No in-person meetings and due date clarification

Hello everyone! I wanted to clarify to everyone that this is a remote class so there are no in-person meetings this semester.

Welcome to 5800!

We are excited that you are about to complete your internship process and are moving closer to graduation! Please go to the Canvas course and review your internship.

Instructors: Brian Collins, Ph.D.

PADM Internships: Jodi Vicars-Nance (jodi.vicars-nance@unt.edu)

email brian.collins@unt.edu or jodi.vicars-nance@unt.edu

Hours by appointment via Zoom or Microsoft Teams

Class Meeting Details

Time: Remote

Locations: Canvas online via Zoom

Course Description
Students enrolled in this course should have completed at least 220 hours of a program approved internship. This is the completion of the internship requirement necessary for pre-career students to graduate. The course asks you to complete all work for the internship, to complete all documentation of the experience, to provide a written paper regarding the experience and to present your work experience to other students in the program.

**All work will be asynchronous and online or part of your internship work.**

**Presentation**
The presentation will be recorded and submitted as a video submission.

1. You will provide a short one minute description of your internship and the most important thing that you learned during your internship.

2. You will submit a PowerPoint presentation of a specific single work product from your internship. So, you'll need to have a visual and discussion of some project or assignment from your work. Focus on only one or two specific assignments, projects, or activities that were an important component of internship. In a job application, what from your internship would you point toward as valuable work experience. Be sure to:
   - Explain and demonstrate the actual work product.
   - Explain and demonstrate theories or coursework that informed your work product.
   - Finally, we will have a participatory session where students can talk with you individually.

Please consider completing the media release form so we can use your positive experience to help in recruitment.

**Paper**
The paper is a reflection on your experience that is between 750-1000 words. The paper should address the following questions.

1. Identify and explain three ways you have grown professionally as a result of your internship.
2. What professional competencies have you yet to develop and how do you expect to develop them? In other words, what did you need to know or what skills did you need to have?
3. What advice would you give to other students just starting the internship process?

**Completion of Internship and Evaluation**
1. Submission of all documentation and completion of work hours by the end of the course.
2. Supervisor evaluations are considered in the grading of this section.
3. Grades for these components will be a reflection of supervisor reviews and internship coordinator reviews.

GRADING:

You will receive a letter grade on a standard scale: 90 – 100% = A; 80 – 89% = B; 70 – 79% = C; 60 – 69% = D; 59% and below = F.

Presentation is worth 400 points.

Paper is worth 200 points.

Work completion and evaluation is worth 400 points.

Student Perceptions of Teaching (SPOT) survey opening dates will be announced, Required: Please complete course evaluation by going to www.my.unt.edu (Links to an external site.) (http://www.my.unt.edu).

STUDENT Evaluation/Perception OF INSTRUCTION

Student feedback is important and an essential part of participation in this course. The student evaluation of instruction (SPOT) is a requirement for all organized classes at UNT. This short survey will be made available later in the semester to provide you with an opportunity to evaluate how this course is taught. Student feedback is very important to UNT, please complete your SPOT (Student Perceptions of Teaching) survey during the open evaluation time.

University and Department Policies

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
Sexual Discrimination, Harassment, & Assault

UNT is committed to providing an environment free of all forms of discrimination and sexual harassment, including sexual assault, domestic violence, dating violence, and stalking. If you (or someone you know) has experienced or experiences any of these acts of aggression, please know that you are not alone. The federal Title IX law makes it clear that violence and harassment based on sex and gender are Civil Rights offenses. UNT has staff members trained to support you in navigating campus life, accessing health and counseling services, providing academic and housing accommodations, helping with legal protective orders, and more.

UNT’s Dean of Students’ website offers a range of on-campus and off-campus resources to help support survivors, depending on their unique needs: [http://deanofstudents.unt.edu/resources_0](http://deanofstudents.unt.edu/resources_0)

Renee LeClaire McNamara is UNT’s Student Advocate and she can be reached through e-mail at SurvivorAdvocate@unt.edu or by calling the Dean of Students' office at 940-565-2648.

Disability Accommodations

The Department of Public Administration, in cooperation with the Office of Disability Accommodation, complies with the Americans with Disabilities Act in making reasonable accommodations for qualified students with disabilities. Please present your written accommodation request during office hours.

Academic Honesty

Academic honesty is expected. An act of academic dishonesty will result in a grade of zero on the assignment, a probable failing grade in the course, and a recommendation of additional disciplinary action. In the event of suspected academic dishonesty, we may substitute a quiz, examination or assignment for the work in question. These are our guidelines concerning what constitutes a violation of ethical standards for course work. Any of these violations will be considered academic dishonesty and treated as such. These guidelines are in addition to any University-wide guidelines concerning academic honesty or dishonesty that may be in effect.

Cheating. The giving or receiving of any unauthorized assistance on any academic work. [Instructor note: collaboration is a key skill for public administrators and it will be encouraged, but as you can imagine there are assignments in academic courses where collaboration crosses a line into academic dishonesty. The instructor will attempt to communicate clear expectations about this in each assignment, but please contact the instructor if you have questions or need clarification]
**Plagiarism.** Presenting the language, structure or ideas of another person or persons as one's own original work. Please note that plagiarism will not be tolerated! Failure to reference is plagiarism. Referencing the ideas of others over and over again without adequate analysis or discussion of the material also constitutes plagiarism. Massive amounts of quoting and referencing without adding to the discussion is plagiarism. You are expected to bring something to the table in your assignments. An analysis or review requires you to understand the work of others and evaluate their contributions, not simply to doggedly restate what they said. [See instructor note about collaboration in "cheating" section above.]

**Falsification.** Any untrue statement, either oral or written concerning one’s own academic work or the academic work of another student or the unauthorized alteration of any academic record.

**Original work.** Unless specifically authorized by the instructor, all academic work undertaken in a course must be original, i.e., it must not have been submitted in a prior course, “borrowed” from the workplace or the Internet, or be submitted in a course being taken concurrently.

**Definitions:** The UNT Code of Student Conduct and Discipline defines cheating and plagiarism “as the use of unauthorized books, notes, or otherwise securing help in a test; copying other’s tests, assignments, reports, or term papers; representing the work of another as one’s own; collaborating without authority with another student during an examination or in preparing academic work; or otherwise practicing scholastic dishonesty.”

**Penalties:** Normally, the minimum penalty for cheating or plagiarism is a grade of “F” in the course. Determination of cheating or plagiarism shall be made by the instructor in the course, or by the departmental faculty in the case of departmental exams.

**Other Policies:** Please review the first module of the course for other syllabus policies including COVID-related policies.

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**Course Summary:**

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<tr>
<th>Date</th>
<th>Details</th>
<th>Due</th>
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<td>Sat Jun 19, 2021</td>
<td><a href="https://unt.instructure.com/courses/50665/assignments/1072151">Work Product Power Point</a></td>
<td>due by 9am</td>
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