



- Understand the role and function of a specific agency to the overall social support system
- Gain an appreciation of the problems and challenges faced by the clientele that the agency serves
- Assess how effective the agency is in meeting its goals and objectives as part of the larger social support system
- Identify social barriers/facilitators to support through the agency you serve

**Credit Hours:** You may register for 1-6 hours of internship credit. The amount of time you are required to work at your internship site corresponds with your credit hours:

1 credit = 36 hours	4 credits = 144 hours
2 credits = 72 hours	5 credits = 180 hours
3 credits = 108 hours	6 credits = 216 hours

**Placement:** Please note that **you must sign a contract** between you and the University of Utah that addresses issues of risk, liability, and indemnification. The contract can be found in Canvas through the link in the contract assignment. Contact a member of the CSBS internship team with any questions about connecting with an agency with which you are interested in working.

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## Course Assignments

### Contract & Waiver

You must complete and submit a signed contract that identifies the agency with which you are working, by whom you will be supervised, the goals you have set for your internship, and what activities are associated with your goals. This must be signed by you and your supervisor(s) and submitted through Canvas. You must also sign and submit a waiver form.

### Discussion Posts and Journal Entries

You will submit **weekly discussion posts or journal entries**, depending on the week. Discussion posts and journal entries should be at least two well-developed paragraphs in length.

Discussion posts are submitted through Canvas discussion boards and are seen by the class. Each discussion will focus on a different aspects of your internship experience, the skills you are developing, and how the work you are doing connects to your CSBS coursework. Some discussions have required readings attached to the prompt.

Journal entries are submitted as assignments and are only seen by the instructor. Journal entries can cover whatever you would like related to your internship—your experiences, issues raised, questions you have, etc.

### Final Reflection & Recommendation

The goal of this paper is to reflect on your experiences and the agency where you worked. Introduce and describe your agency, your role in your agency, reflect on your experiences, raise any issues that came up throughout your time there, and end with a personal recommendation about the value of continuing to use this internship site as a placement for future interns. Your paper should be 3-5 pages, double-spaced, using a 12-point font with 1-inch margins, and formatted using APA style.

## Hour Logs & Supervisor Evaluation

You must track the time you spend at your internship. Records of time spent at your field placement site must be signed by both you and your internship supervisor. Logs must be **submitted by the last day of the final exam period for the semester**. Logs may be scanned and submitted through Canvas.

Your internship supervisor must complete an evaluation of you at the end of the semester. Your supervisor will be contacted and asked to complete the online evaluation.

**Regardless of the grades you receive on other assignments, you cannot pass this course without completing the required hours and submitting your signed hourly logs.**

Please note that the final reflection paper and log hours are not due until the last day of the final exam period. This is to give you as much time as possible to complete your hours and consider your experience. Should you complete your hours before then, you may submit your final reflection paper and log hours at any time before the due date.

## Code of Conduct

- Always maintain professional behavior and demeanor.
- Maintain confidentiality of clients/patients.
- Arrange alternatives with supervisor in case of schedule conflicts prior to scheduled service time.
- Immediately notify supervisor and/or course instructor of any concern, problem, or incident that transpires during the internship.
- Dress appropriately for your agency. No gang apparel, t-shirts in poor taste, etc.

Failure to adhere to any of these standards, guidelines, and procedures will result in immediate termination from the internship program and a failing grade for the course.

## Internship Attendance Policy

Accountability and dependability are essential skills in professional work environments. As such student interns are expected to maintain regular hours at their internship site and supervision course meetings.

1. Any student who will be absent from their scheduled hours at their field placement is required to report his/her absence to both their field site supervisor and Dr. Owen (by email) prior to 9:00 am that day.
2. Failure to report absences, repeated absences and/or a pattern of lateness *will result in termination of the site placement and an assigned grade of I for the course.*

## Guidelines for Online Discussions

This online course will make extensive use of discussion boards, so here are a few additional thoughts about online etiquette, or netiquette. These guidelines will help you successfully navigate online interactions with your peers and with me:

- Communication with Others:
  - o Be respectful of your peers and me. We all have different perspectives, so be open-minded and respectful when someone shares experiences or opinions, even if you do not fully understand or agree. You can ask classmates for clarification if you find their post difficult to understand or possibly offensive. But do so in a respectful manner.
  - o Make sure that the comments you are posting are things that you would be willing to say to someone's face, and with me in the room. Even if you disagree with someone, you can engage in a lively discussion without resorting to personal attacks. Give opinions, ask for more information, and engage in discussion, but keep it civil just like you would in a face-to-face class setting.

- Comments that you make (asking for clarification, sharing critiques, expanding on a point, etc.) should reflect that you have paid attention to the person's comments.
- Support your statements. Use evidence and provide a rationale for your points.
- Recognize that we are all still learning. Be willing to change your perspective, and make space for others to do the same.
- Basically, just realize that these are real people you are communicating with, not just pixels on a screen. Make sure that you communicate with the class in a respectful way that is inclusive and open-minded.
- Writing Style:
  - Use correct spelling, grammar, and punctuation. This is a college course, so you should use formal writing for your online interactions (whether that is an email or discussion post) and assignment submissions. I highly recommend reading your email/post/assignment out loud to yourself before sending, posting, or submitting.
  - Do not use ALL CAPS, since that is the equivalent to shouting online, as is overuse of certain punctuation marks such as exclamation points !!!! and question marks ??????. Just as I wouldn't allow a student to yell at a peer or me face-to-face, I also don't want to see that happening in our online spaces.
  - Avoid acronyms and profanity. Emoticons can be used sparingly in online discussions, but they are not appropriate in assignments.
  - Make sure to stay on topic and keep your posts relevant to the discussion/assignment.
  - Be careful if you are trying to be funny or sarcastic. Written text does not convey tone of voice, facial expression, or a whole host of other cues that help indicate to a listener that you are trying to be funny or sarcastic. So, be careful with your written words, they are oftentimes more easily misunderstood than spoken words.
  - If you use the ideas or words of someone else, you must cite your sources!
- Discussion threads, e-mails, and chat rooms are all considered to be equivalent to classrooms, and student behavior within those environments shall conform to the Student Code.

## Grading

Contract & Waiver	20 points
Discussions (7x10)	70 points
Journal Reflections (6x10)	60 points
Final Reflection	50 points
Hour Logs & Supervisor Evaluation	<u>50 points</u>
	Total: 250 points

A few notes about grading:

- It is your responsibility to report and discuss grade discrepancies with me. Please contact me with any questions or concerns.
- Late assignments are **not** eligible for full credit.

## Letter Grade Conversion

A	93-100%	C	73-76.9%
A-	90-92.9%	C-	70-72.9%
B+	87-89.9%	D+	67-69.9%
B	83-86.9%	D	63-66.9%
B-	80-82.9%	D-	60-62.9%
C+	77-79.9%	E	Below 60%

## **Policies, Guidelines, & Resources**

### **Student Names and Personal Pronouns**

Class rosters are provided to the instructor with the student's legal name as well as "Preferred first name" (if previously entered by you in the Student Profile section of your CIS account, which can be managed at any time). While CIS refers to this as merely a preference, I will honor you by referring to you with the name and pronoun that feels best for you in class or on assignments. Please advise me of any name or pronoun changes so I can help create a learning environment in which you, your name, and your pronoun are respected.

### **Diversity/Inclusivity Statement**

It is my intent that students from all diverse backgrounds and perspectives be well served by this course, that students' learning needs be addressed both in and out of class, and that the diversity that students bring to this class be viewed as a resource, strength, and benefit. It is my intent to present materials and activities that are respectful of diversity: gender, sexuality, disability, age, socioeconomic status, ethnicity, race, and culture. Your suggestions are encouraged and appreciated. Please let me know ways to improve the effectiveness of the course for you personally or for other students or student groups.

### **Campus Safety**

The U of U values the safety of all campus community members. To report suspicious activity or to request a courtesy escort, call campus police at 801-585-COPS (801-585-2677). You will receive important emergency alerts and safety messages regarding campus safety via text message. For more information regarding safety and to view available training resources, including helpful videos, visit [SafeU](#).

### **Undocumented Student Support**

Immigration is a complex phenomenon with broad impact—those who are directly affected by it, as well as those who are indirectly affected by their relationships with family members, friends, and loved ones. If your immigration status presents obstacles to engaging in specific activities or fulfilling specific course criteria, confidential arrangements may be requested from the Dream Center. Arrangements with the Dream Center will not jeopardize your student status, your financial aid, or any other part of your residence. The Dream Center offers a wide range of resources to support undocumented students (with and without DACA) as well as students from mixed-status families. To learn more, please contact the [Dream Center](#), 801-581-3470.

### **Addressing Sexual Misconduct**

Title IX makes it clear that violence and harassment based on sex and gender (which includes sexual orientation and gender identity/expression) is a Civil Rights offense subject to the same kinds of accountability and the same kinds of support applied to offenses against other protected categories such as race, national origin, color, religion, age, status as a person with a disability, veteran's status or genetic information. If you or someone you know has been harassed or assaulted, you are encouraged to report it to the Title IX Coordinator in the [Office of Equal Opportunity and Affirmative Action](#), 135 Park Building 801-581-8365, or the [Office of the Dean of Students](#), 270 Union Building 801-581-7066. For support and confidential consultation, contact the [Center for Student Wellness](#), 426 SSB, 801-581-7776. To report to the police, contact the [Department of Public Safety](#), 801-585-2677(COPS).

*NOTE – this language is and must be very official to be legally binding, but please understand this policy provides protection for those who experience sexual assault in the campus community. If you have questions or need help, you can go to the victim's advocate in the Student Services Building RM 426, call the Rape Recovery Center 24-Hour Hotline at 801-467-7273, or talk to me. Be aware I am*

*under obligation to report sexual misconduct within the campus community, and I can connect you with resources if you are prepared for and want that.*

### **Americans with Disabilities Act (ADA)**

The University of Utah seeks to provide equal access to its programs, services, and activities for people with disabilities. If you will need accommodations in this class, reasonable prior notice needs to be given to the [Center for Disability & Access](#), 162 Olpin Union Building, 801-581-5020. CDA will work with you and your instructor to make arrangements for accommodations. All written information in this course can be made available in alternative format with prior notification to the Center for Disability & Access.

### **Wellness Statement**

Your personal health and wellness are essential to your success as a student. Personal concerns such as stress, anxiety, relationship difficulties, depression, cross-cultural differences, etc., can interfere with your ability to succeed and thrive in this course and at the University of Utah. Please seek help before issues become problems. Contact the [Center for Student Wellness](#), 801-581-7776.

### **LGBT Resource Center**

The University of Utah has an [LGBT Resource Center](#) on campus. It is located in Room 409 in the Olpin Union Building. Hours: M-F 8-5pm. Visit their website to find more information about the support they can offer, a list of events through the center, and links to additional resources.

### **Learners of English as an Additional/Second Language**

If you are an English language learner, please be aware of several resources on campus that will support you with your language and writing development. These resources include: the [Writing Center](#), the [Writing Program](#), and the [English Language Institute](#).

### **Veterans Center**

If you are a student veteran, the U of U has a [Veterans Support Center](#) located in Room 418 in the Olpin Union Building. Hours: M-F 8-5pm. Please visit their website for more information about what support they offer, a list of ongoing events, and links to outside resources.

### **Academic Misconduct**

It is assumed that all work submitted is your own work. When you have used ideas of others, you must properly indicate that you have done so. Plagiarism and cheating are serious offenses and may be punished by failure on an individual assignment, failure in the course, and/or expulsion from the university.

Per University of Utah regulations (Policy # 6-400). "A student who engages in academic misconduct," as defined in Part I.B. and including, but not limited to, cheating, falsification, or plagiarism, "may be subject to academic sanctions including but not limited to a grade reduction, failing grade, probation, suspension or dismissal from the program or the University, or revocation of the student's degree or certificate. Sanctions may also include community service, a written reprimand, and/or a written statement of misconduct that can be put into an appropriate record maintained for purposes of the profession or discipline for which the student is preparing." Please refer to the [Student Code](#) for full elaboration of student academic and behavioral misconduct policies.

### **Tech Skills**

Time management and organizational skills are essential to the successful completion of this online course that accompanies your internship.

By signing up to take this course, you are demonstrating an understanding that you must possess

basic computer literacy skills, at minimum. This means you can successfully download and operate various file types, including but not limited to: .mp3; .mp4; docx; .mov; .pdf. You should also be able to troubleshoot technical issues and attempt to solve them on your own (a web search of your issue can reveal a lot). Please be sure all software and plug-ins are up to date. You are responsible for submitting assignments using the correct file extensions (which are detailed in each assignment description).

It is your responsibility to maintain your computer and related equipment in order to participate in this online course. Equipment failures are not an acceptable excuse for late or absent work. I suggest you back up your assignments (for this and any other class) in some fashion – a cloud service, flash drives, or even just emailing drafts to yourself. Do something so that you can access your work no matter where you are.

Technical support for Canvas is available by calling 1-844-527-0328 or online through Chat Support at <https://cases.canvaslms.com/liveagentchat?chattype=student>.

If you come across any broken links or inaccessible files in the course, you need to notify me immediately! I have done my best to ensure the class will operate smoothly, but technology doesn't always do what we want it to do. I'm assuming that links and files are in working order, unless students indicate otherwise. I am committed to fixing broken links or inaccessible files as soon as possible after being notified. In the case that there will be a significant delay before an item can be fixed, I will post an announcement to let the class know about the problem and describe any alternate files/links are alternate due dates for assignments, if applicable. Points lost on assignments cannot be made up if you didn't notify me that there was a broken link or inaccessible file prior to the deadline.

You are responsible for submitting assignments by their due dates. In the very rare case that technical problems prevent you from submitting on time, you must:

- Immediately contact me via email or Canvas Inbox to let me know about the problem and to submit a copy of your assignment as an attachment (where possible)
- Next, immediately contact the Canvas Help Desk to troubleshoot and resolve the problem.
- Then email me again to update me on the issue, whether it was resolved, and if there are any additional steps that either of us need to take to get the assignment properly submitted to Canvas.

Keep in mind that it is inappropriate to contact me about tech problems after a deadline. It is your responsibility to reach out to the appropriate help desk to troubleshoot and resolve tech problems.

### **CSBS Emergency Action Plan**

Not every student comes to campus, but if you do, please familiarize yourself with the [CSBS Emergency Action Plan](#) before you come to campus.

## Course Schedule (SOC 4890, 4891, 4892)

Week	Topics	What's Due
Week 1: Aug 22-28	Begin internship: Be sure you have contacted the CSBS Internship team to initiate the internship selection process and receive the internship contract	<b>Sunday, August 28<sup>th</sup></b> ▪ Discussion 1: Introductions
Week 2: Aug 29-Sept 4	Formal Documentation	<b>Sunday, September 4<sup>th</sup></b> ▪ Internship Contract ▪ Internship Waiver
Week 3: Sept 5-11	Reflection Read Internship Journal Tips	<b>Sunday, September 11<sup>th</sup></b> ▪ Journal Submission #1
Week 4: Sept 12-18	Connections: Coursework and Internship	<b>Sunday, September 18<sup>th</sup></b> ▪ Discussion 2: Coursework in Action
Week 5: Sept 19-25	Reflection	<b>Sunday, September 25<sup>th</sup></b> ▪ Journal Submission #2
Week 6: Sept 26-Oct 2	Ethics Reading: Codes of Ethics from national organizations	<b>Sunday, October 2<sup>nd</sup></b> ▪ Discussion #3: Ethical Issues
Week 7: Oct 3-9	Reflection	<b>Sunday, October 9<sup>th</sup></b> ▪ Journal Submission #3
Week 8: Oct 10-16	<i>Fall Break</i>	
Week 9: Oct 17-23	Resumes & Cover Letters Reading: Career & Professional Development Center's Student Pathways website	<b>Sunday, October 23<sup>rd</sup></b> ▪ Discussion 4: Enhancing Your Resume
Week 10: Oct 24-30	Reflection	<b>Sunday, October 30<sup>th</sup></b> ▪ Journal Submission #4
Week 11: Oct 31-Nov 6	Sociological Imagination Reading: "The Promise of Sociology" by C. Wright Mills	<b>Sunday, November 6<sup>th</sup></b> ▪ Discussion 5: Private Troubles & Public Issues
Week 12: Nov 7-13	Reflection	<b>Sunday, November 13<sup>th</sup></b> ▪ Journal Submission #5
Week 13: Nov 14-20	Organizational Goals & Measuring Success	<b>Sunday, November 20<sup>th</sup></b> ▪ Discussion 6: Organizational Success
Week 14: Nov 21-27	Reflection	<b>Sunday, November 27<sup>th</sup></b> ▪ Journal Submission #6
Week 15: Nov 28-Dec 4	Affecting Change	<b>Sunday, December 4<sup>th</sup></b> ▪ Discussion 7: Be the Solution!
Week 16: Dec 5-8	Finish Hours	
Finals Week: Dec 12-16	Final Reflection, Logs & Evaluation	<b>Friday, December 16<sup>th</sup></b> ▪ Final Reflection & Recommendation ▪ Hour Logs & Supervisor Evaluation

*Note: This syllabus is meant to serve as an outline and guide for our course. Please note that I may modify it with reasonable notice to you. I may also modify the course schedule to accommodate the needs of our class. Any changes will be announced through Canvas.*