

Course Syllabus

Course Information

Course Number/Section

Internship 4394 and Independent Study 4V99

Term

Fall 2015

Days & Times:

Session One:

Tuesday, September 1st, 5-6 p.m.

Wednesday, September 2, 10-11 a.m.

Session Two:

Tuesday, October 6th, 5-6 p.m.

Wednesday, October 7th, 10-11 a.m.

Session Three:

Tuesday, November 3rd, 5-6 p.m.

Wednesday, November 4th, 10-11 a.m.

Session Four:

Tuesday, December 1st, 5-6 p.m.

Wednesday, December 2nd, 10-11 a.m.

The class will meet four times in the Fall Semester. Class sessions meet on the first Tuesday Or first Wednesday of the month. Prior to the beginning of the semester, you must select which session you will attend and notify Simone Jackson via email at: (sxj145030@utdallas.edu).

Location: All meetings are held in JO2.114 (BBS Advising Suite Conference room; Ground floor of Jonsson).

Instructor Contact Information:

Dr. Joanna Gentsch

Email: jgentsch@utdallas.edu

Mickey Choate (co-instructor)

Office Phone 972/883-4270

Email: mickey.choate@utdallas.edu

Office Location: SSB 3.300

Office Hours: By appointment Monday - Friday

Simone Jackson (Internship Coordinator)

Office Phone 972/883-4339

Email: sxj145030@utdallas.edu

Office Location: GR 4.218

Office Hours

Course Pre-requisites, Co-requisites, and/or Other Restrictions

Junior or senior standing with a GPA of at least 2.5

Course Description

The student is required to attend all class periods and select one career event to attend during the semester. In addition, the student must also complete 8 hours per week of internship work at their chosen agency. In order to best facilitate exposure to new experiences, the internship should not be conducted as part of your current work position. Exceptions must be cleared by Dr. Gentsch or Simone Jackson, Internship Coordinator.

Student Learning Objectives/Outcomes

To apply knowledge from the classroom setting to a real world environment.

To apply knowledge gained from internship experience to an academic setting.

Required Textbooks and Materials

Required Texts

None

Required Materials

None

eLearning

We will be actively using eLearning to communicate throughout the semester. All class materials, including assignments, due dates, and announcements will be posted on eLearning. You will be expected to submit your assignments on eLearning by their assigned due dates. It is your responsibility to keep up with due dates. No late assignments will be accepted.

If you are experiencing trouble with your eLearning account contact the eLearning help desk at (866)588-3192 or elarning@utdallas.edu

Class Schedule – All meetings are held in JO2.114 (BBS Advising Suite Conference room; Ground floor of Jonsson).

Please mark these important dates in your planner or calendar.

Session One:

Tuesday, September 1st, 5-6 p.m.

Wednesday, September 2, 10-11 a.m.

Session Two:

Tuesday, October 6th, 5-6 p.m.

Wednesday, October 7th, 10-11 a.m.

Session Three:

Tuesday, November 3rd, 5-6 p.m.

Wednesday, November 4th, 10-11 a.m.

Session Four:

Tuesday, December 1st, 5-6 p.m.

Wednesday, December 2nd, 10-11 a.m.

You may choose to attend the Tuesday or Wednesday class, but you must commit to that class day and time for the remainder of the semester.

Career Center Seminar/Program

- You are required to attend one Career Center event this semester
- A brief summary of what was discussed at the seminar should be submitted to eLearning no later than 1 week after the event

Class Assignments

- At each class meeting you may be given an assignment pertaining to your internship.

- You will not need to turn in these assignments BUT **you will be required to discuss your answers in class.**
- Preparation of your answers is essential and must be completed before class.

Classroom Etiquette

Please be respectful of your classmates. Reading, texting and other alternate activities during class discussion are *NOT* permitted.

Journal (Due last class meeting)

- Keep a journal of your experiences, observations, and feelings during your internship.
- Log your hours worked in your journal.
- Simone Jackson will read the journals to evaluate the experiential value of your internship.
- At minimum there should be at least one entry for each week of your internship.
- Entries should average 1-2 paragraphs in length.

Article Summaries (Due last class meeting)

- Read and summarize 3 publications pertaining to the type of work done at your agency.
- At least 1 article must be **from a published research journal**. These can be found through the UTD Library website. Ex. Journal of Cognitive Psychology
- Each summary must be a minimum of 200 words but no longer than 1 page double-spaced.
- An APA style reference must be included for each article.
- Your internship supervisor is a great source for relevant publications.

Time Commitment

- You are required to work **at least 8 hours per week** at the agency you selected for your internship. You should plan to begin your internship the first week of classes, and continue through the last week of classes.
- You and your internship supervisor should determine your weekly schedule.
- The Internship Coordinator must approve any variation from the required 8- hours per week.
- **DO NOT** schedule hours during your selected on-campus internship meeting time.

Intern Responsibility -

- **You are responsible for fulfilling your commitment to your agency.**
- You **must** notify your supervisor if you are running late or cannot attend to your work schedule for any reason.
- If you fail to work your scheduled 8 hours without prior notification you will automatically receive NO CREDIT for the class.

Grading Policy

You will be assigned a grade of “credit” or “no credit” for the class.

Course Policies

Late Work

All assignments are due at the last class meeting. No late work will be accepted.

Class Attendance

You are required to attend each internship class meeting (4 sessions per semester). **DO NOT** schedule your agency hours during these meeting times. **Failure to attend ANY meeting without advanced notice will constitute an automatic grade of NO CREDIT.**

Technical Support

If you experience any problems with your UTD account you may send an email to: assist@utdallas.edu or call the UTD Computer Helpdesk at 972-883-2911.

Field Trip Policies / Off-Campus Instruction and Course Activities

Off-campus, out-of-state, and foreign instruction and activities are subject to state law and University policies and procedures regarding travel and risk-related activities. Information regarding these rules and regulations may be found at the website address http://www.utdallas.edu/BusinessAffairs/Travel_Risk_Activities.htm. Additional information is available from the office of the school dean. Below is a description of any travel and/or risk-related activity associated with this course.

Student Conduct & Discipline

The University of Texas System and The University of Texas at Dallas have rules and regulations for the orderly and efficient conduct of their business. It is the responsibility of each student and each student organization to be knowledgeable about the rules and regulations which govern student conduct and activities. General information on student conduct and discipline is contained in the UTD printed publication, *A to Z Guide*, which is provided to all registered students each academic year.

The University of Texas at Dallas administers student discipline within the procedures of recognized and established due process. Procedures are defined and described in the *Rules and Regulations, Series 50000, Board of Regents, The University of Texas System*, and in Title V, Rules on Student Services and Activities of the university's *Handbook of Operating Procedures*. Copies of these rules and regulations are available to students in the Office of the Dean of Students, where staff members are available to assist students in interpreting the rules and regulations (SU 1.602, 972/883-6391) and online at <http://www.utdallas.edu/judicialaffairs/UTDJudicialAffairs-HOPV.html>

A student at the university neither loses the rights nor escapes the responsibilities of citizenship. He or she is expected to obey federal, state, and local laws as well as the Regents' Rules, university regulations, and administrative rules. Students are subject to discipline for violating the standards of conduct whether such conduct takes place on or off campus, or whether civil or criminal penalties are also imposed for such conduct.

Academic Integrity

The faculty expects from its students a high level of responsibility and academic honesty. Because the value of an academic degree depends upon the absolute integrity of the work done by the student for that degree, it is imperative that a student demonstrate a high standard of individual honor in his or her scholastic work.

Scholastic Dishonesty, any student who commits an act of scholastic dishonesty is subject to discipline. Scholastic dishonesty includes but is not limited to cheating, plagiarism, collusion, the submission for credit of any work or materials that are attributable in whole or in part to another person, taking an examination for another person, any act designed to give unfair advantage to a student or the attempt to commit such acts.

Plagiarism, especially from the web, from portions of papers for other classes, and from any other source is unacceptable and will be dealt with under the university's policy on plagiarism (see general catalog for details). This course will use the resources of turnitin.com, which searches the web for possible plagiarism and is over 90% effective.

Copyright Notice

The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted materials, including music and software. Copying, displaying, reproducing, or distributing copyrighted works may infringe the copyright owner's rights and such infringement is subject to appropriate disciplinary action as well as criminal penalties provided by federal law. Usage of such material is only appropriate when that usage constitutes "fair use" under the Copyright Act. As a UT Dallas student, you are required to follow the institution's copyright policy (Policy Memorandum 84-I.3-46). For more information about the fair use exemption, see <http://www.utsystem.edu/ogc/intellectualproperty/copypol2.htm>

Email Use

The University of Texas at Dallas recognizes the value and efficiency of communication between faculty/staff and students through electronic mail. At the same time, email raises some issues concerning security and the identity of each individual in an email exchange. The university encourages all official student email correspondence be sent only to a student's U.T. Dallas email address and that faculty and staff consider email from students official only if it originates from a UTD student account. This allows the university to maintain a high degree of confidence in the identity of all individual corresponding and the security of the transmitted information. UTD furnishes each student with a free email account that is to be used in all communication with university personnel. The

Department of Information Resources at U.T. Dallas provides a method for students to have their U.T. Dallas mail forwarded to other accounts.

Withdrawal from Class

The administration of this institution has set deadlines for withdrawal of any college-level courses. These dates and times are published in that semester's course catalog. Administration procedures must be followed. It is the student's responsibility to handle withdrawal requirements from any class. In other words, I cannot drop or withdraw any student. You must do the proper paperwork to ensure that you will not receive a final grade of "F" in a course if you choose not to attend the class once you are enrolled.

Student Grievance Procedures

Procedures for student grievances are found in Title V, Rules on Student Services and Activities, of the university's *Handbook of Operating Procedures*.

In attempting to resolve any student grievance regarding grades, evaluations, or other fulfillments of academic responsibility, it is the obligation of the student first to make a serious effort to resolve the matter with the instructor, supervisor, administrator, or committee with whom the grievance originates (hereafter called "the respondent"). Individual faculty members retain primary responsibility for assigning grades and evaluations. If the matter cannot be resolved at that level, the grievance must be submitted in writing to the respondent with a copy of the respondent's School Dean. If the matter is not resolved by the written response provided by the respondent, the student may submit a written appeal to the School Dean. If the grievance is not resolved by the School Dean's decision, the student may make a written appeal to the Dean of Graduate or Undergraduate Education, and the dean will appoint and convene an Academic Appeals Panel. The decision of the Academic Appeals Panel is final. The results of the academic appeals process will be distributed to all involved parties.

Copies of these rules and regulations are available to students in the Office of the Dean of Students, where staff members are available to assist students in interpreting the rules and regulations.

Incomplete Grade Policy

As per university policy, incomplete grades will be granted only for work unavoidably missed at the semester's end and only if 70% of the course work has been completed. An incomplete grade must be resolved within eight (8) weeks from the first day of the subsequent long semester. If the required work to complete the course and to remove the incomplete grade is not submitted by the specified deadline, the incomplete grade is changed automatically to a grade of **E**.

Disability Services

The goal of Disability Services is to provide students with disabilities educational opportunities equal to those of their non-disabled peers. Disability Services is located in room 1.610 in the Student Union. Office hours are Monday and Thursday, 8:30 a.m. to 6:30 p.m.; Tuesday and Wednesday, 8:30 a.m. to 7:30 p.m.; and Friday, 8:30 a.m. to 5:30 p.m.

The contact information for the Office of Disability Services is:

The University of Texas at Dallas, SU 22

PO Box 830688

Richardson, Texas 75083-0688

(972) 883-2098 (voice or TTY)

disabilityservice@utdallas.edu

If you anticipate issues related to the format or requirements of this course, please meet with the Coordinator of Disability Services. The Coordinator is available to discuss ways to ensure your full participation in the course. If you determine that formal, disability-related accommodations are necessary, it is very important that you be registered with Disability Services to notify them of your eligibility for reasonable accommodations. Disability Services can then plan how best to coordinate your accommodations.

It is the student's responsibility to notify his or her professors of the need for such an accommodation. Disability Services provides students with letters to present to faculty members to verify that the student has a disability and

needs accommodations. Individuals requiring special accommodation should contact the professor after class or during office hours.

Religious Holy Days

The University of Texas at Dallas will excuse a student from class or other required activities for the travel to and observance of a religious holy day for a religion whose places of worship are exempt from property tax under Section 11.20, Tax Code, Texas Code Annotated.

The student is encouraged to notify the instructor or activity sponsor as soon as possible regarding the absence, preferably in advance of the assignment. The student, so excused, will be allowed to take the exam or complete the assignment within a reasonable time after the absence: a period equal to the length of the absence, up to a maximum of one week. A student who notifies the instructor and completes any missed exam or assignment may not be penalized for the absence. A student who fails to complete the exam or assignment within the prescribed period may receive a failing grade for that exam or assignment.

If a student or an instructor disagrees about the nature of the absence [i.e., for the purpose of observing a religious holy day] or if there is similar disagreement about whether the student has been given a reasonable time to complete any missed assignments or examinations, either the student or the instructor may request a ruling from the chief executive officer of the institution, or his or her designee. The chief executive officer or designee must take into account the legislative intent of TEC 51.911(b), and the student and instructor will abide by the decision of the chief executive officer or designee.

These descriptions and timelines are subject to change at the discretion of the Professor.