

**University of North Texas at Dallas**  
**SPRING 2014**  
**HSML 4850.090**  
**Internship in Human Services**

<b>Division of Education and Human Services</b>	
<b>Instructor Name:</b>	<i>Constance Lacy, Ph.D.; LCSW; HS-BCP</i>
<b>Office Location:</b>	<i>UNT Dallas Founders Hall,, Rm. 329</i>
<b>Office Phone:</b>	<i>972-338 1381; General 972-780-3600</i>
<b>Email Address:</b>	<i>Constance.Lacy@unt.edu; Blackboard course email</i>
<b>Office Hours:</b> Mon. 1:00 to 3:00; Wed. 1:00 to 3:00; By Appt. Thursdays	
<b>Virtual Office Hours:</b>	<i>Wed. via Blackboard</i>
<b>Classroom Location:</b>	<i>Founders Hall , RM 304</i>
<b>Class Meeting Days &amp; Times:</b>	Class will meet for face-to-face sessions on <b>Wednesdays</b> from 4:00 to 5:30pm
<b>Course Catalog Description :</b>	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.
<b>Prerequisites:</b>	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.
<b>Required Text:</b>	<p><b>1) Kiser, P. M. (2012).</b> <i>The human services internship: Getting the most from your experience.</i> 3<sup>rd</sup>.ed. Belmont, CA: Brooks-Cole, Cengage Learning. ISBN#: 978-1-111-77200-0</p> <p><b>2) HSML Internship Manual</b> (Provided on Blackboard Learn)</p>
<b>Course Goals or Overview:</b>	
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.	
<b>Learning Objectives/Outcomes: (CSHSE 21)</b> 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.
2	Achieve and display the ability to obtain, evaluate, and use information to solve problems.
3	Apply concepts, perspectives, methods and values relevant to human services to the internship experience.
4	Create materials using audio and visual technology in implementing service delivery to individuals, families, and communities.
5	Actualize (engage in the implementation of) agency's policies and procedures in the performance of duties and responsibilities.
6	Evaluate professional and personal strengths and weaknesses during the performance of duties in 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)	Weighted	Total
<b>Attendance/Participation</b>	5%	50
<b>Initial Internship Paperwork</b> <ul style="list-style-type: none"><li>• <b>Agency Agreement, Release of Liability, Agency Information.</b></li></ul>	5%	20
Education Contract and Learning Agreement	15%	100
SHORT PAPERS (4) @ 10pts.	10%	40
<b>Evaluations Forms:</b>		
Mid-term Evaluation,	5%	60
Final Evaluation	10%	60
Student Evaluation of Agency	5%	30
Student Evaluation of Supervisor		
Student Self Evaluation Form		
Completed <b>Weekly</b> Report Logs	10%	150
<b>Final Presentation:</b>		
Power Point Presentation	15%	100
Final Integrative Paper	20%	100
<b>TOTAL POINTS</b>		<b>710</b>

**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 Friday by 11:00pm. Late assignments will receive a Ten (10) pt. penalty per day. Assignments will **not accepted** after 7th day, unless written acceptable documentation is provided. 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

**SCHEDULE OF ASSIGNMENTS, DUE DATES, AND CLASS DATES**

<b>CLASS</b>	<b>WEEK of</b>	<b>TOPIC</b>	<b>READINGS ASSIGNMENTS, &amp; ACTIVITIES</b>
1	1/15/14	<b>IN-CLASS SESSION:</b> Introductions & Overview of Class Format Semester Review Syllabus	Post Online: Complete Release of Liability Form
2	1/22/14	<b>IN-CLASS SESSION:</b> Review Internship Manual • Internship Learning Agreement, Educational Contract, and *Agency Agreement,	Read: Kiser, Chapters 1, 2
3	1/29/14	<b>FIELD WORK – NO FACE-TO FACE CLASS:</b> Using Supervision	Read: Kiser, Chapter 4 Post Online: - <b>Assignment #1</b> - <b>Initial Paperwork</b>
4	2/5/14	<b>IN-CLASS SESSION:</b>  Read: Kiser, Chapter 5	Post Online: - Initial Paperwork Online - Learning Agreement, Educ. Contract, & Agency Agreement - Weekly Report Logs <b>1, 2</b>

CLASS	WEEK of	TOPIC	READINGS ASSIGNMENTS, & ACTIVITIES
5	2/12/14	<b>FIELD WORK – NO FACE-TO FACE CLASS – No Face-to Face Class</b> Required Reading: Learning to Learn from Experience	Post Online: - <b>Assignment #2</b> - Weekly Report Logs <b>3, 4</b>
6	2/19/14	<b>IN-CLASS SESSION</b> Required Reading: Ethical Competence Kiser (2012).	Read: Kiser, Chapter 3 Post Online: - Weekly Report Logs <b>5,6</b>
7	2/26/14	<b>FIELD WORK – NO FACE-TO FACE CLASS</b>	Post Online: - Weekly Report Logs <b>7</b>
8	3/5/12	<b>FIELD WORK – NO FACE-TO FACE CLASS</b> • <b>SCHEDULED SITE VISITS WITH DR. LACY THIS WEEK</b>	Post Online: - <b>Assignment # 3</b> - Weekly Report Logs <b>8</b>
	3/12/14	<b>SPRING BREAK</b>	
9	3/19/14	<b>FIELD WORK – NO FACE-TO FACE CLASS</b>	Post Online: - <b>Mid-Term</b> Evaluations - Weekly Report Logs <b>9</b>
10	3/26/14	<b>FIELD WORK – NO FACE-TO FACE CLASS</b>	Post Online: - Weekly Report Logs <b>10</b>
11	4/2/14	<b>FIELD WORK – NO FACE-TO FACE CLASS</b>	Read: Post Online: - <b>Assignment #4</b> - Weekly Report Logs <b>11</b>
12	4/9/14	<b>FIELD WORK – NO FACE-TO FACE CLASS</b>  Required Reading: Developing Cultural Competence, Kiser (2012)	Kiser, Chapter 7 Post Online: - Weekly Report Logs <b>12</b>
13	4/16/14	<b>FIELD WORK – NO FACE-TO FACE CLASS</b> Required Reading: Ending Your Internship, Kiser (2012)	Read: Kiser, Chapter 10 Post Online: - Weekly Report Logs <b>13</b>
14	4/23/14	<b>FIELD WORK – NO FACE-TO FACE CLASS</b>	Post Online - Weekly Report Logs <b>14</b>
15	4/30/14	Face-to-Face Class Meeting <b>POWER POINT PRESENTATIONS</b> <b>ALL SITE VISITS MUST BE COMPLETED BEFORE CLASS TODAY.</b>	Post Online: - Weekly Report Logs <b>AND 15</b> <b>DUE:</b> ALL COMPLETED PAPERWORK MUST BE TURNED IN ONLINE <b>No Late Submissions Accepted</b>

CLASS	WEEK of	TOPIC	READINGS ASSIGNMENTS, & ACTIVITIES
			<ul style="list-style-type: none"> <li>• *Time Log</li> <li>• Student Self Evaluation</li> <li>• Student Performance Self Assess</li> <li>• Final Evaluation by Supervisor</li> <li>• Evaluation of Agency</li> </ul>
16	5/7/14	Face-to-Face Class Meeting <b>POWER POINT PRESENTATIONS</b>	<b>DUE ONLINE: Final Integrative Paper</b> 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](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](mailto: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](http://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.

# HSML 4850.090

## Spring 2014 Schedule

### Due Dates for Internship Reports and Other Requirements

Beginning date of internship: \_\_\_\_\_

- |  |                              |
|--|------------------------------|
| 1. Educational Contract<br>2014                            | Week 4 of CLASS, February 5, |
| 2. Weekly reports:   | Due: <u>See Syllabus</u>     |
| 3. Learning Objectives/Educational Contract<br>2014        | Week 4 of CLASS, February 5, |
| 4. Mid-semester Timesheets                                 | Friday, March 21, 2014       |
| 5. Mid-semester Internship Supervisor Evaluation Forms     | Friday, May 2, 2014          |
| 6. Final Internship Supervisor Evaluation Forms Evaluation | Friday, * May 2, 2014        |
| 7. Student Agency Evaluation                               | Friday, * May 2, 2014        |
| 8. Final Timesheets and Weekly Report Logs                 | Friday * May 2, 2014         |
| 9. Students Final Integrative Paper and Related Documents  | Friday * May 2, 2014         |

**\*NO LATE SUBMISSIONS WILL BE ACCEPTED**

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date