A maximum of 6 internship credits can be earned and applied to the Master’s Program in Forensic Science and Law. The minimum amount of credits that can be earned are 2.

Work Time

1. A minimum of 40 hours per credit earned must be worked. For example, if a student applies for 3 credits, s/he must work 120 hours (40 x 3 credits).
2. Students may work part time during the Fall and Spring semesters.
3. Student may work full-time during the summer (May – August).

Work Ethics

The student applying for a Duquesne University Internship must subscribe to the following “Code of Ethics for Interns”:

“As a Duquesne University Intern, I realize that it is my responsibility to cooperate with my employer and to hold in professional confidence any information gained regarding the business of the firm, institution, or agency, and to refrain from using such information in an unethical manner. It is my further responsibility to maintain high personal standards and a willing ness to learn on the job.”

Site Development

The Internship Office (Career Services Center) will establish and maintain sites utilizing the following:

1. Previously developed sites
2. Organizations which submit unsolicited information and/or requests for interns from Duquesne University
3. Sites developed by the internship coordinator
4. Site sought by students
5. Referrals from faculty

Application for an Internship

1. The Internship Office (Career Services Center) will maintain two distinct categories of files:
   - Internship opportunities (by semester, academic major)
   - Intern registration materials

2. When a student is interested in doing an internship, s/he may pick up internship registration materials in the Career Services Center. The “Student Internship Registration” requires the following:
   - On-line Registration in DuqConnection (must be completed by student), including current resume
   - Authorization Form to be completed and signed by Academic Advisor
   - Learning Contract & Syllabus (available only after student has returned completed Authorization Form and Appropriate Job Description).

3. Internship Opportunities will be maintained within the Career Services Center.

Initially, the internship programs will not have a predetermination of credit. Whether or not an internship will receive credit must be determined by the program coordinator within the appropriate school.

As an on-going relationship is developed with an employer, it may be possible to pre-determine internship credits.

4. Students’ resumes may be automatically referred to the organization, upon request by the organization, for any incoming, pre-approved internships, which match the student’s qualifications/interests and employer’s need.

5. Students may elect to identify their own internship. In such cases, students must follow procedures outlined in “Student Internship Registration: and request the employer complete the Employer Registration materials. Employer registration information must be approved by the Internship Coordinator for credit consideration.

Acceptance of an Internship

1. If the student is accepted by an organization and is interested in the internship, s/he can then seek a faculty sponsor. The Director of the FSL Program will be the designated faculty sponsor unless the student requests another faculty sponsor (perhaps another professor in the Forensic Science Department), pending the
approval of the program coordinator. The Forensic Science and Law Office will work with the student in selecting their faculty sponsor.

The program coordinator will determine:

- If the internship will receive credit, and
- What must be done to earn credit.

The student must adhere to university policy and the particular policy of his/her school, in addition to the criteria established with his/her faculty sponsor.

2. Once the student and faculty sponsor have agreed on the terms of the internship, it should be formally established in a Learning Contract. It is important that this contract be signed by the student, employing supervisor, faculty sponsor, program coordinator, and internship coordinator, and a completed copy be distributed to each. This establishes each party’s commitment before the internship begins. Please Note: The Learning Contract MUST be completed and returned to CSC before an academic advisor will process the internship drop/add.

3. The student must enroll in FOSCI 450 01 Forensics Science and Law Internship. Tuition is in accordance with University policy.

4. Finally, the student should inform CSC through DuqConnection in the event they are no longer searching for an internship, and would prefer that their resumes not be forwarded to organizations.

Recommended Evaluation

The student will be evaluated based on his/her performance in the job situation. The sources of evaluation are the intern’s immediate supervisor in the job environment and the intern’s faculty sponsor. A weight of 60% will be assigned to the evaluation submitted by the immediate supervisor, and a weight of 40% will be assigned to the evaluation done by the faculty sponsor, or internship coordinator. Grading is determined upon registration for the course. Take note of the following grading:

FOSCI 450 01 is on a letter grade basis ("A" to an "F")
FOSCI 460 01 is on a Pass/Fail Basis

The student should submit a 1-3 page typewritten report every other week to report on his/her internship. The report must describe, in detail, the work done, the progress made, and the problems encountered. The reports must also provide insights on the value (or non-value) of the particular internship assignment. The report must be sent or delivered to the faculty sponsor. Faculty sponsors may vary requirements as they choose, for example, by either meeting with the students bi-weekly, AND/OR having the student keep daily logs which are reviewed periodically by the faculty sponsor. It is not necessary to have the on-site supervisor review and sign these reports.
The student must also submit an 8-10 page typewritten paper prior to the end of the final examination period. This paper should summarize the learning experience provided by the internship. Additionally, it should address, specifically, the area of assignment for the internship. A critical analysis of the significance of that area of responsibility as it relates to the sponsoring department and organization in general should be provided.

Management styles encountered and/or observed as well as organizational behavior and interpersonal communications experiences should be addressed. Again, the faculty sponsor may alter this requirement.

The immediate supervisor from the sponsoring organization is required to complete a final evaluation and forward it to the faculty sponsor or internship coordinator.

The faculty sponsor should visit the local internship site to meet with the immediate supervisor (or communicate electronically with long-distance sites) between mid-term and the end of the semester. Areas of concern can be discussed and measures to improve the intern’s performance should be prescribed and agreed upon.