



# SPDA 2011/3011: Internship Syllabus

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Spring 2021 • January 11 – May 1

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## Instructor

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Office Hours by appointment  
972-668-7104

## Course Description

Supervised work in a job related to student career objective.

## Course Objective

Students should use their internship to gain valuable work experience and increase your knowledge in the field of your major. It is a good idea to seek a position in a firm or industry where you have an interest in possible permanent employment, and where you will gain desired competencies.

Students that complete the course will be able to:

1. Apply and explain the relationship between coursework taken and work being performed in the internship
2. Continue to develop communication skills in the areas of written, oral and presenting
3. Practice work habits and attitudes needed to be successful professionally
4. Identify strategies for continued development of skills most relevant for success in the student's targeted industry.

## Internship Hours and Credit Hours

The PD&A program requires six credit hours of internship spread over three summers in three internships. Students can also elect to take two internships instead of three to fulfill their degree requirements. Based on need and availability, we would also work with students to take internships during the regular semester. Students may take internships in increments of one Credit Hour up to three Credit Hours at a time where each credit hour is equivalent to 65 actual work hours of internship.

Work Hours Required: 65 Hours for 1 Hour of Credit  
130 Hours for 2 Hours of Credit  
195 Hours for 3 Hours of Credit

## Overview of Course Requirements

This is an online course. Students will access course content and submit assignments in Canvas. The seminar also requires that students participate in occasional, small-group presentation sessions during the session. Times for these sessions will be set with student input.

## Required Readings

Participants in the class will read, reflect upon, and present their ideas on a non-fiction book recommended by their internship/practicum supervisor. Students are responsible for obtaining copies of the book recommended by their supervisor.

## Basic Needs Security & COVID-19 Impact on Course Expectations

We learn as whole people. To learn effectively, you must have basic security—a roof over your head, a safe place to sleep, enough food to eat. If you are having trouble with any of those things, please talk with me or with the Dean of Students office. Together we can make sure those needs are met.

The global COVID-19 pandemic continues to cause uncertainty in almost every area of our lives. If you have difficulty meeting course expectations because of changes to your health, employment, or caregiving responsibilities, please reach out and let me know I can help you. I will do my best to extend patience, flexibility, and understanding. I hope that you will be patient if unanticipated circumstances require that I make last-minute changes to the course.

If you are experiencing any [symptoms of COVID-19](#) please seek medical attention from the Student Health and Wellness Center (940-565-2333 or [askSHWC@unt.edu](mailto:askSHWC@unt.edu)) or your health care provider PRIOR to coming to campus. UNT also requires you to contact the UNT COVID Hotline at 844-366-5892 or [COVID@unt.edu](mailto:COVID@unt.edu) for guidance on actions to take due to symptoms, pending or positive test results, or potential exposure. While full participation is an important part of succeeding in this class, your own health, and those of others in the community, is more important.

Face coverings are required in all UNT facilities. Students are expected to wear face coverings during this class. If you are unable to wear a face covering due to a disability, please contact the Office of Disability Access to request an accommodation. UNT face covering requirements are subject to change due to community health guidelines. Any changes will be communicated via the instructor.

## Assignments & Grading

A total of 500 points can be earned in the course. Grades will be assigned based on the following schedule:

Letter Grade	Range
A	450 or more points
B	400-449 points
C	350-399 points
D	300-349 points
F	299 or fewer points

Assignment	Points Possible	Assignment	Points Possible
Introduction	10 points	Timelog	10 points
Book Review Prep	10 points	Supervisor evaluations	10 points
Journal	140 points (7 @ 20 points each)	Final Reflection Essay	100 points
Presentations	120 points (3 @ 40 points each)		
Book Review	100 points		

## Schedule

*Unless otherwise noted, assignments are due by 11:59 pm on Friday the week they are listed.*

### **Week 1, January 11-15**

### **Week 2, January 18-22**

### **Week 3, January 25-29**

- ✓ Post your introduction in Canvas

### **Week 4, February 1-5**

- ✓ Complete book review prep assignment
- ✓ Complete Journal 1
- ✓ Student presentations on duties and goals will be held this week

### **Week 5, February 8-12**

- ✓ Complete Presentation 1

### **Week 6, February 15-19**

- ✓ Complete Journal 2

### **Week 7, February 22-26**

- ✓ Complete Book Review Prep

### **Week 8, March 1-5**

- ✓ Complete Journal 3

### **Week 9, March 8-12**

- ✓ Complete Journal 4

### **Week 10, March 15-19**

- ✓ Sign up for a presentation session for next week's presentations

### **Week 11, March 22-26**

- ✓ Complete Journal 5
- ✓ Submit your book review
- ✓ Student presentations on books recommended by their supervisors will be held this week

### **Week 12, March 29-April 2**

- ✓ Send your supervisor the feedback form

### **Week 13, April 5-9**

- ✓ Complete Journal 6

### **Week 14, April 11-17**

- ✓ Sign up for a presentation session for next week's presentations

### **Week 15, April 19-23**

- ✓ Complete Journal 7
- ✓ Submit supervisor evaluations
- ✓ Final presentations will be held this week.

### **Week 16, April 26-30**

*All remaining assignments must be submitted by*

*11:59 pm on **April 30***

- ✓ Submit time logs
- ✓ Submit final reflection essay

## Late Assignments

Assignments submitted late will be penalized 10% of points possible for each 24-hour period they are late.

## ADA Accommodations

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 at [disability.unt.edu](http://disability.unt.edu).

### **Emergency Notifications and 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.

### **Academic Integrity Expectations 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.