



- 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 the CSBS internship team with any questions about connecting with an agency with which you are interested in working.

## 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. Each discussion will focus on different aspects of your internship experience, the skills you are developing, and how the work you are doing connects to your CSBS coursework. There will be specific prompts for the journal entries, but you can bring up anything 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.

### Hours Log & 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.

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 log.***

## Policies, Guidelines, & Resources

For the most up-to-date policies on the Americans with Disabilities Act, Safety, Addressing Sexual Misconduct, and Academic Misconduct, please visit the [Center For Teaching Excellence's website on institutional policies](#).

## Tentative Course Schedule

Week	Topics	What's Due
Week 1	<b>Begin internship</b>	<ul style="list-style-type: none"> <li>▪ Discussion 1: Introduction Video</li> </ul>
Week 2	<b>Formal Documentation</b>	<ul style="list-style-type: none"> <li>▪ Internship Contract</li> <li>▪ Internship Waiver</li> </ul>
Week 3	<b>Reflection</b>	<ul style="list-style-type: none"> <li>▪ Journal Submission #1</li> </ul>
Week 4	<b>Connections: Coursework and Internship</b>	<ul style="list-style-type: none"> <li>▪ Discussion 2: Coursework in Action</li> </ul>
Week 5	<b>Reflection</b>	<ul style="list-style-type: none"> <li>▪ Journal Submission #2</li> </ul>
Week 6	<b>Ethics</b>	<ul style="list-style-type: none"> <li>▪ Discussion 3: Ethical Issues</li> </ul>
Week 7	<b>Reflection</b>	<ul style="list-style-type: none"> <li>▪ Journal Submission #3</li> </ul>
Week 8	<b>Resumes &amp; Cover Letters</b>	<ul style="list-style-type: none"> <li>▪ Discussion 4: Enhancing Your Resume</li> </ul>
Week 9	<i>Break</i>	
Week 10	<b>Reflection</b>	<ul style="list-style-type: none"> <li>▪ Journal Submission #4</li> </ul>
Week 11	<b>Sociological Imagination</b>	<ul style="list-style-type: none"> <li>▪ Discussion 5: Private Troubles &amp; Public Issues</li> </ul>
Week 12	<b>Reflection</b>	<ul style="list-style-type: none"> <li>▪ Journal Submission #5</li> </ul>
Week 13	<b>Organizational Goals &amp; Measuring Success</b>	<ul style="list-style-type: none"> <li>▪ Discussion 6: Organizational Success</li> </ul>
Week 14	<b>Reflection</b>	<ul style="list-style-type: none"> <li>▪ Journal Submission #6</li> </ul>
Week 15	<b>Affecting Change</b>	<ul style="list-style-type: none"> <li>▪ Discussion 7: Be the Solution!</li> </ul>
Week 16	<b>Finish Hours</b>	
Finals Week	<b>Final Reflection, Hours Log &amp; Evaluation</b>	<ul style="list-style-type: none"> <li>▪ Final Reflection &amp; Recommendation</li> <li>▪ Hours Log &amp; Supervisor Evaluation</li> </ul>

Details are subject to change, and will be announced via Canvas.