

University of North Texas at Dallas
SPRING 2013
HSML 4850.090
Internship in Human Services

Division of Education and Human Services	
Instructor Name:	<i>Constance Lacy, Ph.D.; LCSW; HS-BCP</i>
Office Location:	<i>UNT Dallas Bldg. 2, Rm. 329</i>
Office Phone:	<i>972-338 1381; General 972-780-3600</i>
Email Address:	<i>Constance.Lacy@unt.edu; Blackboard course email</i>
Office Hours:	Mon. 1:00 to 3:00; Wed. 1:00 to 3:00; By Appt.
Virtual Office Hours:	<i>Wed. via Blackboard</i>
Classroom Location:	<i>Founders Hall , RM 339</i>
Class Meeting Days & Times:	Class will meet for face-to-face sessions on Wednesdays from 4:00 to 5:30pm
Course Catalog Description:	The internship course is a 150 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 150 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 coordinator's approval prior to registration.
Required Text:	<p>1) Kiser, P. M. (2012). <i>The human services internship: Getting the most from your experience.</i> 3rd.ed. Belmont, CA: Brooks-Cole, Cengage Learning. ISBN#: 978-1-111-77200-0</p> <p>2) HSML Internship Manual (Provided on Blackboard Learn)</p>
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 as 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: At the end of this course, the student will be able to:	
1	Use proper grammar and vocabulary in written and oral communication
2	Demonstrate skills reflecting completion of specific competencies associated with the internship education contract – including completing appropriate logs, journal entries, weekly reports, midterm and final evaluation forms with field supervisors.
3	Complete and present research findings using APA format.
4	Demonstrate basic computer literacy skills in accessing resources
5	Demonstrate professionalism in upholding standards and codes of conduct when working in a nonprofit organization
6	Identify specific professional and personal strengths and weaknesses of performance during the internship experience

WEIGHT & POINTS

Grading will be based upon the accumulation of points for skills-application assignments and for materials covered through lecture, outside speakers, assigned reading and written/oral assignments.

GRADING CRITERIA

Value (points)	Total
Attendance/Participation	50
*All Internship Paperwork	10
Education Contract and Learning Agreement	100
Online Assignments (4), 10 pts. each	40
Evaluations Forms:	
Mid-term Evaluation	60
Final Evaluation	60
Student Evaluation of Agency	10
Student Self Evaluation	10
Completed Weekly Report Logs	150
Final Presentation:	
Power Point Presentation	100
Final Integrative Paper	100
TOTAL POINTS	690

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.

Late Assignments Policy

It is expected that students complete their assignments by the assigned due date. All assignments are due Thursday by 11:00pm. Please note that **late assignments** will be penalized 10% each day for a maximum of 3 days. Assignments that are **3 days** late will not be accepted and will result in a grade of zero. Assignments sent via email attachment **will not** be accepted. Emergencies must be documented and approved according to university standards.

COURSE FORMAT

Supervision

Students must include **completed forms including:** appropriate logs, journal entries, weekly reports, midterm and final evaluation forms. Initial Internship paperwork includes: agency agreement, release of liability, and a confirmation letter from field supervisor. Students are required to assess their performance on a weekly basis and relate this in their **weekly report** forms. Students are expected to submit both mid-term and final **evaluations** on time. It is expected that the supervisor will review the evaluations in person with the student. Within the first week of your internship you are to schedule a meeting with your Field Supervisor. Ideally, your Field Instructor will make 1 to 2 site visits to your internship. **It is your responsibility to coordinate and schedule all meetings. You are responsible for your own learning, so ask questions of your field supervisor.** Asking thoughtful questions and listening intently can prove invaluable.

*Unfavorable reports from students' internship field 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**. A signed **confirmation letter** is required. Hours must be completed by due date 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 class discussions is required. 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 the such methods as Chat, Email, Online Discussion Groups, Phone, U.S. Mail, Face to Face. Detailed information is provided in course schedule.

In-Class Attendance & Participation

Attendance at class meetings is mandatory. 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. 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

Final Integrative Paper

The purpose of the internship final integrative paper is to prepare materials that may be valuable to you, the student, as a reference with your capstone, and as an example of your skills and abilities in a position you may hold in the future. Writing this paper gives you an opportunity to demonstrate to your course instructor that you have a thorough knowledge of the inner-workings of a nonprofit organization. The overall goal of your internship is to help you gain an in-depth understanding of organization operations and help you develop some transferable skills. The paper is due at the completion of your internship hours. See your course syllabus for **specific** submission dates.

FORMAT:

Power Point Presentation of Completed Work:

At the end of the semester you will be asked to provide a final reflection presentation that includes an in depth look at your experience. Overall grading for your Internship project is based on completing and submitting all forms as indicated by your instructor. You are to examine the agency or organization and discuss your role and activities at the agency during your Internship assignment.

Impressions count: The impression you make on a professional today may seem insignificant until you want/need a job from that person. This includes interaction with your peers. Remember, they will be working for the same organizations that interest you and may actually be responsible for hiring down the road. Please see below for additional information.

Major Course Projects & Points	Points	Due Date
<p>SUBMITTING ONLINE ASSIGNMENTS: Begin assignments early in case of technical difficulties. Online assignments are to be completed as part of the online setting. All Blackboard Learn assignments and any designated assignments must be submitted in the "Assignment Submission Box". Blackboard assignments will not be accepted through the instructor's personal or Blackboard email. Problems submitting assignments? Contact Student Help Desk, immediately as your technical difficulties are your responsibility. APA 6th Ed. Format title page must be attached to each online assignment.</p>	See Below	Ongoing
<p>ONLINE ASSIGNMENT ONE: Researching Nonprofits! Please go online and look up 3 Nonprofit organizations: - one that provides medical services - one that addresses domestic violence - one that provides substance abuse services Identify the website, give a summary of the criteria to receive services, and indicated whether interns are used to help provide services. Are there opportunities for interns, service learning or volunteering? What are the qualifications, if any? Indicate what questions you would have for the Director relating to an internship opportunity. Relate this information to the first chapter reading in your text. How does volunteerism help the organization meet its mission? Happy Surfing!</p>	10 Points	
<p>ONLINE ASSIGNMENT TWO: USING SUPERVISION! Read Kiser, Chapter 4 to help complete this assignment. Key points to consider: 1) Your field supervisor is key to your learning. See your supervisor as teacher, enabler, a supportive mentor, a broker, and an advocate. 2) Supervision is a relationship based on two-way communication involving both the supervisor and the student. You both contribute to the relationship. 3) Supervision involves planned contact, discussion of professional issues, connecting your internship assignments to your future work, career, and professional development.</p> <p>Examine your own supervision experience to date, and using the information from your reading, write how your internship compares to the stated goals above. What are the particular strengths of your supervisor/intern relationship? How might your supervisor help you get more out of supervision or more out of your fieldwork in general?</p>	10 Points	
<p>ONLINE ASSIGNMENT THREE: Ethics This Assignment is regarding an Ethical Dilemma. Please consider your text and the policies of your internship sight as you answer the questions at the end of the scenario. Please note that your answers should be posted by Thursday!</p> <ol style="list-style-type: none"> 1. Review the discussion questions at the end of the reading assignment. 2. Read the Attached Case Study (Breach of Confidentiality) 3. Answer the discussion questions at the end of the reading assignment. 4. Post your answers 	10 Points	1/30/13
<p>ONLINE ASSIGNMENT FOUR: "Letter to Myself" One of the goals of reflective practice in your internship is to help you become aware of your own assumptions and develop the habit of questioning yourselves and others. Before you can challenge you own beliefs about the world, you need to know what you believe about the community, the issues, the people you are working with and yourself. Asking you to bring to the surface some of these thoughts in an explicit way as you perform your internship can serve as a great way to reflect on your thoughts and feelings prior to starting your internship in comparison to how you feel since you've been in your internship.</p> <p>To help you explore your expectations and assumptions about your internship placement you will complete the following activity entitled, "Letter to Myself". You will create a document (a journal entry) that you will post for assignment 4. Ideally, you would go back to this document at the end of your internship.</p> <ol style="list-style-type: none"> 1. Describe what you expected the people you working at your internship site to be like. 	10 Points	4/10/13

<ol style="list-style-type: none"> 2. Describe what you thought you'd be able to contribute to the organization, and what you hoped you would gain from your coworkers/supervisors. 3. Describe how you thought you would interact with the community. How have you actually interacted with the community? 4. Discuss the specific social problems addressed at your internship site. <p>At the end of the semester consider using this "letter" to help guide you as you write your personal essay and guide your discussion of what you've come to understand about the community you served, or it may serve as the basis of your "presentation" regarding what you learned during the semester. It is common for students to be unaware of the changes in their thinking over the course of a semester because the process may be gradual. Comparing your preconceptions to your actual experience can trigger some interesting insights about this learning experience.</p>		
<p>*All Internship Paperwork Completed: Students must complete all internship hours and all supporting documents have to be submitted to the instructor on the designated due dates.</p>	10 points	See Course Schedule
<p>*TIME ACTIVITY LOG – Keep track of the hours you work at your internship on this document. You will turn in your "completed" form at the end of the semester.</p>		See Course
<p>EDUCATIONAL CONTRACT and LEARNING AGREEMENT– the purpose of these documents is to guide your internship experience. You should clearly states 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.</p>	100 Points	2/6/13
<p>Internship Learning Experience/Presentation: Internship is a credit-bearing educational experience that is organized, structured and planned to give students opportunities to build collaborative relationships with community-based organizations, to develop leadership skills, and gain work experience. Students will be held to the UNT guidelines on the Code of Behavior in class, as well as in the Internship. <i>Unfavorable reports from an Internship Supervisor or an agency representative can result in decreased grade points; or student may be asked to discontinue Internship; subsequent impact upon students' overall grade is likely.</i> At the end of the semester, you will give a formal presentation of the project you worked on during the internship. See Grading Rubric</p>	100 Points LACK of Completion Could equal a FAIL Grade	5/3/13 and 5/8/13 Late Completion 30 pts. Penalty
<p>Final Integrative Paper - Writing this 5-page paper gives you an opportunity to demonstrate that you have a thorough knowledge of the inner-workings of a nonprofit organization as it relates to your internship experience. The overall goal of your internship is to help you gain an in-depth understanding of organization operations and help you develop some transferable skills. The paper is due at the completion of your internship hours. See your course schedule for specific submission dates.</p>	100 Points	
<p>Supervisor's Mid-Term Evaluation – This form is used by the internship supervisor to evaluate your performance one-half way through your internship experience. Be sure to highlight "Mid-term" at the top of the evaluation form.</p>	60 Points	
<p>Supervisor's Final Evaluation - This form is used by the internship supervisor to evaluate your performance at the end of your internship experience. Be sure to highlight "Final" at the top of the evaluation form.</p>	60 Points	
<p>Student's Evaluation of The Agency – Find the form online.</p>	10 Points	
<p>Student's Final Evaluation – Completing this form should help you complete your final integrative paper. Guided questions are also provided to further assist you with your final paper.</p>	10 Points	

SCHEDULE OF ASSIGNMENTS, DUE DATES, AND CLASS DATES

CLASS	WEEK of	TOPIC	READINGS ASSIGNMENTS, & ACTIVITIES
1	8/28	IN-CLASS SESSION: Introductions & Overview of Class Format Semester Review Syllabus	Post Online: Complete Release of Liability Form
2	9/4	IN-CLASS SESSION: Review Internship Manual <ul style="list-style-type: none"> • Internship Learning Agreement, Educational Contract, and *Agency Agreement, 	Read: Kiser, Chapters 1, 2
3	9/11	FIELD WORK: Using Supervision	Read: Kiser, Chapter 4 Post Online: <ul style="list-style-type: none"> - Assignment #1 - Initial Paperwork
4	9/18	IN-CLASS SESSION: Read: Kiser, Chapter 5	Post Online: <ul style="list-style-type: none"> - Initial Paperwork Online - Learning Agreement, Educ. Contract, & Agency Agreement - Weekly Report Logs 1, 2
5	9/25	FIELD WORK: Required Reading: Learning to Learn from Experience	Post Online: <ul style="list-style-type: none"> - Assignment #2 - Weekly Report Logs 3, 4
6	10/2	IN-CLASS SESSION Required Reading: Ethical Competence Kiser (2012).	Read: Kiser, Chapter 3 Post Online: <ul style="list-style-type: none"> - Weekly Report Logs 5,6
7	10/9	FIELD WORK	Post Online: <ul style="list-style-type: none"> - Weekly Report Logs 7
8	10/16	FIELD WORK <ul style="list-style-type: none"> • SCHEDULED SITE VISITS WITH DR. LACY THIS WEEK 	Post Online: <ul style="list-style-type: none"> - Assignment # 3 - Weekly Report Logs 8
9	10/23	FIELD WORK DUE: Mid-Term Evaluations <ul style="list-style-type: none"> • NO LATE SUBMISSIONS OF EVALUATIONS ARE ACCEPTED! 	Post Online: <ul style="list-style-type: none"> - Mid-Term Evals. Online* - Weekly Report Logs 9
10	10/30	FIELD WORK	Post Online: <ul style="list-style-type: none"> - Weekly Report Logs 10
11	11/6	FIELD WORK	Read: Post Online: <ul style="list-style-type: none"> - Assignment #4

CLASS	WEEK of	TOPIC	READINGS ASSIGNMENTS, & ACTIVITIES
			- Weekly Report Logs 11
12	11/13	IN-CLASS SESSION: Required Reading: Developing Cultural Competence, Kiser (2012)	Kiser, Chapter 7 Post Online: - Weekly Report Logs 12
13	11/20	FIELD WORK Required Reading: Ending Your Internship, Kiser (2012)	Read: Kiser, Chapter 10 Post Online: - Weekly Report Logs 13
14	11/27	THANKSGIVING	-
15	12/4	Face-to-Face Class Meeting POWER POINT PRESENTATIONS ALL SITE VISITS MUST BE COMPLETED	Post Online: - Weekly Report Logs 13 AND 15 DUE: ALL COMPLETED PAPERWORK MUST BE TURNED IN ONLINE No Late Submissions Accepted <ul style="list-style-type: none"> • *Time Activity Log • Student Self Evaluation • Student Performance Self Assess • Final Evaluation by Supervisor • Evaluation of Agency
16	12/11	Face-to-Face Class Meeting POWER POINT PRESENTATIONS	DUE ONLINE: Final Integrative Paper No Late Submissions Accepted

*This instructor reserves the right to change this course syllabus at any point in the semester as deemed necessary. The instructor will inform the class of any changes.

Compliance with Student Code of Conduct

All students are expected to act with civility, personal integrity; respect other students' dignity, rights and property; and help create and maintain an environment in which all can succeed through the fruits of their own efforts. Academic integrity is a hallmark of higher education. You are expected to abide by the University's code of conduct and Academic Dishonesty policy. An environment of academic integrity is necessary to ensure respect for self and others and a civil community. Academic integrity includes a commitment to not engage in or tolerate acts of falsification, misrepresentation, or deception. Such acts of dishonesty include cheating or copying, plagiarizing, submitting another persons' work as one's own, using Internet sources without citation, fabricating field data or citations, "ghosting" (taking or having another student take an exam), stealing examinations, tampering with the academic work of another student, facilitating other students' acts of academic dishonesty, etc. Students charged with a breach of academic integrity will receive due process and, if the charge is found valid, academic sanctions may range, depending on the severity of the offense, from F for the assignment to F for the course. . 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.

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.

ADA Statement

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.

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.

Bad Weather Policy:

On those days that present severe weather and driving conditions, a decision may be made to close the campus. In case of inclement weather, call UNT Dallas Campuses main voicemail number (972) 780-3600 or search postings on the campus website www.unt.edu/dallas. Students are encouraged to update their Eagle Alert contact information, so they will receive this information automatically.

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.

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FALL 2013 Schedule

Due Dates for Internship Reports and Other Requirements

Beginning date of internship: _____

- | | |
|--|-------------------------------------|
| 1. Educational Contract | Week 4 of CLASS, September 19, 2013 |
| 2. Weekly reports: | Due: <u>See Syllabus</u> |
| 3. Learning Objectives/Educational Contract | Week 4 of CLASS, September 19, 2013 |
| 4. Mid-semester Timesheets | Thursday, October 24, 2013 |
| 5. Mid-semester Internship Supervisor Evaluation Forms | Thursday, October 24, 2013 |
| 6. Final Internship Supervisor Evaluation Forms Evaluation | Wednesday, *December 4, 2013 |
| 7. Student Agency Evaluation | Wednesday, *December 4, 2013 |
| 8. Final Timesheets and Weekly Report Logs | Thursday *December 5, 2013 |
| 9. Students Final Integrative Paper and Related Documents | Thursday * December 5, 2013 |

***NO LATE SUBMISSIONS WILL BE ACCEPTED**

Student Signature

Date