I. Locator Information:
Instructor: Dr. Khalid M. Lodhi
Course # and Name: FORS 440-01, Internship
Office Location: LSA 220
Semester Credit Hours: 4 (4-0-4)
Office hours: Monday & Wednesday: 1:00 to 3:00 PM,
Tuesday & Thursday: 9:00 to 11:00 AM*
Day and Time Class Meets: at affiliated crime lab/research facility or at FSU forensic labs:
Tuesday & Thursday: 11:00 to 1:50 PM
Total Contact Hours for Class: 96
Office Phone: 910-672-1650
Email address: klodhi@uncfsu.edu
*Available at other times by appointment

The following statement should appear on the first page of each course syllabus:

FSU Policy on Electronic Mail: Fayetteville State University provides to each student, free of charge, an electronic mail account (username@uncfsu.edu) that is easily accessible via the Internet. The university has established FSU email as the primary mode of correspondence between university officials and enrolled students. Inquiries and requests from students pertaining to academic records, grades, bills, financial aid, and other matters of a confidential nature must be submitted via FSU email. Inquiries or requests from personal email accounts are not assured a response. The university maintains open-use computer laboratories throughout the campus that can be used to access electronic mail. Rules and regulations governing the use of FSU email may be found at http://www.uncfsu.edu/PDFs/EmailPolicyFinal.pdf

II. Course Description: A field internship that allows students to integrate theory with hands on experience through independent laboratory work and study at an affiliated crime laboratory. The internship must be performed in an approved agency under the supervision of a faculty member. The student will spend 1-3 week rotations in the major areas of the crime laboratory, such as instrumental analysis, toxicology/drug analysis, DNA analysis and trace analysis.

Prerequisite Requirements: FORS 200, FORS 300, FORS 400, FORS 410 and FORS 420.

III. Disabled Student Services: In accordance with Section 504 of the 1973 Rehabilitation Act and the Americans with Disabilities Act (ACA) of 1990, if you have a disability or think you have a disability to please contact the Center for Personal Development in the Spaulding Building, Room 155 (1st Floor); 910-672-1203.
IV. **Textbook:** No textbook is required.

V. **Student Learning Outcomes** – This section should begin with the statement, “Upon completion of this course, students will be able to”. This section focuses on what the course enables students to do (NOT what the instructor does or what the course is intended to do). If this course meets specific competencies required by accrediting agencies, these competencies should be stated here and identified as such. Upon completion of this course, students will be able to:

• understand how to examine the evidence, its documentation, and maintain the chain of custody;
• apply evidence-based principles to the practice of forensic science;
• adherence to safety regulations, the maintenance of lab notebooks and the preparation of written reports.
• develop expertise in carrying out work in the laboratories. This includes skills in specific lab techniques, the proper use of equipment and instrumentation, work comfortably in a forensic laboratory setting having become familiar with the duties and responsibilities of a laboratory employee.
• provide an opportunity and atmosphere in which students may test theory learned in the classroom in an actual; working situation and discover the value of work and the rewards of accomplishment;
• enhance educational aspects of the career development process; Page 2 of 4
• demonstrate a sound understanding of the legal, professional and ethical framework for forensic profession;
• watch communication with detectives, prosecutors, and defense attorneys;
• apply organizational skills and manage work issues and interpersonal relationships in forensic practice;
• be able to observe pre-trial conference, deposition, bench trial, and jury trial and its importance;
• be able to observe the expert testimony and its importance;

VI. **Course Requirements and Evaluation Criteria** - This section should indicate how the student’s final grade for the course would be calculated. It must include each of the following:

a. **Grading Scale** – The class grading scale must be consistent with the university catalog.

b. **Attendance Requirements** – Specify requirements for attendance; for 100- and 200-level classes, specify the number of classes that a student is permitted by the attendance policy.

c. **Graded Assignments** – immediate supervisor, report, and presentation will be used to determine student’s final grade.

**Please note:** If these evaluation criteria must be revised because of extraordinary circumstances, the instructor will distribute a written amendment to the syllabus. Evaluation will be based primarily (75%) on interns’ supervisor at an affiliated crime laboratory or by research supervisor. The other (25%) of the grade will be distributed as this: the in-charge faculty will review the student’s report (10%) and presentation (15%)
of the total grade. The method of grading is a separate document sends to the supervisor for his/her evaluation.

**Student Intern Guide**
The internship is designed to provide students with a guided introduction to the professional working world. As a part of this training, students must meet the following requirements to successfully participate in an internship experience:

**Before the Internship**
- students must confer with their faculty advisor to plan the timing of their internship(s) and to make sure all departmental/program requirements are met;
- students must enroll an internship course either for a spring, summer or fall semester;
- students must contact his/her advisor at least semester ahead for the internship so appropriate arrangements can be made.

**During the Internship**
- student must complete any written reflections or other requirements as designated by the faculty sponsor on the Internship Learning Contract;
- student must provide their internship site supervisor(s) with the appropriate evaluations at least one week prior to mid-semester and finals to avoid incomplete grades for their internships. These should be returned directly to the faculty in-charge;

**After the Internship**
- Students will submit and present their final reports as designated by their faculty sponsors;
- Students will send their internship site supervisor a thank you letter and provide a copy of the letter to the faculty.

**Tentative Grading Scale:**

<table>
<thead>
<tr>
<th>Percent of Points Grade</th>
<th>Grade</th>
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<tbody>
<tr>
<td>91 – 100 A</td>
<td>A</td>
</tr>
<tr>
<td>81 – 90 B</td>
<td>B</td>
</tr>
<tr>
<td>71 – 80 C</td>
<td>C</td>
</tr>
<tr>
<td>61 – 70 D</td>
<td>D</td>
</tr>
<tr>
<td>&lt;60 F</td>
<td>F</td>
</tr>
</tbody>
</table>

This scale is approximate and is subject to change with notice by the instructor.

**Student Behavior Expectations:** - The instructor will respect all students and will make every effort to maintain a classroom climate that promotes learning for all students. Students must accept their responsibility for maintaining a positive classroom environment by abiding by the following rules:

1. Students are expected to arrive to lab on time, remain in lab until dismissed by the instructor, and refrain from preparing to leave lab until it is dismissed.
2. Students are not permitted to sleep in lab.
3. Student/teacher relationships, as well as relationships among peers, must be respectful at all times.
4. Students are not permitted to wear headphones or other paraphernalia that may be distracting to the classroom environment.
5. Students must refrain from any activity that will disrupt the lab policy; this includes turning off cell phones and pagers.
6. Students are not permitted to use profanity in the laboratory.
7. Eating, drinking, wearing makeup, and using cell phone in the LABORATORY is STRICTLY PROHIBITED.

VII. Academic Support Resources – No academic support resources available in this class.

VIII. The internship, which is mainly the laboratory work at the affiliated crime lab or research work with a scientist either at FSU faculty or with a scientist in a research institute. The student will work under the direct supervision and get his/her work details and responsibilities.

IX. Teaching Strategies
This course will introduce the concepts, theories and principles used in forensic. The internship training experience will prepare students the strong problem solving skills and apply professional judgment in a range of areas including physical evidence value, packing, storage, chain of custody, evidence testing, data analysis, and report writing.

FSU Policy on Disruptive Behavior in the Classroom (Optional)
The Code of the University of North Carolina (of which FSU is a constituent institution) and the FSU Code of Student Conduct affirm that all students have the right to receive instruction without interference from other students who disrupt classes.
FSU Core Curriculum Learning Outcome under Ethics and Civic Engagement (6.03): All students will “prepare themselves for responsible citizenship by fulfilling roles and responsibilities associated with membership in various organizations.” Each classroom is a mini-community. Students learn and demonstrate responsible citizenship by abiding by the rules of classroom behavior and respecting the rights all members of the class.
The FSU Policy on Disruptive Behavior (see FSU website for complete policy) identifies the following behaviors as disruptive:
1. Failure to respect the rights of other students to express their viewpoints by behaviors such as repeatedly interrupting others while they speak, using profanity and/or disrespectful names or labels for others,
ridiculing others for their viewpoints, and other similar behaviors;
2. Excessive talking to other students while the faculty member or other students are presenting information or expressing their viewpoints.
3. Use of cell phones and other electronic devices
4. Overt inattentiveness (sleeping, reading newspapers)
5. Eating in class (except as permitted by the faculty member)
6. Threats or statements that jeopardize the safety of the student and others
7. Failure to follow reasonable requests of faculty members
8. Entering class late or leaving class early on regular basis
9. Others as specified by the instructor.

The instructor may take the following actions in response to disruptive behavior. Students should recognize that refusing to comply with reasonable requests from the faculty member is another incidence of disruptive behavior.

1. Direct student to cease disruptive behavior.
2. Direct student to change seating locations.
3. Require student to have individual conference with faculty member. At his meeting the faculty member will explain the consequences of continued disruptive behavior.
4. Dismiss class for the remainder of the period. (Must be reported to department chair.)
5. Lower the student’s final exam by a maximum of one-letter grade.

6. **File a complaint with the Dean of Students for more severe disciplinary action.** Students who believe the faculty member has unfairly applied the policy to them may make an appeal with the faculty member’s department chair.