

RESM 4100.001-004 - Internship in RESM

Instructor Contact

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Office Hours: By Appointment

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Communication Expectations:

Students should use email to communicate with the instructor using the email address provided in the syllabus (Briton.Hagan@unt.edu).

1. When you email the instructor, please INCLUDE YOUR FULL LEGAL NAME (NO NICKNAMES) AND THE COURSE NUMBER (RESM 4100) IN THE EMAIL (preferably in the subject line).
2. Any email which does not include the student's full legal name and course number will not get a response from the instructor.
3. Do not email the instructor to ask for information you can easily find yourself on Canvas, the syllabus, etc.
4. Do not send messages to the instructor through the "Comments" section in Canvas. The instructor does not receive a notification this way.

Course Description

Field-based experience in an approved recreation, event or sport related organization. Emphasis is placed on application of knowledge and skills to real-world job roles and responsibilities.

Course Prerequisites or Other Restrictions

RESM 4150 and department approval of internship job/organization.

Course Objectives

1. To integrate theory and practice in the student's professional education.
2. To exchange contemporary thinking and insights between the internship student and agency personnel.
3. To engage in opportunities that identify students' strengths and weaknesses.
4. To obtain information useful in making decisions about areas of specialization, and/or further study.
5. To gain experience in service delivery, leadership, supervision, and administration.
6. To gain an understanding and appreciation of the role, duties and responsibilities of full-time recreation, event, sport or leisure services professionals.
7. To increase knowledge of the organization and administration of delivering recreation, event, sport or leisure services in a specific setting.

Required Text

No textbook required.

How To Be Successful In This Course

1. SUBMIT ASSIGNMENTS ON-TIME.

- a. "Deadline" means the absolute last minute to submit an assignment.
- b. Assignments are posted well in advance of the deadlines (in most cases, the assignment is posted at the beginning of the semester). Therefore, there are no excuses for missing a deadline.
- c. The instructor suggests submitting assignments at least a few hours before the deadline to account for any problems which may arise (i.e., computer problems, internet/wifi outage, etc.).
- d. If you choose to wait until the last minute to submit your assignment, you are taking the risk that something may go wrong which makes you miss the deadline.
- e. In instances where you have not completed the entire assignment, submitting a partial assignment is better than missing the deadline as you will at least get partial credit.
- f. This is the #1 reason students fail the course.

2. FOLLOW DIRECTIONS/INSTRUCTIONS EXACTLY.

- a. The instructor devotes a great deal of time to create detailed instructions. The instructions are specific for a reason (i.e., to make sure all students learn and/or practice using the appropriate course concepts, to make submissions more uniform, to make sure the submission is compatible with Canvas, to make the assignment easier to grade, etc.).
- b. You are an adult and a college student; therefore, you should be able to follow directions as it will be required when you get a job. Attention to detail is important and will pay off in this course and your career.
- c. If after carefully reading the directions you do not understand what is expected, email the instructor to ask for clarification.
- d. Failure to follow directions will significantly decrease your assignment grade.
- e. This is the #2 reason students fail the course.

3. PUT TIME AND EFFORT INTO YOUR COURSEWORK.

- a. You will be graded on the quality of your work. Low-quality work will receive a lower grade than high-quality work.
- b. High quality work means: following directions exactly; devoting time and effort (which will be evident in the work you submit) to completing the assignments; using college-level writing; having no grammatical and/or spelling errors; demonstrating course topics/concepts are clearly understood and utilizing them appropriately; completing all sections/questions correctly; and going beyond the minimum required.
- c. Putting time and effort into your coursework is the best way to ensure you are adequately prepared for a career in this field.
- d. Procrastination, laziness, and completing subpar work are hard habits to break. If you get in the habit of performing at a high-level now, you are much more likely to transition that work ethic into your career (where it really matters and could increase your earnings and/or career opportunities).

- e. You are a student at a university which you chose to attend, and in a program/course which you chose to enroll in. Therefore, you should be interested in the topics being discussed/assigned and want to learn them (if not, then maybe you should consider a change in your area of study).

Technical Requirements & Skills

Minimum Technology Requirements

- Computer
- Reliable internet access
- Microsoft Word
- [Canvas Technical Requirements](https://clear.unt.edu/supported-technologies/canvas/requirements) (https://clear.unt.edu/supported-technologies/canvas/requirements)

Computer Skills & Digital Literacy

- Canvas
- UNT Email
- Downloading and uploading files
- Microsoft Word

Rules of Engagement

- Treat your instructor and classmates with respect in email or any other communication.
- Remember that all college level communication should have correct spelling and grammar (this includes discussion boards).
- Avoid slang terms such as “wassup?” and texting abbreviations such as “u” instead of “you.”
- Use standard fonts such as Ariel, Calibri, or Times new Roman and use a size 10 or 12 point font.
- Avoid using the caps lock feature AS IT CAN BE INTERPRETTED AS YELLING.
- Limit and possibly avoid the use of emoticons like :) or ☺.
- Be cautious when using humor or sarcasm as tone is sometimes lost in an email or discussion post and your message might be taken seriously or sound offensive.
- Be careful with personal information (both yours and other’s).
- Do not send confidential information via e-mail.

See these [Engagement Guidelines](https://clear.unt.edu/online-communication-tips) (https://clear.unt.edu/online-communication-tips) for more information.

Getting Help

Technical Assistance

Part of working in the online environment involves dealing with the inconveniences and frustration that can arise when technology breaks down or does not perform as expected. Here at UNT we have a Student Help Desk that you can contact for help with Canvas or other technology issues.

UIT Help Desk: [UIT Student Help Desk site](http://www.unt.edu/helpdesk/index.htm) (http://www.unt.edu/helpdesk/index.htm)

Email: helpdesk@unt.edu

Phone: 940-565-2324

In Person: Sage Hall, Room 130

Walk-In Availability: 8am-9pm

Telephone Availability:

- Sunday: noon-midnight
- Monday-Thursday: 8am-midnight
- Friday: 8am-8pm
- Saturday: 9am-5pm

Laptop Checkout: 8am-7pm

For additional support, visit [Canvas Technical Help](https://community.canvaslms.com/docs/DOC-10554-4212710328) (https://community.canvaslms.com/docs/DOC-10554-4212710328)

Student Support Services

UNT provides mental health resources to students to help ensure there are numerous outlets to turn to that wholeheartedly care for and are there for students in need, regardless of the nature of an issue or its severity. Listed below are several resources on campus that can support your academic success and mental well-being:

- [Student Health and Wellness Center](https://studentaffairs.unt.edu/student-health-and-wellness-center) (https://studentaffairs.unt.edu/student-health-and-wellness-center)
- [Counseling and Testing Services](https://studentaffairs.unt.edu/counseling-and-testing-services) (https://studentaffairs.unt.edu/counseling-and-testing-services)
- [UNT Care Team](https://studentaffairs.unt.edu/care) (https://studentaffairs.unt.edu/care)
- [UNT Psychiatric Services](https://studentaffairs.unt.edu/student-health-and-wellness-center/services/psychiatry) (https://studentaffairs.unt.edu/student-health-and-wellness-center/services/psychiatry)
- [Individual Counseling](https://studentaffairs.unt.edu/counseling-and-testing-services/services/individual-counseling) (https://studentaffairs.unt.edu/counseling-and-testing-services/services/individual-counseling)

Other student support services offered by UNT include:

- [Registrar](https://registrar.unt.edu/registration) (https://registrar.unt.edu/registration)
- [Financial Aid](https://financialaid.unt.edu/) (https://financialaid.unt.edu/)
- [Student Legal Services](https://studentaffairs.unt.edu/student-legal-services) (https://studentaffairs.unt.edu/student-legal-services)
- [Career Center](https://studentaffairs.unt.edu/career-center) (https://studentaffairs.unt.edu/career-center)
- [Multicultural Center](https://edo.unt.edu/multicultural-center) (https://edo.unt.edu/multicultural-center)
- [Counseling and Testing Services](https://studentaffairs.unt.edu/counseling-and-testing-services) (https://studentaffairs.unt.edu/counseling-and-testing-services)
- [Pride Alliance](https://edo.unt.edu/pridealliance) (https://edo.unt.edu/pridealliance)
- [UNT Food Pantry](https://deanofstudents.unt.edu/resources/food-pantry) (https://deanofstudents.unt.edu/resources/food-pantry)

Academic Support Services

- [Academic Resource Center](https://clear.unt.edu/canvas/student-resources) (https://clear.unt.edu/canvas/student-resources)
- [Academic Success Center](https://success.unt.edu/asc) (https://success.unt.edu/asc)
- [UNT Libraries](https://library.unt.edu/) (https://library.unt.edu/)
- [Writing Lab](http://writingcenter.unt.edu/) (http://writingcenter.unt.edu/)
- [MathLab](https://math.unt.edu/mathlab) (https://math.unt.edu/mathlab)

Missed Coursework

1. Whenever possible, the student should notify the instructor in advance that they will be missing class and/or coursework and attempt to make other arrangements.
 - a. If you are missing class and/or coursework for a school-related activity, you must notify the instructor beforehand.
2. The student **MUST CONTACT THE INSTRUCTOR WITHIN 24 HOURS OF THE MISSED COURSEWORK DEADLINE.**
 - a. The student will not be permitted to make up missed coursework without a doctor's note or a letter from the Dean of Students.
 - b. **ALL MISSED COURSEWORK MUST BE COMPLETED WITHIN ONE-WEEK OF THE TIME THE STUDENT PROVIDES THE DOCTOR'S NOTE OR LETTER FROM THE DEAN OF STUDENTS.**

Canvas

1. The course will utilize Canvas as its online learning platform.
2. All assignments will be submitted to the instructor via Canvas (unless stated otherwise).
 - a. It is the student's responsibility to make sure the assignment is submitted correctly and before the deadline. **MAKE SURE YOU GET A SUBMISSION CONFIRMATION IN CANVAS.** If you forget to attach the assignment document, attach the wrong document, or attach the document in a format other than Microsoft Word (unless stated otherwise), you will receive a zero.
 - b. **EMAIL THE INSTRUCTOR IMMEDIATELY IF YOU ARE HAVING TROUBLE SUBMITTING AN ASSIGNMENT.** If you experience technical difficulties, you must email the assignment to the instructor before the deadline.
 - c. **DO NOT WAIT UNTIL THE LAST MINUTE TO SUBMIT ASSIGNMENTS.** All assignments are open well in advance of the submission deadline. Therefore, stating "my computer wasn't working" or "I was having problems with my internet" are not acceptable reasons for missing the submission deadline.
 - d. No late assignments will be accepted without a doctor's note or a letter from the Dean of Students.

Posting of Grades

1. Grades will be posted on Canvas.
2. **STUDENTS HAVE ONE-WEEK FROM THE POSTING OF A GRADE TO NOTIFY THE INSTRUCTOR OF AN ERROR AND/OR CHALLENGE A GRADE (NO EXCEPTIONS).**
3. Students should be checking their grades on Canvas several times a week to make sure the posted grade is correct. Do not wait until the end of the semester.
 - a. The instructor will always leave "Comments" when grading assignments if points are deducted.
 - b. Be sure to read the comments in the gradebook so you know what to do differently in future assignments.
 - c. If you do not receive any comments, you did everything correctly and do not need to make any changes to future assignments.
4. It is the student's responsibility to contact the instructor about their grade.

- a. Do not send messages to the instructor through the “Comments” section in Canvas. The instructor does not receive a notification this way.

How the Student Is Graded / Evaluated

1. Internship Goals Assignment (75 points)
 - a. The student will identify three goals that are to be pursued during the internship experience. The goals will provide the student with a sense of direction and purpose, serve as a standard against which to measure growth and development, and allow the student to better prepare for a career.
 - b. The assignment will be submitted to the instructor via Canvas.
2. Periodic Reports (50 points each)
 - a. Students will complete five periodic report assignments. The reports are designed to help keep the students on-track with their goals and reflect on what they are learning during the internship.
 - b. The reports will be submitted to the instructor via Canvas.
3. Student Reflection (75 points)
 - a. Students will complete an internship reflection assignment near the end of their internship experience. The purpose of the assignment is to allow the student to reflect on his/her experience and to assess the internship agency/organization.
 - b. The reflection will be submitted to the instructor via Canvas.
4. Student Performance Appraisal (100 points)
 - a. Students will be evaluated by their agency supervisor at the end of the internship.
 - b. Students will provide their agency supervisor with the Performance Appraisal document during the last two-weeks of the internship.
 - c. The agency supervisor will complete the Performance Appraisal and then email the document to Briton.Hagan@unt.edu before the student’s last day (i.e., the last day of the semester).
 - i. The agency supervisor should not show the completed document to the student.
5. NO EXTRA-CREDIT WILL BE OFFERED.

Graded Item Name	Points Possible	Percentage of Final Grade
Goals Assignment	75 points	15%
Periodic Reports (5 reports @ 50 points each)	250 points	50%
Student Reflection	75 points	15%
Performance Appraisal	100 points	20 %
Total Points Possible:	500 points	100%

Grading Scale

Letter Grade	Point Total	Percent
A	450 – 500	90.0 - 100
B	400 – 449.5	80.0 – 89.99
C	350 – 399.5	70.0 – 79.99
D	300 – 349.5	60.0 – 69.99
F	0 – 299.5	0 – 59.99

Course Policies

Assignment Policy

The University is committed to providing a reliable online course system to all users. However, in the event of any unexpected server outage or any unusual technical difficulty which prevents students from completing a time sensitive assessment activity, the instructor will extend the time windows and provide an appropriate accommodation based on the situation. STUDENTS MUST IMMEDIATELY REPORT ANY PROBLEMS TO THE INSTRUCTOR and contact the UNT Student Help Desk: helpdesk@unt.edu or 940.565.2324 and obtain a ticket number. The instructor and the UNT Student Help Desk will work with the student to resolve any issues at the earliest possible time.

Attendance Policy

This course utilizes a remote learning format. No in-person attendance is required.

Syllabus Change Policy

The instructor reserves the right to amend the grading scale for the benefit of the students. The instructor reserves the right to change the syllabus at any time during the semester. Any changes will be posted on Canvas and/or emailed to students.

UNT Policies

Academic Integrity Policy

Academic Integrity Standards and Consequences. According to UNT Policy 06.003, Student Academic Integrity, academic dishonesty occurs when students engage in behaviors including, but not limited to cheating, fabrication, facilitating academic dishonesty, forgery, plagiarism, and sabotage. A finding of academic dishonesty may result in a range of academic penalties or sanctions ranging from admonition to expulsion from the University.

ADA Policy

UNT makes reasonable academic accommodation for students with disabilities. Students seeking accommodation must first register with the Office of Disability Accommodation (ODA) to verify their eligibility. If a disability is verified, the ODA will provide a student with an accommodation letter to be delivered to faculty to begin a private discussion regarding one's specific course needs. Students may request accommodations at any time, however, ODA notices of accommodation should be provided as early as possible in the semester to avoid any delay in implementation. Note that students must obtain a new letter of accommodation for every semester and must meet with each faculty member prior to

implementation in each class. For additional information see the [ODA website](https://disability.unt.edu/) (<https://disability.unt.edu/>).

Emergency Notification & Procedures

UNT uses a system called Eagle Alert to quickly notify students with critical information in the event of an emergency (i.e., severe weather, campus closing, and health and public safety emergencies like chemical spills, fires, or violence). In the event of a university closure, please refer to Blackboard for contingency plans for covering course materials.

Retention of Student Records

Student records pertaining to this course are maintained in a secure location by the instructor of record. All records such as exams, answer sheets (with keys), and written papers submitted during the duration of the course are kept for at least one calendar year after course completion. Course work completed via the Blackboard online system, including grading information and comments, is also stored in a safe electronic environment for one year. Students have the right to view their individual record; however, information about student's records will not be divulged to other individuals without proper written consent. Students are encouraged to review the Public Information Policy and the Family Educational Rights and Privacy Act (FERPA) laws and the University's policy. See UNT Policy 10.10, Records Management and Retention for additional information.

Acceptable Student Behavior

Student behavior that interferes with an instructor's ability to conduct a class or other students' opportunity to learn is unacceptable and disruptive and will not be tolerated in any instructional forum at UNT. Students engaging in unacceptable behavior will be directed to leave the classroom and the instructor may refer the student to the Dean of Students to consider whether the student's conduct violated the Code of Student Conduct. The University's expectations for student conduct apply to all instructional forums, including University and electronic classroom, labs, discussion groups, field trips, etc. Visit UNT's [Code of Student Conduct](https://deanofstudents.unt.edu/conduct) (<https://deanofstudents.unt.edu/conduct>) to learn more.

Access to Information - Eagle Connect

Students' access point for business and academic services at UNT is located at: my.unt.edu. All official communication from the University will be delivered to a student's Eagle Connect account. For more information, please visit the website that explains Eagle Connect and how to forward e-mail [Eagle Connect](https://it.unt.edu/eagleconnect) (<https://it.unt.edu/eagleconnect>).

Student Evaluation Administration Dates

Student feedback is important and an essential part of participation in this course. The student evaluation of instruction is a requirement for all organized classes at UNT. The survey will be made available during weeks 13, 14 and 15 of the long semesters to provide students with an opportunity to evaluate how this course is taught. Students will receive an email from "UNT SPOT Course Evaluations via IASystem Notification" (no-reply@iasystem.org) with the survey link. Students should look for the email in their UNT email inbox. Simply click on the link and complete the survey. Once students complete the survey they will receive a confirmation email that the survey has been submitted. For additional information, please visit the [SPOT website](https://spot.unt.edu/) (<https://spot.unt.edu/>) or email spot@unt.edu.

Sexual Assault Prevention

UNT is committed to providing a safe learning environment free of all forms of sexual misconduct, including sexual harassment sexual assault, domestic violence, dating violence, and stalking. Federal laws (Title IX and the Violence Against Women Act) and UNT policies prohibit discrimination on the basis of sex, and therefore prohibit sexual misconduct. If you or someone you know is experiencing sexual harassment, relationship violence, stalking, and/or sexual assault, there are campus resources available to provide support and assistance. UNT's Survivor Advocates can assist a student who has been impacted by violence by filing protective orders, completing crime victim's compensation applications, contacting professors for absences related to an assault, working with housing to facilitate a room change where appropriate, and connecting students to other resources available both on and off campus. The Survivor Advocates can be reached at SurvivorAdvocate@unt.edu or by calling the Dean of Students Office at 940-565- 2648. Additionally, alleged sexual misconduct can be non-confidentially reported to the Title IX Coordinator at oeo@unt.edu or at (940) 565 2759.

Important Notice for F-1 Students taking Distance Education Courses

Federal Regulation

To read detailed Immigration and Customs Enforcement regulations for F-1 students taking online courses, please go to the [Electronic Code of Federal Regulations website](http://www.ecfr.gov/) (<http://www.ecfr.gov/>). The specific portion concerning distance education courses is located at Title 8 CFR 214.2 Paragraph (f)(6)(i)(G).

The paragraph reads:

(G) For F-1 students enrolled in classes for credit or classroom hours, no more than the equivalent of one class or three credits per session, term, semester, trimester, or quarter may be counted toward the full course of study requirement if the class is taken on-line or through distance education and does not require the student's physical attendance for classes, examination or other purposes integral to completion of the class. An on-line or distance education course is a course that is offered principally through the use of television, audio, or computer transmission including open broadcast, closed circuit, cable, microwave, or satellite, audio conferencing, or computer conferencing. If the F-1 student's course of study is in a language study program, no on-line or distance education classes may be considered to count toward a student's full course of study requirement.

University of North Texas Compliance

To comply with immigration regulations, an F-1 visa holder within the United States may need to engage in an on-campus experiential component for this course. This component (which must be approved in advance by the instructor) can include activities such as taking an on-campus exam, participating in an on-campus lecture or lab activity, or other on-campus experience integral to the completion of this course.

If such an on-campus activity is required, it is the student's responsibility to do the following:

(1) Submit a written request to the instructor for an on-campus experiential component within one week of the start of the course.

(2) Ensure that the activity on campus takes place and the instructor documents it in writing with a notice sent to the International Student and Scholar Services Office. ISSS has a form available that you may use for this purpose.

Because the decision may have serious immigration consequences, if an F-1 student is unsure about his or her need to participate in an on-campus experiential component for this course, s/he should contact the UNT International Student and Scholar Services Office (telephone 940-565-2195 or email internationaladvising@unt.edu) to get clarification before the one-week deadline.

Student Verification

UNT takes measures to protect the integrity of educational credentials awarded to students enrolled in distance education courses by verifying student identity, protecting student privacy, and notifying students of any special meeting times/locations or additional charges associated with student identity verification in distance education courses.

See [UNT Policy 07-002 Student Identity Verification, Privacy, and Notification and Distance Education Courses](https://policy.unt.edu/policy/07-002) (<https://policy.unt.edu/policy/07-002>).

Use of Student Work

A student owns the copyright for all work (e.g. software, photographs, reports, presentations, and email postings) he or she creates within a class and the University is not entitled to use any student work without the student's permission unless all of the following criteria are met:

- The work is used only once.
- The work is not used in its entirety.
- Use of the work does not affect any potential profits from the work.
- The student is not identified.
- The work is identified as student work.

If the use of the work does not meet all of the above criteria, then the University office or department using the work must obtain the student's written permission.

Download the UNT System Permission, Waiver and Release Form

Transmission and Recording of Student Images in Electronically-Delivered Courses

1. No permission is needed from a student for his or her image or voice to be transmitted live via videoconference or streaming media, but all students should be informed when courses are to be conducted using either method of delivery.
2. In the event an instructor records student presentations, he or she must obtain permission from the student using a signed release in order to use the recording for future classes in accordance with the Use of Student-Created Work guidelines above.
3. Instructors who video-record their class lectures with the intention of re-using some or all of recordings for future class offerings must notify students on the course syllabus if students'

images may appear on video. Instructors are also advised to provide accommodation for students who do not wish to appear in class recordings.

No notification is needed if only audio and slide capture is used or if the video only records the instructor's image. However, the instructor is encouraged to let students know the recordings will be available to them for study purposes.