

University of North Texas at Dallas
SPRING 2015
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 Founders Hall, 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; Thursday by Appt.
Virtual Office Hours:	Skype or Zoom ONLINE By Appointment
Classroom Location:	<i>Founders Hall</i>
Class Meeting Days & Times:	Class is structured as a Hybrid Course and 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: (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	Provide a brief description of the overall process and structure of the fieldwork learning experience. (CSHSE, Standard 21a)
7	Address the strengths and challenges of internship site's supervision policies and practices with recommendations for improvement based on CSHSE standards.

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

VALUES/POINTS	Weighted	Points
Attendance/Participation	5%	50
Initial Internship Paperwork <ul style="list-style-type: none">Agency Agreement, Release of Liability, Agency Information.	5%	20
Education Contract and Learning Agreement	15%	100
SHORT PAPERS (4) @ 10pts.	10%	40
Evaluations Forms:		
Mid-term Evaluation,	5%	40
Final Evaluation	10%	60
Student Evaluation of Agency @ 10 PTS	5%	30
Student Evaluation of Supervisor @ 10 PTS		
Student Self Evaluation Form @ 10 PT		
Completed Weekly Logs, Time Activity Logs	10%	150
Final Presentation:		
Power Point Presentation	20%	100
Final Integrative Paper	20%	100
TOTAL POINTS	100%	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 **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.

INSTRUCTOR EXPECTATIONS

- Instructor's Response time:** While I will do my best to respond to your emails within 3 business days (M-F), my schedule can be restrictive at times. Therefore, I will certainly make every effort to respond before the next scheduled class meeting date.
- Emails:** Please note that emails will NOT be responded to on the weekends or on a holiday.
- Notifications:** Any changes to the course schedule will be posted on Blackboard Announcements. I will notify students if I am going out of town, experiencing a family emergency, or for any reason I cannot respond to inquiries within the timeframe indicated above.
- Grading:** While I will do my best to have your assignments grading in a timely manner, that will not always be possible. I may take up to 3 weeks to grade any assignments and will post grades within the Grade Center of the course shell.

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 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.

FORMAT

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. If you have problems submitting assignments, please 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.

Student Expectation: Students' professionalism in class attendance and in students' Service Learning (volunteer agency) is a must! You will receive a grade based on your class participation and service learning participation, so be prepared and ready to discuss for each class meeting. Points will be deducted for negative participation or reporting. **Optional:** In-class assignments may be given. These **cannot** be made up during a later class meeting.

- **Use of Blackboard/Blackboard:** All assignments assigned to Blackboard must be submitted no later than seven days of its due date. Any assignments assigned to Blackboard will not be accepted via instructors' email or hand delivered. (No exceptions). All assignments will be deducted by 3 points per day, after first 24 hours.
- **Use of Cell Phones & other Electronic Gadgets in the Classroom:** Use of cell phones or texting, etc., is not permitted in this classroom. You will be warned one time. Violations will affect your participation grade.
- **Food & Drink in the Classroom:** Refreshments will be permitted, unless this becomes bothersome, distracting or unsanitary.
- **Use of Laptops:** Laptops are allowed as long as students use the instrument for the sole purpose of coursework pertaining to this course. Students will be asked to shut down their computer, if this policy is violated. Student cannot use laptop in this class afterwards.

Professionalism:

Though we are in a traditional classroom setting which is informal in nature, students should treat each guest speaker as a potential professional contact. The impressions left by a class as well as individuals can open doors to careers and provide a boost to students who are truly interested in exploring their chosen career field. This unique learning opportunity, however, can be hindered when a few students choose to behave unprofessionally.

Please consider these thoughts when determining your behavior:

1. **You are responsible for your own learning:** Asking thoughtful questions and listening intently can prove invaluable.

2. **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.

Reading Assignments: All assigned material must be read prior to each class meeting. The text is selected to provoke and challenge you. A portion of each class period will be used to discuss and critically assess the content in the readings. You are encouraged to openly discuss opinions, feelings, and reactions to course topics. You should consider the applicability of these readings to other issues and policies affecting practice in helping professions. Your participation in this process will ensure that learning is successful in your preparation as a professional.

Plagiarism Policy

The Educational Consortium for Volunteerism does not tolerate plagiarism, cheating, or helping others to cheat. Students suspected of any of these will be provided the opportunity for a hearing; a guilty finding will merit an automatic "F" in the course. In addition, I reserve the right to pursue further disciplinary action within the UNT legal system, which may result in dismissal from the university.

Plagiarism is defined as misrepresenting the work of others (whether published or not) as your own. It may be inadvertent or intentional. Any facts, statistics, quotations, or paraphrasing of any information that is not common knowledge, should be cited. For information on the University's policies regarding academic integrity and dishonesty, see the UNT Center for Student Rights and Responsibilities, <http://www.unt.edu/csrr/>.

Online Expectations:

The following ground rules will help your work in this course to go much more smoothly.

Please carefully review these expectations and follow them.

1. Academic integrity will be appraised according to the student academic behavior standards outlined at UNT Dallas.
2. Don't turn in late assignments.
3. Keep up with the reading. Please keep up with the reading. Students who keep up with the reading tend to do much better in this kind of class than those who do not.
4. Work with others. You are required to make every effort to work effectively and promptly with others. Fair criticism of your failure to work effectively with others will significantly affect the assessment of your participation and collaboration.
5. However, you are personally responsible for your own work

Email

Email will be an integral part of this course. Make sure you:

1. Check your email at least twice per week (more often is better).
2. Be patient. Don't expect an immediate response when you send a message.
3. Generally, three days is considered reasonable amount of time to receive a reply.
4. Include "Subject" headings: use something that is descriptive and refer to a particular assignment or topic.
5. Be courteous and considerate. Being honest and expressing yourself freely is very important but being considerate of others online is just as important as in the classroom.
6. Make every effort to be clear. Online communication lacks the nonverbal cues that fill in much of the meaning in face to face communication.

7. Do not use all caps. This makes the message very hard to read and is considered "shouting." Check spelling, grammar, and punctuation (you may want to compose in a word processor, then cut and paste the message into the discussion or e-mail).
8. Break up large blocks of text into paragraphs and use a space between paragraphs.
9. Sign your email messages.
10. Never assume that your email can be read by no one except yourself; others may be able to read or access your mail. Never send or keep anything that you would not mind seeing on the evening news.

SCHEDULE OF ASSIGNMENTS, DUE DATES, AND CLASS DATES

CLASS	WEEK of	TOPIC	READINGS ASSIGNMENTS, & ACTIVITIES
1	1/21/15	IN-CLASS SESSION: Introductions & Overview of Class Format Semester Review Syllabus	Post Online: Complete Release of Liability Form
2	1/28/15	IN-CLASS SESSION: Review Internship Manual <ul style="list-style-type: none"> • Internship Learning Agreement, • Educational Contract 	Read: Kiser, Chapters 1
3	2/4/15	FIELD WORK ONLINE CLASS: Getting Acquainted With Agency	Read: Kiser, Chapter 2 Post Online: - Short Paper #1 - Initial Paperwork Agency Agreement Agency Information
2	2/11/15	FIELD WORK ONLINE CLASS: Using Supervision	Read: Kiser, Chapter 4 Post Online: - Learning Agreement, Educ. Contract, & Agency Agreement - Weekly Report Logs 1, 2
5	2/18/15	FIELD WORK – ONLINE CLASS Required Reading: Learning to Learn from Experience	Kiser, Chapter 5 Post Online: - Assignment #2 - Weekly Report Logs 3, 4
6	2/25/15	FIELD WORK – ONLINE CLASS Required Reading: Ethical Competence Kiser (2012).	Read: Kiser, Chapter 3 Post Online: - Weekly Report Logs 5,6
7	3/4/14	FIELD WORK – ONLINE CLASS	Post Online: - Weekly Report Logs 7
8	3/11/15	FIELD WORK – ONLINE CLASS <ul style="list-style-type: none"> • SCHEDULED SITE VISITS WITH DR. LACY THIS WEEK 	Post Online: - Assignment # 3 - Weekly Report Logs 8
	3/18/15	SPRING BREAK	

CLASS	WEEK of	TOPIC	READINGS ASSIGNMENTS, & ACTIVITIES
9	3/25/15	FIELD WORK – ONLINE CLASS SCHEDULED SITE VISITS WITH DR. LACY THIS WEEK	Post Online: - Mid-Term Evaluations - Weekly Report Logs 9
10	4/1/15	FIELD WORK – ONLINE CLASS SCHEDULED SITE VISITS WITH DR. LACY THIS WEEK	Post Online: - Weekly Report Logs 10
11	4/8/15	FIELD WORK – ONLINE CLASS SCHEDULED SITE VISITS WITH DR. LACY THIS WEEK	Read: Post Online: - Assignment #4 - Weekly Report Logs 11
12	4/15/15	FIELD WORK – ONLINE CLASS Required Reading: Developing Cultural Competence, Kiser (2012)	Kiser, Chapter 7 Post Online: - Weekly Report Logs 12
13	4/22/15	FIELD WORK – ONLINE CLASS Required Reading: Ending Your Internship, Kiser (2012)	Read: Kiser, Chapter 10 Post Online: - Weekly Report Logs 13
14	4/29/15	IN-CLASS SESSION: POWER POINT PRESENTATIONS ALL SITE VISITS MUST BE COMPLETED BEFORE CLASS TODAY.	Post Online: - Weekly Report Logs AND 14 DUE: • *Time Log • Final Evaluation by Supervisor
15	5/6/15	IN-CLASS SESSION: POWER POINT PRESENTATIONS	Post Online: - Weekly Report Logs AND 15 DUE: • Student Self Evaluation • Student Performance Self Assess • Student's Evaluation of Agency •
16	5/13/15	No FACE-TO-FACE ONLINE SESSION:	DUE: • Submit Final Integrative Paper

*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.

University and Classroom Policies and Procedures

Important Note to All Students: Please note that students will receive a WF or an F for nonattendance in this class. Nonattendance means that a student has not posted any assignments by

the 12th day audit roll or will have exceeded 3 unauthorized absences during the semester. It is the student's responsibility to stay abreast of the University's official drop dates. A notice of Unsatisfactory Progress may be sent to students who have either an attendance or grade problem by the University each semester. Please note that I am not required to review your assignments if you submit them early.

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.

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Spring 2015 Schedule

Due Dates for Internship Reports and Other Requirements

Beginning date of internship: _____

- | | |
|---|-------------------------------|
| 1. Educational Contract
2015 | Week 4 of CLASS, February 11, |
| 2. Weekly reports: | Due: <u>See Syllabus</u> |
| 3. Learning Objectives/Educational Contract
2015 | Week 4 of CLASS, February 5, |
| 4. Mid-semester Timesheets | Friday, March 18, 2015 |
| 5. Mid-semester Internship Supervisor Evaluation Forms | Friday, March 18, 2015 |
| 6. Final Internship Supervisor Evaluation Forms Evaluation | Friday, * May 6 2015 |
| 7. Student Agency Evaluation | Friday, * May 6, 2015 |
| 8. Final Timesheets and Weekly Report Logs | Friday * April 29, 2015 |
| 9. Students Final Integrative Paper and Self Evaluation Forms | Friday * May 6, 2015 |

***NO LATE SUBMISSIONS WILL BE ACCEPTED**

Student Signature

Date