HOFSTRA UNIVERSITY

FORENSIC SCIENCE PROGRAM

CHEMISTRY DEPARTMENT

STUDENT HANDBOOK

Forensic Science Program
Student Handbook

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Mission Statement

Forensic Science Program
Hofstra University

The mission of the Forensic Science Program at Hofstra University is to provide our students with a quality education that prepares them with the knowledge and skills necessary for careers in forensic science and a solid foundation for matriculation into further graduate and professional science programs.

General Knowledge Learning Goals

Forensic Science Program
Hofstra University

1. Students should have a basic foundation in the sciences with an emphasis in chemistry.
2. Students should be able to engage in critical and analytical thinking.
3. Students should be proficient in both oral and written communication and should be able to compose and deliver their scientific results in an audience-appropriate presentation.
4. Students should have an appreciation of ethical values and an understanding of the importance integrity plays both in the scientific and judicial arenas.

Specific Learning Goals

Forensic Science Program
Hofstra University

5. Students should have a basic knowledge of forensic science concepts and techniques.
6. Students should have a basic knowledge of practical laboratory skills utilizing modern methodology and analytical instrumentation.
7. Students should have a basic understanding of the scientific method especially as it relates to crime scene processing and reconstruction.
8. Students should have computer skills and scientific literature searching skills.

	Learning Goals	Learning Objectives	Outcome Assessments	Mapping of Learning Goals
1	Students should have a basic foundation in the sciences with an emphasis in chemistry.	A curriculum of coursework in chemistry, biology, physics, and math.	Successful completion of core courses required for the forensic science major. ACS-Standardized Examination Forensic Science Assessment Test (FSAT)	BIO 11/12, 100, BCHM 162, CHEM 3A&B/ 4A&B,131A&B 132A&B, 105/109, 124/125,142 MATH 71/72 PHYS11A&B/12A&B
2	Students should be able to engage in critical and analytical thinking.	Students should become skilled in obtaining, documenting, and interpreting experimental data.	Successful completion of core coursework and electives requiring the use of critical thinking and reasoning skills. ACS-Standardized Examinations Forensic Science Assessment Test (FSAT) Student Intern Evaluation Forms	CHEM 131A&B/132A&B, CHEM 105/109, 124/125, 142, FOR 130, and suggested electives: PHI150, PHI152 FOR 180/181
3	Students should be proficient in both oral and written communication and should be able to compose and deliver their scientific results in an audience-appropriate presentation	Students should be able to demonstrate the necessary presentation skills to communicate scientific findings both verbally and in written form.	Successful completion of core courses requiring lab notebooks, lab reports, oral classroom presentations and evaluations of expert testimony in a moot court setting. Students are required to present their undergraduate research findings in some type of oral or poster presentation. Student Intern Evaluation Forms	ENGL 1&2, SPCM 07, BIO 100, FOR 110, 195 CHEM 151/152 FOR 180/181
4	Students should have an appreciation of ethical values and an understanding of the importance integrity plays both in the scientific and judicial arenas	Students should demonstrate honesty, reliability, and a strong work ethic in their coursework and research.	Successful completion of core courses required for the forensic science major. Forensic Science Assessment Test (FSAT)	PSC 129, FOR 190, 195 and suggested electives: PHI 14
5	Students should have a basic knowledge of forensic science concepts and techniques.	A curriculum of coursework covering the historical and current forensic science methodologies.	Successful completion of core forensic science coursework. Forensic Science Assessment Test (FSAT) Student Intern Evaluation Forms	FOR 100, 101, 110, 120, 130 FOR 180/181

	Learning Goals	Learning Objectives	Outcome Assessments	Mapping of Learning Goals
6	Students should have a basic knowledge of practical laboratory skills utilizing modern methodology and analytical instrumentation	Students should be able to operate analytical instrumentation and to evaluate experimental data. Students are encouraged to participate in undergraduate research	Successful completion of core science courses requiring the use of analytical laboratory instrumentation. Undergraduate research can be completed during the summer months with an opportunity to mentor high school students in science research. Student Intern Evaluation Forms	CHEM 105/109, 124/125 FOR 120, 130 CHEM 151/152 FOR 180/181
7	Students should have a basic understanding of the scientific method especially as it relates to crime scene processing and reconstruction	Students should be able to process, document, and evaluate "mock" crime scene evidence	Successful completion of core forensic coursework requiring the recognition, documentation, and processing of "mock" crime scene evidence. Forensic Science Assessment Test (FSAT)	FOR 100, 101 suggested electives: FA170, FA170X
8	Students should have computer skills and scientific literature searching skills	Students should be able to locate, retrieve, and interpret scientific information	Successful completion of core coursework requiring the use of the scientific literature. Students are required to present their undergraduate research findings in some type of oral or poster presentation.	FOR 110 CHEM 151/152

Curriculum:
B.S. Program in Forensic Science Suggested Four-Year Curriculum

Forensic science is the application of science to investigations pertaining to the legal system. Forensic scientists apply principles and techniques of various sciences to the examination and comparison of biological evidence, trace evidence, impression evidence, drugs and firearms. A forensic scientist may specialize in a sub discipline. The role of a forensic scientist will depend on his/her area of concentration, type of employment (government crime lab, medical examiner's office or private practice) and level of experience. The profession requires critical thinking, communication skills, the application of natural and physical sciences to legal issues, and ethical responsibility. The four-year program is designed to provide students with a strong foundation in physical and natural sciences, and to acquaint them with various relevant aspects of the legal system.

Program requirements:

1. The successful completion of 128 semester hours and a cumulative grade point average of 2.0 in work completed at Hofstra.

2. At least 64 hours of liberal arts courses. At least 59 of these semester hours must be completed in courses outside the Chemistry Department.

3. The following general requirements:
   English 1 and 2 or placement examination; Social Science: PHI 14, PSC 129; Humanities: FA 170, SPCM 7, and 3 semester hours in literature courses; Proficiency in a foreign language through level II or an additional 6 semester hours of humanities or social science electives are strongly recommended.

4. The fulfillment of the following major requirements: BCHM 162; BIO 11, 12, 100 (or its equivalent); CHEM 3A, 3B, 4A, 4B, 105, 109, 124, 125, 131A, 131B, 132A, 132B, 142; FOR 100, 101, 110, 120, 130, 190, 195; MATH 71, 72; PHYS 11A, 11B, 12A, 12B. A summer internship, FOR 180 and 181.

5. 15 hours in forensic science specialization electives (FOR 140, 150, 160, 165, 185, or BIO 139) or advanced science electives (BCHM 163, 173; BIO 135 /136, 137, 143; CHEM 175; CSC 163, 185, 186; ENGG 27), a minimum of 9 semester hours must be forensic science electives. Selection is made in conference and with approval of a faculty adviser.

B.S. in Forensic Science (Full-Time Students: 128 s. h.)

Suggested Four-Year Sequence

Freshman

Fall		Spring	
General & Inorganic Chemistry I w/Lab (CHEM 3A, 3B)	4	General & Inorganic Chemistry II w/Lab (CHEM 4A, 4B)	4
Analytic Geometry & Calculus (MATH 71)	4	Analytic Geometry & Calculus (MATH 72)	4
Intro. Cell Biology & Genetics (BIO 11)	4	Animal Form & Function (BIO 12)	4
English Composition (ENGL 1)	3	English Composition (ENGL 2)	3
	15		**15**

Sophomore

Fall		Spring	
Elements of Organic Chemistry I w/ Lab (CHEM 131A, 131B)	4	Elements of Organic Chemistry II w/ Lab (CHEM 132A, 132B)	4
Quantitative Analysis (CHEM 105)	3	Quantitative Analysis Lab (CHEM 109)	1
Basic Photography (FA 170)	3	General Physics I w/ Lab (PHYS 11A, 11B)	5
Foreign Language or Elective	3	Foreign Language or Elective	3
Survey in Forensic Science (FOR 100)	3	Crime Scene Investigation Methods (FOR 101)	3
	16		**16**

Junior

Fall		Spring	
Molecular Biochemistry I (BCHM 162)	3	Biostatistics (BIO 100)	3
General Physics II w/ Lab (PHYS 12A, 12B)	5	Physical Chemistry (CHEM 142)	3
Forensic Science Seminar (FOR 110)	1	Public Speaking or Humanities Lit (SPCM 07 or literature distribution)	3
Introduction to Ethics (PHI 14)	3	Forensic Microscopy (FOR 120)	4
Public Speaking or Humanities Lit (SPCM 07 or literature distribution)	3	FOR elective or adv. science elective	3
	15		**16**
Summer			
Forensic Internship (FOR 180 & 181)	**6**		

Senior

Fall		Spring	
Instrumental Methods w/ Lab (CHEM 124/125)	2	FOR elective/advanced science elective	3
Legal Issues of Scientific Evidence (FOR 190)	2	FOR specialization elective*	3
FOR specialization elective*	3	Methods of Trace Analysis (FOR 130)	4
FOR elective/advanced science elective	3	Forensic Expert Witness Testimony (FOR 195)	3
FOR elective/advanced science elective	3	The Admin. of Justice in America (PSC 129)	3
	13		**16**

*A max of 2 additional advanced science electives can be taken; At least 3 forensic science electives (9 semester hours) plus internship are necessary for the degree.

Forensic Science (FOR) Electives

- Forensic Analysis of Drugs and Drug Metabolites (FOR 150)
- Forensic Anthropology (ANTH 143)
- Forensic Geology
- Forensic Imaging and Photography (FOR 140)
- Introduction to Firearm Identification & Ballistics (FOR 160)
- Questioned Documents (FOR 165)
- Techniques in Molecular Biology (BIO 139)
- Independent Study

Advanced Science Electives

- Genetics lecture and laboratory (BIO 135 & 136)
- Cell Biology (BIO 137)
- Computing Ethics and Society (CSC 163)
- Experimental Biochemistry (BCHM 173)
- Engineering Materials (ENGG 28)
- Medicinal Chemistry (CHEM 175)
- Microbiology (BIO 143)
- Molecular Biochemistry II (BCHM 163)

Capstone Experiences:

Moot Court:

All students are required to participate in a moot court exercise as part of FOR 195 (Expert Witness Testimony). This moot court experience will test the student's ability to support their scientific findings in an adversarial atmosphere. The evaluation of the student's preparation and testimony will not only be utilized to calculate a final grade for the class, but will also be utilized as an assessment tool by the forensic science program to determine if our students have been provided with both "writing and verbal skills necessary for communicating their analytical work and presenting scientific results to both the scientific and non-scientific communities."

Forensic Science Aptitude Test:

Before graduating (preferably in their senior year), it is the responsibility of the Forensic Science major to arrange to take the **required** "**Forensic Science Aptitude Test (FSAT)**" with the Director of the Forensic Science Program. This test was developed by representatives of the American Board of Criminalistics (ABC), the Forensic Educators Programs Accreditation Commission (FEPAC), the Council of Forensic Science Educators (COFSE), and the American Society of Crime Laboratory Directors (ASCLD). It should be noted that there is a registration fee (approximately $50.00) associated with taking this exam, and that sufficient time (usually two months) should be allotted by the student for processing the appropriate examination application. **Only the student** will receive their score directly from the American Board of Criminalistics (ABC). The Director of the Forensic Science Program will receive a **summation** of their student's scores and the institution's rank compared to other institutions participating in that particular year's examination. Results of this test can be utilized by students to show prospective employers their level of forensic science knowledge. Additionally, students may wish to use the test to compare their knowledge to other individuals in their peer group. Data collected from this examination will be utilized as an assessment tool to determine the strengths and weaknesses of the Forensic Science Program and therefore is an integral part of our accreditation process.

Undergraduate Research:

Students are encouraged to participate in undergraduate research (CHEM 151/152). For successful completion of CHEM 151/152 students are required to present their findings in some type of oral or poster presentation. This presentation will be utilized as an assessment tool by the forensic science program to determine if our students have been provided with both "writing and verbal skills necessary for communicating their analytical work and presenting scientific results to both the scientific and non-scientific communities."

Student Internships:

Before graduating (preferably in the summer before their senior year), it is the responsibility of the forensic science major to complete the forensic science student internship. The student should arrange to speak with the Director of the Forensic Science Program at least three months prior to their internship availability start date, for help in getting the appropriate internship and for guidance in this very competitive process. Students are required to keep a laboratory notebook in which the student will record daily experiences during the internship. Students will demonstrate how the internship experience has contributed to their knowledge of the forensic field. Students will identify those classes or areas of knowledge that materially assisted them in the performance of their duties at the internship. Once having identified classes or areas of knowledge, the student will perform an analysis of ***how*** these classes were of benefit. Students will then ***identify*** areas of knowledge and classes in which they were deficient and could have better prepared them for the internship experience. These areas of assessment will be discussed with the Program Director after the student completes his/her internship.

At the completion of their internship, it is the responsibility of the student to get the **required** "**Student Internship Evaluation Form**" (see Appendix) completed and signed by their site supervisor. In addition to determining the appropriate grade for the particular student internship, data is collected from this form by the Forensic Science Program Director and utilized as an assessment tool to determine the strengths and weaknesses of the Forensic Science Program and therefore are an integral part of our accreditation process.

Students should be aware of the document *"**Qualifications for a Career in Forensic Science**"* compiled by the American Academy of Forensic Scientists Technical Working Group on Education (the document in its entirety can be viewed at www.aafs.org/pdf/TWGEDFinalDraft.pdf.
In particular *Section I* of this document states:

"Because forensic science is part of the criminal justice system, personal honesty, integrity, and scientific objectivity are paramount. Those seeking careers in this field should be aware that background checks similar to those required for law enforcement officers are likely to be a condition of employment. The following may be conducted and/or reviewed before an employment offer is made and may remain as ongoing conditions of employment (this list is not all inclusive):

Drug tests
History of drug use
Criminal history
Personal associations
Polygraph examination
Driving record
Past work performance
Credit history
Medical or physical examination

Personal candor in these areas is critical. In addition, an individual's history of community service or outside activities may also be considered."

Students should be aware that these "conditions" of employment might be applicable to their student internships as well. Therefore, it is the sole responsibility of the student if he or she cannot be accepted into a internship program because of his/her background, and if it is proven that a student in the forensic science program has engaged in behavior contrary to these standards (for example, a criminal history of illegal drug use), the Director of the Forensic Science Program at his or her discretion, may recommend to the Office of the Provost that the student should not be allowed to continue in the program.

Student Exit Questionnaire and Interview:

Before graduating, it is the responsibility of the Forensic Science major to complete the **required** "**Student Exit Questionnaire**" (see Appendix) and arrange for his or her **required** "**Exit Interview**" with the Director of the Forensic Science Program. Data collected from these questionnaires and interviews will be utilized as an assessment tool to determine the strengths and weaknesses of the Forensic Science Program and therefore are an integral part of our accreditation process.

Program Assessment:

In order to assess the Forensic Science Program and to assist in future curriculum planning the following assessment measures will be utilized:

1. Performance in classes
2. Student Internship Evaluations
3. Student Moot Court Evaluations
4. Undergraduate Research Presentation Evaluation
5. American Chemical Society (ACS) Standardized Examination Results
6. Forensic Science Aptitude Test (FSAT)
7. Exit Questionnaire and Interview
8. Graduate School / Job Placement Statistics
9. Alumni Questionnaire
10. Employer Satisfaction Surveys

Student Complaint Procedure:

Complaints regarding the Forensic Science Program or any of its faculty members should be made in writing and addressed to the Director of the Forensic Science Program. The Director will respond to the complaint in writing, and copies of the original complaint and the Director's response will be forwarded to the Chemistry Department Chair. Copies of all "complaint" correspondence will be kept in the Director's office. If the student is not satisfied with the Director's resolution, the student is advised to contact directly, in writing, to the Chemistry Department Chair.

Student Internship Evaluation Form

In order to truly assess this intern's experience so that they may grow in the future, and to assist in the future planning of Hofstra University's Forensic Science Program, please complete this evaluation form as accurately and as completely as you can:

Name of Intern _____

Internship Agency _____

Internship Address _____

_____

Dates of Internship & Total Hours _____

Please describe briefly the kind of work the student performed at your laboratory:

_____

_____

_____

_____

Please rate the intern on a scale of 0 –5 for each areas listed below. If no observation has been made regarding an item, please rate as "0." Please provide an accurate rating of the intern's actual performance.

0	1	2	3	4	5
No Basis for Judgment	**Very Unsatisfactory**	**Unsatisfactory**	**Average**	**Above-Average**	**Outstanding**

2. Professional Qualities

_____ a. Is an enthusiastic worker
_____ b. Appreciates constructive criticism
_____ c. Is prompt
_____ d. Carries work through to completion
_____ e. Knows when to ask for help
_____ f. Is a flexible, adaptable worker
_____ g. Follows department policies
_____ h. Appearance
_____ i. Relates well to others
_____ j. Commands respect and confidence
_____ k. Analyzes problems
_____ l. Works well in a group

3. Academic Qualities: Rate the item on the *level of knowledge* the intern has demonstrated while working at the agency. Each area below has been studied previously by the intern in classes at the University.

_____a. General knowledge of the different disciplines within a crime laboratory.
_____b. General knowledge of the roles of the Crime Laboratory, the District Attorney's Office, and the Defense Attorney/Expert representing a particular defendant.
_____c. Ability to write clearly and use concise grammar.
_____d. Understands and has the ability to apply the basic concepts of Forensic Science.
_____e. Understands and has the ability to apply good interpersonal skills when dealing with a wide range of people and personalities.
_____f. Ability to listen attentively and follow directions.
_____g. Ability to speak clearly and knowledgeably.
_____h**.** Student's overall ability to apply needed knowledge to the job and tasks assigned.
_____i. Ability to apply ethical/professional behavior on the job.
_____j. Ability to perform research on any task assigned.
_____k. Understands and applies good laboratory practices.
_____l. Ability to solve job-related problems.
_____m. Preparedness to begin work upon arrival at the agency site.

Please comment on any aspect of the student intern's experience that may help him/her grow in the future (his/her most significant strength, weakness, etc.)

_____

_____

_____

_____

Judging by this student's performance, please check:

_____If I had the authority, I would hire this person immediately.

_____I would recommend this person to work in the forensic field, but not with this agency.

_____This student may be a productive forensic scientist in the future, but needs further training/and or maturation.

Signature of Site Supervisor __________

Site Supervisor Email Address_____

Please return this questionnaire in the envelope provided and thank you for your time and cooperation. The information you accurately provide about this student intern's experience will facilitate their growth as a productive forensic scientist, and this information will also be utilized as a general assessment tool to improve the overall quality of the Forensic Science Program at Hofstra University. If you have any questions, please call the Hofstra University's Forensic Science Program Director at (516) 463-7153.

Forensic Science Program
Student Exit Questionnaire

Forensic Science Course Curriculum:

Please rate the forensic courses listed in the table on the next page, on a scale of 0 –5 for each area listed below. If no observation has been made regarding an item, please rate as "0" – (No Basis for Judgment).

1. How well did the required prerequisites prepare you for this course?
   (1 totally unprepared to 5 extremely prepared)

2. How well did this course increase your understanding and appreciation of Forensic Science? **(1 little understanding to 5 truly appreciated)**

3. Was the textbook used in the course appropriate?
   (1 useless to 5 extremely helpful)

4. Was the organization of the course syllabus appropriate?
   (1 very disorganized to 5 extremely organized)

5. Rate the difficulty of the course.
   (1 easy to 5 extremely difficult)

6. What was your overall satisfaction with the course?
   (1 highly dissatisfied to 5 extremely satisfied)

Course	Question 1	Question 2	Question 3	Question 4	Question 5	Question 6
FOR 100-Survey in Forensic Science						
FOR 101-Crime Scene Investigation Methods						
FOR110-Seminar in Forensics						
FOR 115-Forensic Biology						
FOR 120-Forensic Microscopy						
FOR 130-Methods of Trace Analysis						
FOR 140-Digital Imaging for Forensic Applications						
FOR 150-The Analysis and Pharmacology of Drugs of Abuse						
FOR 160-Intro.to Firearm Identification and Ballistics						
FOR 165-Questioned Documents						
FOR 180/181-Forensic Science Internship						
FOR 185-Forensic Science Independent Study						
FOR 190-Legal Issues of Scientific Evidence						
FOR 192-Special Topics in Forensic Science						
FOR 195-Expert Witness Testimony						

1. What were some of the strengths of the Forensic Science Program in general?

_____
_____
_____
_____

2. What were some of the weaknesses of the Forensic Science Program in general?

_____
_____
_____
_____

3. If you were Director of the Forensic Science Program what changes would you make?

_____
_____
_____
_____

Adjunct Faculty:

1. What were some of the strengths of the adjunct faculty?

_____
_____
_____
_____

2. What were some of the weaknesses of the adjunct faculty?

_____
_____
_____
_____

Full-Time Faculty:

1. What were some of the strengths of the full-time faculty?

_____

_____

_____

_____

_____

2. What were some of the weaknesses of the full-time faculty?

_____

_____

_____

_____

_____

Student Internship:

1. How did your internship experience contribute to your knowledge of the Forensic Field?

_____

_____

_____

_____

_____

_____

2. What classes or areas of knowledge materially assisted you in the performance of your duties at your internship? And how did these classes or areas of knowledge assist you?

_____

_____

_____

_____

_____

3. Was the length of your internship to short, to long, or just the right length and why?

_____
_____
_____
_____
_____

4. Would you recommend your internship-host agency to other students and why?

_____
_____
_____
_____
_____

Any other additional comments about your Internship:

_____
_____
_____
_____
_____
_____

Please return this questionnaire in the envelope provided, and thank you for your time and cooperation. The information that you provide will be kept confidential, and will be utilized as a general assessment tool to improve the overall quality of the Forensic Science Program at Hofstra University. If you have any questions, please call the Hofstra University's Forensic Science Program Director at (516) 463-7153.

Forensic Science Program
Alumni Questionnaire

Forensic Science Course Curriculum:

Please rate the forensic courses listed in the table on the next page, on a scale of 0 –5 for each area listed below. If no observation has been made regarding an item, please rate as "0" – (No Basis for Judgment).

1. How well did the required prerequisites prepare you for this course?
   (1 totally unprepared to 5 extremely prepared)

2. How well did this course increase your understanding and appreciation of Forensic Science? **(1 little understanding to 5 truly appreciated)**

3. Was the textbook used in the course appropriate?
   (1 useless to 5 extremely helpful)

4. Was the organization of the course syllabus appropriate?
   (1 very disorganized to 5 extremely organized)

5. Rate the difficulty of the course.
   (1 easy to 5 extremely difficult)

6. What was your overall satisfaction with the course?
   (1 highly dissatisfied to 5 extremely satisfied)

Course	Question 1	Question 2	Question 3	Question 4	Question 5	Question 6
FOR 100-Survey in Forensic Science						
FOR 101-Crime Scene Investigation Methods						
FOR110-Seminar in Forensics						
FOR 115-Forensic Biology						
FOR 120-Forensic Microscopy						
FOR 130-Methods of Trace Analysis						
FOR 140-Digital Imaging for Forensic Applications						
FOR 150-The Analysis and Pharmacology of Drugs of Abuse						
FOR 160-Intro.to Firearm Identification and Ballistics						
FOR 165-Questioned Documents						
FOR 180/181-Forensic Science Internship						
FOR 185-Forensic Science Independent Study						
FOR 190-Legal Issues of Scientific Evidence						
FOR 192-Special Topics in Forensic Science						
FOR 195-Expert Witness Testimony						

4. What were some of the strengths of the Forensic Science Program in general?

_____
_____
_____
_____

5. What were some of the weaknesses of the Forensic Science Program in general?

_____
_____
_____
_____

6. If you were Director of the Forensic Science Program what changes would you make?

_____
_____
_____
_____
_____

Faculty:

7. What were some of the strengths of the faculty?

_____
_____
_____
_____

8. What were some of the weaknesses of the faculty?

_____
_____
_____
_____

Student Internship:

9. How did your internship experience contribute to your knowledge of the Forensic Field?

_____

_____

_____

_____

10. What classes or areas of knowledge materially assisted you in the performance of your duties at your internship? And how did these classes or areas of knowledge assist you?

_____

_____

_____

_____

11. Was the length of your internship to short, to long, or just the right length and why?

_____

_____

_____

_____

_____

12. Would you recommend your internship-host agency to other students and why?

_____

_____

_____

_____

_____

Please return this questionnaire in the envelope provided, and thank you for your time and cooperation. The information that you provide will be kept confidential, and will be utilized as a general assessment tool to improve the overall quality of the Forensic Science Program at Hofstra University. If you have any questions, please call the Hofstra University's Forensic Science Program Director at (516) 463-7153.

Employer Satisfaction Questionnaire

Name of Employee_____

Employer Agency _____

Employer Address _____

_____

Date of Employment_____

Please describe briefly the kind of work this former Hofstra student currently performs at your lab:

_____

_____

_____

Please rate this employee on a scale of 0 –5 for each areas listed below. If no observation has been made regarding an item, please rate as "0." Please provide an accurate rating of the intern's actual performance.

0	1	2	3	4	5
No Basis for Judgment	**Very Unsatisfactory**	**Unsatisfactory**	**Average**	**Above-Average**	**Outstanding**

2. Professional Qualities

_____ a. Is an enthusiastic worker
_____ b. Appreciates constructive criticism
_____ c. Is prompt
_____ d. Carries work through to completion
_____ e. Knows when to ask for help
_____ f. Is a flexible, adaptable worker
_____ g. Follows department policies
_____ h. Appearance
_____ i. Relates well to others
_____ j. Commands respect and confidence
_____ k. Analyzes problems
_____ l. Works well in a group

3. Academic Qualities: Rate the item on the *level of knowledge* this employee has demonstrated while working at your agency. Each area below has been studied previously by this employee in classes at Hofstra University.

_____a. General knowledge of the different disciplines within a crime laboratory.
_____b. General knowledge of the roles of the Crime Laboratory, the District Attorney's Office, and the Defense Attorney/Expert representing a particular defendant.
_____ c. Ability to write clearly and use concise grammar.
_____d. Understands and has the ability to apply the basic concepts of Forensic Science.
_____e. Understands and has the ability to apply good interpersonal skills when dealing with a wide range of people and personalities.
_____f. Ability to listen attentively and follow directions.
_____g. Ability to speak clearly and knowledgeably.
_____h**.** Student's overall ability to apply needed knowledge to the job and tasks assigned.
_____i. Ability to apply ethical/professional behavior on the job.
_____j. Ability to perform research on any task assigned.
_____k. Understands and applies good laboratory practices.
_____l. Ability to solve job-related problems.
_____m. Preparedness to begin work upon arrival at the agency site.

Please comment on any aspect of this employee, which may help Hofstra's Forensic Science Program grow in the future (significant strengths or weaknesses, etc.)

_____

_____

_____

_____

Judging by this employee's performance, and if you had the authority, would you hire another Hofstra Forensic Science graduate to work for your agency? (Please explain your answer).

_____

_____

_____

_____

Signature of Supervisor _____

Supervisor Email Address_____

Please return this questionnaire in the envelope provided and thank you for your time and cooperation. All information about this employee will be kept confidential, and this information will only be utilized as a general assessment tool to improve the overall quality of the Forensic Science Program at Hofstra University. If you have any questions, please call the Hofstra University's Forensic Science Program Director at (516) 463-7153.

Forensic Science Program

✓ Student Graduation Checklist

- ☐ Completed 128 Semester Hours and a cumulative grade point average of 2.0 in work completed at Hofstra.
- ☐ Completed at least 64 hours of liberal arts courses. At least 59 of these semester hours must be completed in courses outside the Chemistry Department.
- ☐ Completed English 1 and 2 or placement examination.
- ☐ Completed Social Science: PHI 14, PSC 129
- ☐ Completed Humanities: FA 170, SPCM 7, and 3 semester hours in literature courses.
- ☐ Completed proficiency in a foreign language through level II or an additional 6 semester hours of humanities or social science electives.
- ☐ Completed the following major requirements: BCHM 162; BIO 11,12, 100 (or its equivalent); CHEM 3A, 3B, 4A, 4B, 105, 109, 124, 125, 131A, 131B, 132A, 132B, 142; FOR 100, 101, 110, 120, 130, 190, 195; MATH 71, 72; PHYS 11A, 11B, 12A, 12B. Summer Internship FOR 180/181.
- ☐ Completed 15 hours in forensic science specialization electives (FOR 140, 150, 160, 165, 185, or BIO 139) or advanced science electives (BCHM 163, 173; BIO 135/136, 137, 143; CHEM 175; CSC 163, 185, 186; ENGG 27), a minimum of 9 semester hours must be in forensic science electives.
- ☐ Participated in a moot court exercise (FOR 195-Expert Witness Testimony).
- ☐ Completed the Forensic Science Aptitude Test (FSAT).
- ☐ Participated in Undergraduate Research and presented my findings in some type of oral or poster presentation.
- ☐ Completed the Student Internship Evaluation Form.
- ☐ Completed the Student Exit Interview and Questionnaire.

Professional Organizations

It is strongly recommended that the forensic science student at some point join one or more of the available professional organizations both at the regional and national level. These organizations promote education, foster research, provide job postings, and generally are a great place to network among other forensic scientists for potential career opportunities. The following is a list, along with their respective websites, of some of the associations that are available to the forensic scientist. Please visit these websites to find out their membership requirements, annual meetings, and associated fees. This list is certainly not an all inclusive list.

New York Microscopical Society (NYMS): http://www.nyms.org/

Northeastern Association of Forensic Scientists (NEAFS): http://www.neafs.org/

Southern Association of Forensic Scientists (SAFS): http://www.southernforensic.org/

Midwestern Association of Forensic Scientists (MAFS): http://www.mafs.net/

Northwestern Association of Forensic Scientists (NWAFS): http://www.nwafs.org/

The American Academy of Forensic Sciences (AAFS): http://www.aafs.org/

American Chemical Society (ACS): http://www.acs.org/

American Board of Criminalistics (ABC): http://www.criminalistics.com/

American Society of Questioned Document Examiners (ASQDE): http://www.asqde.org/

Association of Firearms and Tool Mark Examiners (AFTE): http://www.afte.org/

International Association for Identification (IAI): http://www.theiai.org/

The Society of Forensic Toxicologists (SOFT): http://www.soft-tox.org/

The International Association of Forensic Toxicologists (TIAFT): http://www.tiaft.org/