UCRS 4800 Syllabus – Fall 2026 Majors:

Integrative Studies & Social Science

Instructor Contact

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Communication Expectations: Email and canvas will be the ways that we will be communicating in this course. **I prefer e-mail because I will be checking it more frequently**. You can expect to receive a response to email within 24 hours on week days and 48 hours on the weekend. To use proper etiquette and follow guidelines, please see the CLEAR webpage for students that provides Online Communication Tips (https://clear.unt.edu/online-communication-tips).

Course Description

Supervised work in a job directly related to the student's major, professional field of study or career objective.

Prerequisite(s): Junior or senior standing; students must meet employer's requirements and have consent of department.

Course Structure

Welcome to your Internship course - UCRS 4800!

What an exciting chance to get professional work experience AND academic credit! Congratulations on finding an internship for this semester!

Your number one responsibility is to work with your supervisor and internship site to ensure that you are meeting their expectations, working enough hours, being professional and gaining the experience that you want and need from this internship. No one else can do this for you.

Course Prerequisites or Other Restrictions

There are no pre-requisites for this course. You must have already secured your internship experience and have a supervisor on-site who has agreed to evaluate your performance. You must be able to work (at least) the minimum number of hours required for the credit hours you signed up to earn. See table below.

Internships must meet these minimum number of hours worked:

# Hours of Credit	*Term*	*Length of Term*	*Total Hours Required*	*= Hours Required Weekly*
3	Fall or Spring	15 weeks	210-225	14-15
2	Fall or Spring	15 weeks	140-150	9-10
1	Fall or Spring	15 weeks	70-75	5-6
3	Summer	10 weeks	210-225	21-23
2	Summer	10 weeks	140-150	14-15
1	Summer	10 weeks	70-75	7-8

Course Objectives

By the end of this course, students will be able to:

1. Articulate their learning objectives and what they will gain from this internship.
2. Synthesize and communicate in writing their overall experience.
3. Communicate verbally with their on-site supervisor to ask for and receive input.
4. Evaluate and explain how the academic coursework connects with the internship experience.

The Employer should expect to provide:

1. A quality learning experience for the student with regular interaction with the intern by the supervisor.
2. A suitable work environment that is conducive to academic and personal growth.
3. The supervisor should be available for brief phone or e-mail contact if needed.
4. Assistance to the student to develop 4-5 learning objectives.
5. Sign off on a site verification and timecards.
6. Complete an online employer evaluation of student's performance (approximately 10 minutes.) The employer will receive a link to this evaluation.

To pass this course, you must earn a passing grade, as well as complete at least the minimum number of work hours for how many hours of credit you are taking. You must also turn in ALL of the assignments on canvas.unt.edu and have your supervisor's evaluation sent directly to me at the end of the semester. **Failure to turn in any assignment or discussion post assignment will result in the student failing the course**. Late assignments will be marked down. See the table below (or Canvas) for specific due dates. The semester is divided into beginning, middle, and end.

During the first 2-3 weeks of the semester, you will need to complete the following items:

- Site Verification (with supervisor's signature)
- Discussion: Introduction of You and Your Role
- Learning Objectives

At the mid-point of the semester, you need to turn in the:

- Have a one-on-one zoom or in person meeting with the instructor

- Mid-semester Timecard (with supervisor's signature)
- Mid-Semester post about your internship & Responses to others' posts

Toward the end of the semester (see each assignment) you need to turn in the:

- Final Report
- Final Timecard (with supervisor's signature)
- Self-Evaluation post about Learning Objectives & Responses to other's posts
- Employer Evaluation (to be emailed directly to me by your employer)

Grading

A = 90-100

B = 80-89

C = 70-79

D = 60-69

F = below 60

Being prompt and turning assignments in on time is VERY IMPORTANT! 10% of the grade value of the assignment will be deducted for each day when an assignment is late. Complete all assignments. **Failure to turn in any assignment or discussion post assignment will result in the student failing the course.**

Course Requirements

Assignment	***Due Date***	***Points***
Site Verification*	Wednesday, August 26th	**5**
Introduction of You and Your Role	Wednesday, August 26th	**5**
Learning Objectives	Wednesday, September 2nd	**20**
Mid-semester check-in with instructor	Wednesday, September 30th	**5**
Mid-semester Timecard*	Wednesday, October 7th	**5**
Discussion Posts and (2) Responses	Wednesday, Oct. 7th for your post; Responses to others by Friday, Oct. 9th	**10**
Self-Evaluation Post and Response	Wednesday, Dec. 2nd for your post; Responses to others by Friday, Dec. 4th	**15**
Employer Evaluation*	Friday, Dec. 4th	**10**
Final Timecard*	Friday, Dec. 4th	**5**
Final Report	Monday, Dec. 7th	**20**

*Supervisor's signature required	Total	100 possible points

Frequently Asked Questions

UCRS 4800 is an academic course requiring tuition & fee payment to receive credit. Your grade is based on assignments completed through canvas.unt.edu. You must have an internship, supervisor and be able to work a minimum number of hours (see table above).

1. **What are the requirements for my site supervisor?**

   Your site supervisor will be considered your most direct line of leadership and direction during your internship experience. Expectations include giving you guidance, helping you develop your learning objectives/goals, and submitting a final evaluation on your performance as an intern. If you are considering an internship at a company that your family owns you will need to meet with an academic counselor to request approval in advance.

2. **Who is responsible for creating the learning objectives?**

   This is a shared responsibility between you and your employer/site supervisor. We want you to ensure that this will be a learning experience that is intentional and beneficial for you. You need to know what your tasks and learning outcomes are before you begin. All work for the course is posted and submitted through the canvas.unt.edu site.

3. **What if I haven't completed the 210 (or minimum number of) hours by the end of the semester?**

   If the semester ends before you complete your internship obligations, you may contact the instructor to see if you meet the qualifications for an "I" (Incomplete). The responsibility is completely on the student to fulfill requirements and turn in all necessary paperwork in order to complete the "I" and receive a grade. This must be done within 1 calendar year, or the grade will change to an F and credit will not be awarded. Work hours, forms and final paper must be submitted no later than the last day of final exams to receive a grade for that semester.

4. **May I take more than one internship?**

   You may take a total of up to 6 hours of credit at 2 different internships, during 2 different semesters. The internship must include different exposure, experiences, and expectations. However, only 3 hours may count in the major (if approved to count toward one of your three fields, when applicable). The other 3 hours may only count as advanced elective credit or for Other Course Requirements. You may take one internship (3 hours maximum) per semester.

Course Policies

Assignment Policy

All assignments and due dates are posted in the Canvas modules. Please submit all work via Canvas, and not by email or attachment. **Documents you submit must be file type: .pdf, .doc, or jpg.**

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 should 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.

Instructor Responsibilities and Feedback

My responsibilities as your instructor include:

- helping students grow and learn,
- providing clear instructions for projects and assessments,
- answering questions about assignments,
- identifying additional resources as necessary,
- reviewing and updating course content, etc.
- grading your assignments in a timely and accurate manner.

Late Work

Being prompt and turning assignments in on time is VERY IMPORTANT! 10% of the grade value of the assignment will be deducted for each day an assignment is late. Complete all assignments. Part of this course is to approach not only your internship site duties professionally, but also your class assignments. You will need to be considerate and mindful of your supervisor's time and schedule. Plan ahead when it comes to setting up a meeting with your supervisor or needing their signature for several of your assignments. Do not wait until the last minute! **Failure to turn in any assignment or discussion post assignment will result in the student failing the course.**

Attendance Policy

Other than the assignments and interactions noted, no in-person or virtual attendance is required. Visit the University of North Texas' Attendance Policy (http://policy.unt.edu/policy/15-2-) to learn more.

Class Participation

The modules and assignments via Canvas are the only online class participation that is required.

Syllabus Change Policy

If any changes are made to the syllabus, you will be notified by email, and an announcement will be made in your Canvas course.

Materials – There are no textbooks required.

Technical Requirements & Skills

Minimum Technology Requirements

Provide a list of the minimum technology requirements for students, such as:

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

Computer Skills & Digital Literacy

Provide a list of course-specific technical skills learners must have to succeed in the course, such as:

- Using Canvas
- Using email with attachments
- Downloading and installing software

Rules of Engagement

Rules of engagement refer to the way students are expected to interact with each other and with their instructors online. Here are some general guidelines:

- Treat your instructor and classmates with respect in email or any other communication.
- Always use your professor's proper title: Dr. or Prof., or if in doubt use Mr. or Ms. (I am fine with Missy, Instructor Missy or Mrs. Eenigenburg).
- Use clear and concise language.
- 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 others).
- Do not send confidential information via e-mail

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

Success in an Online Course

While the online classroom shares many similarities with the face-to-face classroom, success in online education requires certain skills and expectations that students may not be aware of. You can find helpful tips at "How to Succeed as an Online Student" (https://clear.unt.edu/teaching-resources/online-teaching/succeed-online).

Course Evaluation

Student Perceptions of Teaching (SPOT) is the student evaluation system for UNT and allows students the ability to confidentially provide constructive feedback to their instructor and department to improve the quality of student experiences in the course.

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)
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)

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)
- Counseling and Testing Services (https://studentaffairs.unt.edu/counseling-and-testing-services)
- UNT Care Team (https://studentaffairs.unt.edu/care)
- UNT Psychiatric Services (https://studentaffairs.unt.edu/student-health-and-wellness-center/services/psychiatry)
- 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)
- Financial Aid (https://financialaid.unt.edu/)
- Student Legal Services (https://studentaffairs.unt.edu/student-legal-services)
- Career Center (https://studentaffairs.unt.edu/career-center)
- Multicultural Center (https://edo.unt.edu/multicultural-center)
- Counseling and Testing Services (https://studentaffairs.unt.edu/counseling-and-testing-services)
- Pride Alliance (https://edo.unt.edu/pridealliance)
- UNT Food Pantry (https://deanofstudents.unt.edu/resources/food-pantry)

Academic Support Services

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

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. [Insert specific sanction or academic penalty for specific academic integrity violation.]

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/).

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) 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).

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 August 3rd-August 11th 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 (http://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/). 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).

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.

Transmission and Recording of Student Images in Electronically-Delivered Courses

This course will not include any recording, video or audio, of student or instructor. This course employs NO lecture capture technology to record class sessions.