Course Syllabus

Course Information
Course number: NSC 4V95 Externship in Neuroscience
Meeting times: Independent Study
Term: Fall 2016

Professor Contact Information
Professor's name: Mickey Choate, MS, LPC-S
Phone number: 972.883.4270
Email: mickey.choate@utdallas.edu (*NOT* through eLearning)
Office location: Career Center - SSB 3.300
Office hours: Monday – Friday by appointment
Other information: The best ways to reach me are email or by phone (not through eLearning). Please put the course name in your subject line and include your first and last name in your message.

Course Pre-requisites, Co-requisites, and/or Other Restrictions
You are required to update your CometCareers account with the Career Center. Go to www.utdallas.edu/career/ and click on the CometCareers logo to begin the process. You do not need to upload a resume for the class.

Please complete the required Career Center's processes, report your position in CometCareers and meet with your Career Consultant (Janie Shipman, jane.shipman@utdallas.edu) to complete final paperwork in order to continue in the class. ***This must be completed by 5:00 pm on Friday, September 2.***

Course Description
You have the unique opportunity to integrate academic learning with your externship work experience in this course. With this in mind, you should not view this externship position as just another "job," but as a chance to refine your skills, develop new abilities, and to learn more about the work world. To take full advantage of this opportunity, you will identify specific learning goals and objectives, keep a journal of your workplace experiences, complete assigned memos and evaluations, maintain contact with me, and prepare a written report. The report will focus on the accomplishments and insights gained through the externship experience.

The course is graded Credit/No Credit (CR/NC). ***Every assignment*** (Learning Objectives, Memo 1, Memo 2, Journal, Final Project, Site Visit, and Evaluation Forms) *must be completed and turned in by the due date specified in the syllabus in order to receive a final grade of Credit (CR) for the course.* Please see page 5 for specific information about grading. There will be no final examination due to the nature of this course.

Student Learning Objectives/Outcomes
Upon completion of this course, students will have:
- Integrated prior academic learning and theory with their externship assignments to solve problems

at their externship sites.
- Demonstrated their ability to conduct research utilizing a variety of sources to apply to problems at their externship sites.
- Demonstrated their ability to write clear, concise, and grammatically correct sentences.
- Identified major problems and professional issues in the industry where they are working and addressed the additional skills and education required to remedy these situations.

Required Textbooks and Materials
There is no textbook required for this course.

Suggested Course Materials
None required

Assignments & Academic Calendar
All written assignments must be well organized, and free of spelling and grammatical errors. Assignments should be written in first person, double-spaced, printed in 12 point font, with one inch margins. Handwritten work will not be accepted. All assignments may be turned in within an assigned range of dates. **Assignments submitted after 11:59 pm on the final due date listed in the syllabus will be considered late. Late work will not be accepted.**

Learning Objectives - Due between August 22 – September 8
Complete the Learning Objectives Form with your supervisor and have them sign it. Contact me to schedule a time to discuss the Learning Objectives Form and the syllabus. The meeting will take place in my office at the Career Center between August 22 – September 8.

Memos
The memos should document the dates covered and the number of hours worked during each time period. Address the assigned topic and include any modifications of job responsibilities, schedule changes, or any other changes that should be brought to my attention. The memos should be brief and clearly written. The memos should be a minimum of one page in length.

The memos may be emailed to me.

Memo 1 - Due between September 19 – September 23
Topic: Describe one specific problem that you recently encountered in your workplace and how you resolved the situation. Include a brief statement regarding your progress towards your learning objectives.

Memo 2 - Due between October 24 – October 28
Topic: Summarize your learning objectives for the semester and describe your progress towards attaining them. Describe your observations about the culture of the company or organization. This may include things such as the stated values and implied "unwritten" values. Describe how decisions are made and how open or closed the communication lines appear to be. Describe how formal or informal the workplace is along with your personal preferences.

Workplace Site Visit - Due between October 3 – December 7
I will visit with you and your supervisor at least once during the semester to discuss your progress towards the learning objectives and to assess how you are doing in your externship assignment.

This meeting will be held at an arranged time that is convenient for everyone involved. My meeting with you may also take place in the UT-Dallas Career Center, based upon schedules and other factors. **Contact me early in the semester to arrange a meeting time and location.** (The later you wait during the semester to schedule the appointment, the more likely you are to not get the date and time most convenient to you). I am not expecting your supervisor to attend the meeting if you and I meet together at UT Dallas.

Evaluations – Due between November 22 – December 7
Evaluation Forms will be emailed to you and to your supervisor at the appropriate time. The emails will contain links taking you to an on-line evaluation form. The Employer Evaluation Form is for your supervisor to complete with you. The Student Evaluation Form is for you to evaluate the setting and externship position.

Journal – Due between December 1 – December 7
The journal is a brief summary of what you work on each day during the dates covered for the class. Include information about your day and the projects you are working on. Include your thoughts and observations about the things you experience. The journal documenting the dates covered and the number of hours worked weekly is due with the final project. **NOTE: *Please begin keeping the Journal from the beginning of your experience – even before you and I have met to discuss the Learning Objectives Form and the syllabus.***

Final Project – Due between December 1 – December 7
The final project should reflect your ability to confidently discuss your experience, highlighting how your externship position fits into your academic career. The written report should be a minimum of 3 pages in length, double-spaced, printed in 12 point font, with one inch margins. Charts, graphics, or tables may be included in an appendix but will not count toward the total page requirements. This assignment must be well-organized and free of spelling and grammatical errors. Above all, your project should be original and insightful. The final project and journal may be either emailed to me or turned in at the Career Center. Please do not fax your final project and journal.

The paper should reflect your individual experience. I expect each student to tailor the following guidelines to achieve this. Projects may include the following:

1. An introduction.
   *This section should give an overview of the themes and/or topics addressed in your paper. It should also include a brief description of the company/organization. Remember to cite any reference materials. Please consult a style manual (APA, MLA, Chicago).

2. A description of the hiring process.
   *How did you prepare for the interview?
   *What was the interview process like?
   *Why did the company hire you?
   *Why did you accept this particular position?

3. A description of your specific project or assignment.
   *Explain your work schedule, your department, and the department hierarchy.
   *Describe your typical day.
   *Describe specific projects you are working on.

*Describe the skills that you are acquiring and developing.

4. A description of how previous or current academic course work relates to the externship experience.
   *How has your previous coursework prepared you for this position?
   *What courses are you planning to take as a result of your externship?

5. A description of problems faced on the job such as problems with other employees, resources and materials. Describe problems related to production or product development if applicable. Include descriptions of how these situations were addressed and resolved.

6. Your analysis of the corporate culture.
   *What is the mission, vision, & values statement of the company or organization?
   *What are some of the unspoken values which are important in your company or organization?
   *How do your values match up with the stated and implied values of the company or organization?
   *Describe how decisions are made.
   *Describe how open or closed the communication lines appear to be.
   *How formal or informal is the workplace?
   *What have you learned through your observations about organizational politics?

7. A summary and recommendations.
   *Has your externship experience changed your future career plans?
   *What are you planning on doing as a result of your externship?
   *What are your short and long term goals?

Other matters that may be addressed include training, conferences, travel, and industry-related issues.

A well prepared paper fulfills the following criteria:

1. Is neatly typed with no typographical errors.
2. No mistakes in spelling, grammar, or punctuation.
3. Paper is well organized and shows evidence that the student has considered the problems of applying theory to practice at the work site.
4. Appropriate examples from own observations.
5. Double-spaced, 12 point font and one inch margins.

Summary of Academic Calendar

Due Date	**Assignment**
August 22 – September 8	Meet with me in my office to turn in the completed Learning Objectives Form and discuss the syllabus
September 19 – September 23	First Memo (may be emailed to me)
October 24 – October 28	Second Memo (may be emailed to me)

October 3 – December 7	Workplace Site Visit - contact me once you are settled into your routine to arrange the meeting
November 22 – December 7	Evaluations (you and your supervisor will receive an email with a link to the on-line evaluations site)
December 1 – December 7	Journal (may be emailed to me or turned in at my office in the Career Center)
	Final Project (may be emailed to me or turned in at my office in the Career Center)

Course and Professor Policies
Late work **will not** be accepted. Assignments submitted after 11:59 pm on the final due date listed in the syllabus will be considered late.

Grading: The class is graded as Credit/No Credit (CR/NC). ***Every assignment*** (Learning Objectives, Memo 1, Memo 2, Journal, Final Project, Site Visit, and Evaluation Forms) *must be completed and turned in by the due date specified in the syllabus in order to receive a final grade of Credit (CR) for the course. In other words,* ***failure to complete any one assignment by the deadline results in a grade of No Credit (NC) for the course***. All assignments can be completed and turned in within a range of specified dates; there is no partial credit given and no late work accepted.

Good Luck!

THE UNIVERSITY OF TEXAS AT DALLAS POLICIES AND RULES

The UT Dallas Syllabus Policies and Procedures are available at ***http://go.utdallas.edu/syllabus-policies*.**