University of North Texas at Dallas
School of Human Services
Human Services Management & Leadership Program
HSML 4850.040: Internship
SPRING 2019 SYLLABUS

Instructor Name:	Iftekhar Amin, PhD
Office Location:	FH Office: 327
Office Phone:	972-338-1380
Email Address:	Iftekhar.amin@untdallas.edu
Virtual Office Hours:	Mondays 10 am:1 pm Virtual Office Hours – students please email instructor for appointment times.
Classroom Location:	Dallas 1 Room #312
Class Meeting Days & Times:	**Wednesdays 5:30- 8:20 pm. From time-to-time, video conference sessions will be offered as an optional session for students to attend. This will be announced on Canvas and via email when scheduled.**
Course Catalog Description:	The internship course is a 300 hour, 3 credit hour course, designed to provide experience in a supervised non-profit organization setting aimed at the integration of theory and practice and skills relevant to career development and enhancing employability skills in a human services setting. Requires completion of a minimum of 300 clock hours within the practicum setting plus attendance at integrative seminar class format.
Prerequisites:	Students must complete 18 hours of human services course work in the Required Major list of courses. Students must have the internship instructor's approval prior to registration.
Required Text:	**HSML Internship Manual** (Provided on Canvas)
Course Goals or Overview:	
	This course is designed to provide students a context to integrate the knowledge, theory, skills, and professional behaviors that are concurrently being taught in the classroom. Competencies are addressed through the topic-specific readings and critical thinking assignments ad well as through the student's fieldwork learning experience. To ensure that all competencies are fulfilled, students are encouraged to participate in co-curricular activities.

Learning Objectives/Outcomes: (CSHSE 21) At the end of this course, the student will be able to:	
1	Apply interpersonal skills in communicating with others both orally and in writing. (CSHSE, Standard 17)
2	Engage in a self-directed learning process, customizing their internship experience, bridging your understanding of core competencies and theory with practical application (CSHSE, Standard 21)
3	Provide a brief description of the overall process and structure of the fieldwork learning experience. (CSHSE, Standard 21a)
4	Create materials for assignments using audio and visual technology regarding your internship site. (CSHSE, Standard 14d)
5	Actualize (engage in the implementation of) agency's policies and procedures in the performance of duties and responsibilities. (CSHSE, Standard 21i)

6	Evaluate professional and personal strengths and weaknesses during the performance of duties in the internship experience. (CSHSE, Standard 20e)
7	Address the strengths and challenges of internship site's supervision policies and practices with recommendations for improvement base on CSHSE standards.

TECHANICAL REQUIREMENTS / ASSISTANCE

The following information has been provided to assist you in preparation of the technological aspects of the course. Hardware and software necessary to use Canvas:

PC: Windows 98 (2nd Edition), 2000, XP, Vista, Windows 7 Mac:
S 9, OSX
Internet Access with compatible web browser (Select link for Vista 8.0 SP4) Java:
Version 1.6.0 Update 24: Click HERE and choose "Download Java"
Other Minimum Technology Needed
Word Processor
Browser and computer settings check: https://ecampussupport.unt.edu/browser
Computer and Internet Literacy: Visit http://www.clt.odu.edu/oso/index.php?src=pe_comp_lit Plug-ins necessary to access course materials and resources: https://ecampussupport.unt.edu/plugin
Occasionally, you may need to use a scanner to submit documents. These may be available in UNTDallas computer labs on campus.

Minimum Skills Needed:

Using the learning management system
Using email with attachments. Creating and submitting files in commonly used word processing program formats. Copying and pasting Downloading and installing software.

GRADING CRITERIA

Criteria for Grading include:

1. Demonstration of ability to integrate outside reading and classroom material into papers/projects
2. Succinct, clear and logical formulations of arguments.
3. Demonstration of independent and critical thinking skills in class participation, written assignments and projects.

Students will be required to successfully complete all of the following assignments described below.
There are four distinct types of assignments in this course for undergraduates. All writing must utilize the American Psychological Association (APA) Style Guidelines. A good resource on APA guidelines is found here: http://owl.english.purdue.edu/owl/resource/560/01/.
- **Online Discussions** of assigned chapters/readings
- **Assignments** – *written assignments designed to supplement and reinforce course material*
- **Projects** – *web development assignments designed to measure ability to apply presented course material*
- **Class Participation** –*participation in online class discussions*

Grades will be assigned as follows: A=100-90%; B=89-80%; C=79-70%; D=69-60%; F=59-below

NOTE: The instructor has the discretion to determine the appropriate grade earned by any student based on attendance, behavior/participation, the quality of submitted work, etc. This grading scale does not guarantee any particular grade to any student based on numerical values alone.
Grading Matrix

Instrument	Total Points
1 NLP Competency Discussion - Week 3	100 pts
4 Assignments @ 100 pts. each - Educational Contract - Mid-term Evaluation - Final Evaluation - Self-Evaluation	400 pts
2 Assignments @ 30 pts. each - Letter of Appreciation to Agency - Final Timesheet	60 pts
2 NLP Competency Assignments @ 100 pts. each - Nonprofit Career Opportunities and Expectations - Continuing Professional Development	200 pts
12 Journal Logs @ 10 pts. each - Weeks 3 through 14	120 pts
12 Supervision Logs @ 10 pts. each - Weeks 3 through 14	120 pts
Total:	**1,000 pts**

Grade Determination: The following grading scale will be used to determine you over, final grade for the course.
900 – 1,000 pts = A
800 – 899 pts = B
700 – 799 pts = C
600 – 699 pts = D
0 – 599 pts = F

Licensing Requirements in the State of Texas related to licensure as a Licensed Chemical Dependency Counselor:
This course meets the academic requirements for the Licensed Chemical Dependency Counselor (LCDC) for the state of Texas. Additional requirements are needed to become fully licensed. Candidates seeking licensure as an LCDC will be subjected to additional credentialing requirements. You will be required to:

1. Undergo criminal background checks If you have a history of criminal activity, you may not be allowed to obtain the LCDC and must report all criminal activity on the LCDC application.
2. Texas Department of State Health Services representative(s) review all applications and determine whether or not the individual will be awarded the LCDC. Please got to http://www.dshs.state.tx.us/lcdc/lcdc_rules.shtm to review rules and regulations pertaining to the LCDC.
3. Successful completion of a Bachelor's degree related to the field of substance abuse.
4. Complete all required course work focusing on substance use and addictions.
5. Complete required state applications and included supporting documents as needed.
6. Successfully pass state/national exams.
7. Complete 4,000 clinical supervision hours at a state approved Clinical Training Intitule

Criminal Background Checks
Interns are commonly required to undergo criminal background checks for field or clinical experiences and placements in the community. The organization (if required as a condition of internship placements) is responsible for the criminal background check; you are responsible for completing the information form

requesting the criminal background check. If you have a history of criminal activity, you may not be allowed to complete field experiences and internship. Contact the faculty supervisor if you have trouble with clearing backgrounds checks.

Instructor Expectations and Classroom Guidelines

Assignment Submission Instructions and Requirements: You are expected to actively participate in the teaching-learning process. This course will utilize the various instruments to determine student grades and proficiency of the learning outcomes for the course. Multi-methods may be used including lecture, activities, presentations, audiovisuals, case analysis, simulation exercises, films, debates, guest speakers and a general exchange of ideas.

All posted assignments must be double-spaced, 1-inch margins, typed using 12-inch, Times New Roman font. Handwritten assignments in any part are not acceptable. Students are responsible for all course assignments and notices posted on the course home page, and all messages sent to students via email. Correct use of spelling and grammar, and professional writing skills are necessary for all course assignments, discussion boards, including emails. Having problems with the computer and/or printer are unacceptable reasons for missing assignment deadline. All assignments are to be submitted as a Microsoft Word (.doc), Assignments or Rich Text Format (.rtf), or PowerPoint. No assignment should be submitted as pdf file, Microsoft Works, Publisher, or WordPerfect, etc. Assignments are due at different dates throughout the semester. I recommend you download the course syllabus; pay attention to assignment instructions and due dates. All assignments schedule for this course are due on Sunday's by 11:59pm.

Use of Canvas: It is a good practice to log onto the course several times per week to review announcements, course updates, or other related course correspondence. Due to the amount of content and the assignments scheduled for the course, I recommend you log onto the shell four (4) to five (5) time per week, if possible. Modern technology has made it possible for you to log onto the course shell and complete assignments using smart phones and other mobile devices anywhere at any time. However, keep in mind that depending on your mobile device(s), when you access Canvas using mobile devices such as smartphones and tablets; some of the images may be distorted, or you may have limited access to browse around the course shell. Despite the mobile device used to access the course, you are expected to submit assignments by the due date and according to the established guidelines per assignment.

Late Assignment: Late assignments are not accepted! All assignments are due by the due date. Assignment deadline missed due to medical, or participation in school sponsored events or an unforeseen personal emergency will be reviewed on a case-by-case basis to determine if opportunities to make up a missed assignment will be granted. If a student is grant permission to submit an assignment after the deadline, the student must submit written documentation to support the missed assignment.

Communications with Professor. When communicating with professor using email, please send emails through the Canvas system instead of sending emails to the professor's UNTD allas email address. You can expect your emails to be answered within 3 business days (M-F) after receipt of your email. Emails sent after 12 noon on Friday's will not receive a response until the following Monday. If the following Monday is a holiday, then your email receive a response on the following Tuesday, or thereafter. Please note that emails will NOT be responded to on the weekends or on holidays. Students will use Canvas to send emails to me or other students in this course.
Be sure to format your email communications using the following guidelines below:
1. In the subject line of the email state the course you are registered and the purpose for   the email. (Example: HSML 4120 Question about an assignment)

2. Address the email by stating the professor's name you are sending the email to. *Example*: Dr. Lumar or Professor Lumar. Do not state Mrs. or Ms. Lumar because these suffixes are not the professor's professional title
3. In the body of the email state your question. Be clear and specific
4. Make sure emails are free of spelling, grammatical and capitalization errors
   close the email by including your first and last name and student ID #

Emails not correctly formatted will not receive a response from the professor. When communicating with classmates, please exercise courtesy and respect whether you are sending a classmate a direct email or responding to discussion assignments.

Notifications: Any changes to the course schedule will be posted on Canvas Announcements. Periodically announcements may appear in the course to provide general information, make special requests, or notify you of any changes. These announcements can be accessed from the Canvas course by clicking "Announcements" listed in the menu on the left side of the screen.

Grading: I will do my best to have your assignments grading in a timely manner, but reserve the right to take up to 2 weeks to grade any assignments and will post grades to the Grade Center.

Grade Inquiries: Students are encouraged to inquire about their academic performance in class throughout the semester. All grade inquiries will be reviewed and responses provided within 3 business days of the initial inquiry. **Students who may have questions about their grades and scores should contact me via e-mail or telephone within 5 days after the grades have been posted. After this deadline, scores and grades on assignments will not be reviewed or changed.**

How Students Should Proceed Each Week for Class Activities: The course modules remains opens Monday's 8:00am and closes Sunday's at 11pm. Essentially, you will have one week to complete assignments for each module. Each week you must access Canvas and the materials in this course in order to be successful. Read the Learning Modules and assigned readings in order to make a contribution to weekly course activities such as discussions, exercises, activities, and/or tests. Carefully review the "Assignments" folder in each module for a description of required assignments. Assignments are due by Sunday evening at 11:59 pm except the final week's assignments.

Overall Course Participation: Students will often be required to communicate regarding course concepts through discussion boards, face to face and online class discussions and assignments. Remember to use proper etiquette and protocol for participating in in-class and online activities: be respectful, courteous, and professional at all times!

Accruing Internship Hours: Students are required to complete 300 internship hours for the course and document accrued internship hours on the time record posted in Canvas. You will need to collaborate with your site supervisor to develop a schedule that will allow you to complete the internship hours over a period of 16 weeks. Internship hours accrued prior to the start of the semester will not be counted towards the required internship hours. If you complete your internship hours before the semester ends, you will need to continue to submit the monthly time record and journal entries until dead week. You will write this statement on both the time sheets and journal entries "I have completed my internship hours" to receive credit.

Successfully completing HMSL 4850: In order to successfully complete HSML 4850 Internship, students must adhere to the requirements set forth by the internship site supervisor and course requirements as scheduled for this class. You should be mindful to present yourself in a professional manner and exhibit behaviors that express your willingness to assist individuals and groups with

improving their well-being. Be sure to complete all required assignments and abide by the directives provided by your site supervisor. Keep in mind, that you are required to obtain a "C" as the overall grade for the course. Students who fail to achieve a C will not successfully complete the HMSL 4850 and be required to retake the course at a different time. A grading scale for number of possible points are listed in the course syllabus and Canvas.

Accruing internship hours: It is expected that all interns developed a weekly work schedule in collaboration with a site supervisor. You should plan on attending the internship site at least twice per week until all internship hours have been accrued. **You will submit a work schedule during the 3rd week of your internship. In the event, your work schedule changes, it is the student's responsibility to inform the professor of the changes in a timely manner.** All internship hours must be completed by dead week, unless other arrangements have been made by the professor. The final monthly time sheets and journal entries must be submitted by the due date as stated on the course timeline. Be sure your site supervisors sign each monthly time sheet. Students who submit time sheets without the site supervisor signature will not receive credit for the assignment and none of the hours will not count towards the accrued internship hours.

Unfavorable reports from students' site supervisors or an agency representative can result in decreased points; or a student may be asked to discontinue an Internship subsequently impacting a student's overall grade.

Students must complete **all** internship hours with **all** supporting documentation. A FAIL grade is certain if internship hours are not completed by the end of term and documentation is not submitted. You may not perform internship hours **until ALL documents have been submitted to the instructor and site have been approved**. A signed **confirmation letter** is required. Hours must be completed by due date as indicated in syllabus, unless emergency documentation is provided. Late completion of internship project will result in a 30-point loss of your overall grade points (subject to verification).

Online Attendance and Participation: Regular attendance and participation in online and face-to-face activities, class discussions, and related assignments is required. The University attendance policy is in effect for this course. Likewise, students'' professionalism in internship attendance is a must! You will receive a grade based on your overall participation, particularly at your internship placement, so be prepared and ready to discuss for each class meeting. Points will be deducted for negative participation or reporting. Student/Instructor communication and interactions will take place primarily using such methods as Chat, Email, Online Discussion Groups, Phone, U.S. Mail, Face to Face. Detailed information is provided in course schedule. Your active participation is essential to the integration of course material and your ability to demonstrate proficiency. It is your responsibility to notify the instructor in advance if you'll miss any face to face classes.

How and Where to Submit and Document HMSL 4850 work: Time Records, Journal Entries, Student Self Evaluations, a Letter of Appreciation, the Site Project assignment and chapter readings with supporting assignments should be submitted online. All written assignments must be typed using 12 point, Times New Roman font. When submitting a written paper assignment always include a title page, page numbers, section headings and a reference page for any sources you have used.

Course Assignments

1. **NLP Competency Discussion Board – (100 pts.)** – There is one discussion board in Week 3 that applies to the partial fulfillment of the NLP competencies; *Application, Interview and Negotiation Processes.* This discussion board requires you to reflect on your internship application and

interview processes as well as opportunities you participated in to prepare you for these processes.

2. **Education Contract and Learning Agreement (100pts) –** the purpose of these documents is to guide your internship experience. You should clearly state your learning objectives with particular attention to the activities and projects you will work on as well as the Core Competency items you hope to attain throughout your experience.

3. **Nonprofit Career Opportunities and Expectations Paper Assignment (100 pts) –** This is a NLP Competency assignment that applies to the partial fulfillment of the NLP competencies. This is a written paper that will be submitted on Canvas. Please refer to assignment instructions for requirements of what to include in this paper.

4. **Continuing Professional Development Paper Assignment (100 pts) –** This is a NLP Competency assignment that applies to the partial fulfillment of the NLP competencies. This is a written paper that will be submitted on Canvas. Please refer to assignment instructions for requirements of what to include in this paper.

5. **Mid-term Evaluations (100 pts)** – A mid-term evaluation must be completed by the internship supervisor and the student. This evaluation will be submitted on Canvas.

6. **Final Evaluations (100 pts**.) – At the end of the semester a final evaluation must be completed by the internship supervisor and the student. This evaluation will be submitted on Canvas.

7. **Self-Evaluations (100 pts.)** – At the end of the semester a self-evaluation of the internship experiences at the internship agency will be completed by the student and submitted on Canvas.

8. **Letter of Appreciation (30 pts**.) – Students will create a professional letter of appreciate for his/her respective internship supervisor. Please see assignment instructions for what should be included in this letter.

9. **Final Timesheet (30 pts**.) – Time spent at the internship will be recorded weekly on the supervision log. Students are also required to keep a timesheet of weekly attendance and this timesheet will be signed by both the supervisor and student at the end of the internship – this signed timesheet will be submitted on Canvas.

10. **Weekly Journal Logs (10 journal logs @ 10 pts each; 120 pts)** – Students will complete a weekly journal log from Week 3 to Week 14. Reporting on internship activities as well as a reflection question for the log is required. This will be submitted on Canvas.

11. **Weekly Supervision Logs (10 supervision logs @ 10 pts** each; 120 pts) – In addition to the weekly journal log, students will submit a weekly supervision log. The supervision log details the meetings supervisors have with the student each week as well as logs progress toward professional development. This will be submitted on Canvas.

Course Schedule – the course schedule is subject to change at the discretion of the instructor. Any changes to this schedule will be communicated through announcements on Canvas and/or email.

Course Week	Topic	Assignments Due
Week 1 1/14/19 – 1/20/19	Review syllabus and assignments **Week 1 Discussion Board** – Self Introduction Face-to-Face meeting	Initial posts due on Sunday Response posts due on Sunday
Week 2 1/21/19 – 1/27/19	**Week 2 –** Getting Acclimated to the internship placement. Face-to-Face meeting	None
Week 3 1/28/19 – 2/03/10	**Week 3 Discussion Board –** (NLP Competency) Application, Interview and Negotiation Processes **Assignment –** Educational Contract and Learning Plan Journal Log #1 Supervision Log #1 Face-to-Face meeting	Initial posts due on Friday Response posts due on Sunday Due on Sunday Journal and Supervision logs both due on Sunday
Week 4 2/04/19 – 2/10/19	**Week 4 –** Journal Log #2 Supervision Log #2	Journal and Supervision logs both due on Sunday
Week 5 2/11/19 – 2/17/19	**Week 5 –** **Assignment (NLP Competency) –**Nonprofit Career Opportunities and Expectations Journal Log #3 Supervision Log #3	Due on Sunday Journal and Supervision logs both due on Sunday
Week 6 2/18/19 – 2/24/19	**Week 6 –** Journal Log #4 Supervision Log #4	Journal and Supervision logs both due on Sunday
Week 7 2/25/19 – 3/03/19	**Week 7 –** Journal Log #5 Supervision Log #5 Face-to-Face meeting	Journal and Supervision logs both due on Sunday
Week 8 3/04/19 – 3/10/19	**Week 8 –** **Assignment –** Mid-term Evaluation Journal Log #6 Supervision Log #6	Due on Sunday Journal and Supervision logs both due on Sunday
WEEK 9 – SPRING BREAK – 3/11/19 TO 3/17/19		

Course Week	Topic	Assignments Due
Week 10 3/18/19 – 3/24/19	**Week 10 –** Journal Log #7 Supervision Log #7	Journal and Supervision logs both due on Sunday
Week 11 3/25/19 – 3/31/19	**Week 11 –** Journal Log #8 Supervision Log #8 Face-to-Face meeting	Journal and Supervision logs both due on Sunday
Week 12 4/01/19 – 4/07/19	**Week 12 –** Journal Log #9 Supervision Log #9	Journal and Supervision logs both due on Sunday
Week 13 4/08/19 – 4/14/19	**Week 13 –** **Assignment (NLP Competency) –** Continuing Professional Development Journal Log #10 Supervision Log #10	Due on Sunday Journal and Supervision logs both due on Sunday
Week 14 4/15/19 – 4/21/19	**Week 14 –** Journal Log #11 Supervision Log #11	Journal and Supervision logs both due on Sunday
Week 15 4/22/19 – 4/28/19	**Week 15 –** Journal Log #12 Supervision Log #12 Face-to-Face meeting	Journal and Supervision logs both due on Sunday
Week 16 4/29/19 – 5/05/19	**Week 16 –** **Assignment –** Final Evaluation & Self Evaluation	Both evaluations are due on Sunday
Week 17 5/06/19 – 5/10/19	**Week 17 –** **Assignment –** Letter of Appreciation **Assignment –** Final Signed Timesheet	**Both assignments are due on *Friday 5/10/19***

University Policies and Procedures

Diversity/Tolerance Policy: Students are encouraged to contribute their perspectives and insights to class discussions. However, offensive & inappropriate language (swearing) and remarks offensive to others of particular nationalities, ethnic groups, sexual preferences, religious groups, genders, or other ascribed statuses will not be tolerated. Disruptions which violate the Code of Student Conduct will be referred to the Center for Student Rights and Responsibilities as the instructor deems appropriate. Common courtesy and respect will be extended to all. Students who are abusive to this policy may be asked to leave the classroom and will lose points. Problems in adhering to this policy may result in being dropped or failing this course.

Students with Disabilities: The University of North Texas Dallas is on record as being committed to both the spirit and letter of federal equal opportunity legislation; reference Public Law 92-112 – The Rehabilitation Act of 1973 as amended. With the passage of new federal legislation entitled Americans with Disabilities Act

(ADA), pursuant to section 504 of the Rehabilitation Act, there is renewed focus on providing this population with the same opportunities enjoyed by all citizens. As a faculty member, I am required by law to provide "reasonable accommodations" to students with disabilities, so as not to discriminate on the basis of that disability. Student responsibility primarily rests with informing faculty of their need for accommodation and in providing authorized documentation through designated administrative channels. For more information, you may visit the Student Life Office, Suite 200, Building 2 or call 972-780-3632. The Department of Counseling and Human Services is committed to full academic access for all qualified students, including those with disabilities. In keeping with this commitment and in order to facilitate equality of educational access, faculty members in the department will make reasonable accommodations for qualified students with a disability, such as appropriate adjustments to the classroom environment and the teaching, testing, or learning methodologies when doing so does not fundamentally alter the course. If you have a disability, it is your responsibility to obtain verifying information from the Office of Student Life and to inform me of your need for an accommodation. Grades assigned before an accommodation is provided will not be changed. Information about how to obtain academic accommodations can be found in UNTD Policy 7.004, Disability Accommodations for Students, and by visiting Student Life, Building 2, Suite 200. 972-780-3632, studentlife@unt.edu.

Academic Integrity: Academic integrity is a hallmark of higher education. You are expected to abide by the University's code of conduct and Academic Dishonesty policy. Any person suspected of academic dishonesty (i.e., cheating or plagiarism) will be handled in accordance with the University's policies and procedures. Refer to the Student Code of Conduct at http://www.unt.edu/csrr/student_conduct/index.html for complete provisions of this code.

Attendance and Participation Policy: The University attendance policy is in effect for this course. Class attendance and participation is expected because the class is designed as a shared learning experience and because essential information not in the textbook will be discussed in class. The dynamic and intensive nature of this course makes it impossible for students to make-up or to receive credit for missed classes. Attendance and participation in all class meetings is essential to the integration of course material and your ability to demonstrate proficiency. Students are responsible to notify the instructor if they are missing class and for what reason. Students are also responsible to make up any work covered in class. It is recommended that each student coordinate with a student colleague to obtain a copy of the class notes, if they are absent. **Due to limited weekly face-to-face meetings attendance requirements are stringent. After the 3rd undocumented/unexcused absences, students' grade will be decreased by one full letter grade.**

APA Formatting-See APA Guide Below. Students are expected to use APA format & style in all writing assignments. This includes proper citation of sources and reference listing. The REQUIRED APA handbook is a great guidance tool. There are also various online sources that are available to students. One such online tool is the Citation Machine, which allows you to input requested sources of information and then place the source in its proper APA format. Go to: http://citationmachine.net/. All essays/papers must include APA Title (cover) page. See attachment at the end of the syllabus.

Note: APA format will be applied. Use of proper citations and referencing is required.

Guidelines & Details for Assignments

General Submission Guidelines
1. Writing and referencing should conform to the writing style and reference guidelines found in the *Publication Manual of the American Psychological Association (5th ed.).*
2. Double space using Word files using an appropriate 12-point, black color font, and one inch margins.
3. Use a Title Page, and make it APA style with assignment/project title, your name, the date, the

course.
4. Use headers, right justified, per APA. Put your last name and page number on first header line; and on the second header line, type the assignment title/name.
5. Always write an introductory paragraph and a final concluding (i.e., synthesizing, evaluative) paragraph; always include a references page, per APA.
6. A full page equals 22-23 lines of content.
7. *Caveat for all assignments and projects:* Please be careful and attend to issues of good grammar, spelling, and presentation.
   a. DO NOT USE CONTRACTIONS in academic writing. This course's writing is Academic and scholarly.
   b. Be very careful to maintain consistency in use of verb tense and voice (e.g., third, second, or first person voice) throughout papers.
   c. An important note about plagiarism as it pertains to this course, avoid writing more than 2 or 3 consecutive words of anything that might be borrowed from another source without citing. When in doubt, cite the source. Realistically, until the conclusions are being drawn and the reflective thoughts are being conveyed, chances are that most students' thoughts and writings are drawn from reliable and valid sources. Therefore, citing appropriately, sentence by sentence, adds credibility to the writer's work. Furthermore, do not copy either by physically typing or by simply pasting from another source's website or article and call it your own work by failing to cite the material as a direct quotation. The instructor has been known to sleuth out plagiarism (within minutes of detecting a possible problem with a document) despite any desire **to not find** the evidence. One key way to avoid problems with plagiarism is to submit assignments informally and early by a date upon which has been mutually agreed. The instructor will return the document with feedback and make suggestions for how to better engage in source citations and how to avoid inappropriately handled quotations. Also, student who make such efforts tend to earn higher grades.

Confidentiality Agreement: It is expected that those in this course will go through a process of growth and development. As such, it is essential that we support one another in this process of better understanding others and ourselves. Our views are sure to differ, but hopefully we can learn to listen attentively to others. The class is to be viewed as a safe, supportive environment in which we can individually and collectively voice our opinions and thoughts. Due to the sensitive nature of the discussions that may take place, you may demonstrate a range of reactions, opinions, or emotions. To protect confidentiality, you are advised not to discuss comments made by specific individuals outside of the classroom. However, you may choose to discuss areas of concern in private with the instructor.

Student Evaluation of Teaching Effectiveness Policy:

The Student Evaluation of Teaching Effectiveness (SETE) is a requirement for all organized classes at UNT. This short survey will be made available to you at the end of the semester, providing you a chance to comment on how this class is taught. I am very interested in the feedback I get from students, as I work to continually improve my teaching. I consider the SETE to be an important part of your participation in this class.

Online Communication Etiquette Instructions: All students pay tuition and deserve a positive and courteous learning environment. You should be aware that your behavior impacts other people, even online. My goal is for this course to be a positive & supportive environment where courtesy is extended among fellow students (and your instructor). Due to the nature of the online environment, there are some things to remember:
- **Always think before you write.** In other words, without the use of nonverbals (winking, smiling, etc) with your message, your message can be misinterpreted. So please think twice before you hit submit.

- **Keep it relevant.** Collaboration is a necessity in the professional world - use the *Ask the Class and Instructor* discussion board to get the fastest answer to your questions. Be sure to stay on topic in all assigned discussion areas.
- **Never use all caps.** This is the equivalent of yelling in the online world. It is not fun to read. Only use capital letters when appropriate.
- **Make sure that you are using grammar and language structure appropriate to the professional setting.** In other words, avoid using "R U" instead of "are you". There are people in the class that may not understand this type of aCanvasreviation, not to mention it does nothing to help expand your writing and vocabulary skills. Emoticons are fine as long as they are appropriate. A smile ☺ is welcome, anything offensive is not.
- **Treat people the same as (or better than) you would face-to-face.** In other words it is easy to hide behind the computer. In some cases it empowers people to treat others in ways they would not in person. Remember there is a person behind the name on your screen. Treat all with dignity and respect and you can expect that in return.
- **Respect the time of others.** You will be required to engage with your peers throughout the semester. Always remember that you are not the only person with a busy schedule, so be flexible. Do not procrastinate! You may be one that works best with the pressures of the deadline looming on you, but others may not be that way. The same is true for the reverse.