University of North Texas  
College of Education  
EDHE 6030  
Internship/Field Problem in Higher Education  
Syllabus  
Fall 2020

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Office Hours:  
Available by Zoom  
Other hours by appointment

DISABILITY ACCOMMODATION
The University of North Texas (UNT) is on record as committed to both the spirit and letter of federal equal opportunity legislation; reference Public Law 92-112 – The Rehabilitation Act of 1973 as amended. With the passage of new federal legislation entitled Americans with Disabilities Act (ADA), pursuant to section 504 of the Rehabilitation Act, there is renewed focus on providing this population with the same opportunities enjoyed by all citizens.

As a faculty member, I am required by law to provide "reasonable accommodations" to students with disabilities, so as not to discriminate on the basis of disability. If you are a student with a disability, your responsibility primarily rests with informing me of your need for accommodation by providing me with your letter from the UNT Office of Disability Accommodation.

Information regarding specific disability diagnostic criteria and policies for obtaining academic accommodations can be found at www.unt.edu/oda. Also, you may visit the Office of Disability Accommodation in the University Union or phone (940) 565-4323.

ACADEMIC INTEGRITY AND ACADEMIC MISCONDUCT
Academic Integrity is defined in the UNT Policy on Student Standards for Academic Integrity. Academic Dishonesty includes cheating, plagiarism, forgery, fabrication, facilitating academic dishonesty, and sabotage. Any suspected case of Academic Dishonesty will be handled in accordance with the University Policy and procedures. Possible academic penalties range from a verbal or written admonition to a grade of “F” in the course. Further sanctions may apply to incidents involving major violations. You will find the policy and procedures at: http://vpaa.unt.edu/academic-integrity.htm.
EAGLECONNECT
All UNT students should activate and regularly check their EagleConnect (e-mail) account. EagleConnect is used for official communication from the University to students. Many important announcements for the University and College are sent to students via EagleConnect. For information about EagleConnect, including how to activate an account and how to have EagleConnect forwarded to another e-mail address, visit https://eagleconnect.unt.edu. This is the main electronic contact for all course-related information and/or material.

The policy covers categories of academic dishonesty such as cheating, plagiarism, forgery, fabrication, facilitating academic dishonesty, and sabotage. It includes descriptions of infractions, penalties, and procedures. In the investigation and resolution of all allegations of student academic dishonesty, the university’s actions are intended to

OBSERVATION OF RELIGIOUS HOLY DAYS
If you plan to observe a religious holy day that coincides with a class day, please notify your instructor as soon as possible. Be corrective, educationally sound, fundamentally fair, and based on reliable evidence. The full policy (18.1.16) is available online at http://vpaa.unt.edu/academic-integrity.htm

STUDENT BEHAVIOR IN THE CLASSROOM
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 Center for Student Rights and Responsibilities 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, and field trips. The Code of Student Conduct can be found at: www.unt.edu/csrr. Accessing Facebook, text messaging or engaging in online activity not related to coursework during class time is not acceptable.

STUDENT PERCEPTIONS OF TEACHING (SPOT)
Completion of the SPOT is a requirement for all organized classes at UNT. This short survey will be made available to you at the end of the semester, providing you an opportunity to comment on my role with your internship/field problem. You will have a separate opportunity to evaluate your direct internship supervision. The SPOT is an important part of your participation in this class.

EMERGENCY NOTIFICATION & PROCEDURES
UNT uses a system called Eagle Alert to quickly notify you 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). The system sends voice messages (and text messages upon permission) to the phones of all active faculty staff, and students. Please make certain to update your phone numbers at www.my.unt.edu. Some helpful emergency preparedness actions include: 1) know the evacuation routes
and severe weather shelter areas in the buildings where your classes are held, 2) determine how you will contact family and friends if phones are temporarily unavailable, and 3) identify where you will go if you need to evacuate the Denton area suddenly. In the event of a university closure, please check your e-mail 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. Coursework completed via the Blackboard on-line system, including grading information and comments, is also stored in a safe electronic environment. You have a right to view your individual record; however, information about your records will not be divulged to other individuals without the proper written consent. You are encouraged to review the Public Information Policy and FERPA (Family Educational Rights and Privacy Act) laws and the university’s policy in accordance with those mandates at the following link: http://essc.unt.edu/registrar/ferpa.html

GOAL OF THE COURSE
The purpose of this internship/field problem is to provide an opportunity for higher education students to learn more about the profession through supervised practice experience.

LEARNING OUTCOMES
Students will:

- Understand the concepts behind supervised practice
- Examine their experience along with supervisors and faculty
- Learn cultural dynamics of the workplace
- Gain knowledge of how theory relates to practice
- Learn to apply a model of integrated theory and practice
- Learn to establish and complete learning objectives specific to higher education practice

FORMAT
Field work
RECOMMENDED READING


COURSE REQUIREMENTS

1. Internship Hours

A student must enroll in internship if they are not full-time professionals in a college or university. All students enrolled in internship are expected to complete a total of 180 hours (two 90-hour sessions) in on-site, supervised practice. These hours must be unpaid unless approved by the faculty coordinator.

2. Field Problem

Students can enroll in field problem if they are full-time professionals in a college or university. If the student is in a site at which she/he is employed, the supervisor must verify that a specified period of time will be spent on a project to be identified by the site supervisor, the faculty coordinator and the student.

3. Faculty Coordinator Meeting

All interns/field problem students are expected to meet with the faculty coordinator at least once before the start of an internship. This meeting may constitute one hour of internship time on the hour log.

4. Internship/Field Problem Agreement and Guidelines

Each student must complete an internship/field problem agreement outlining the purpose of the internship/field problem, description of the site, learning objectives and activities, skills addressed and outcomes/assessments. This agreement must be signed by the student, the site supervisor, and the faculty coordinator. Also, the Guidelines for the internship/field problem, must be signed and returned to the course instructor by the second week of the session. Forms may be signed electronically or sent directly to the faculty coordinator from the site supervisor’s e-mail.

5. Final Paper

In culmination of the internship experience, the student must submit a paper (10 full-page minimum) featuring her/his daily journal. To constitute a paper, journal entries can be framed by a one-page introduction explaining preparation for the internship and a one-page conclusion reflecting on the learning gained from the supervised practice experience.
The final paper for the field problem will consist of 15 full pages identifying the problem and the strategies proposed to address that problem during the class session. The paper should include at least three references from literature in which that problem or related issue has been addressed. The paper should focus on the process of identifying and addressing the problem, not the product outcome. If there is a product (i.e., manual, handbook, etc.) it should be an attachment and not part of the paper page count.

6. Site Visitation

The faculty coordinator will visit your internship/field problem site, either in person or electronically, during the internship and field problem. During this visit, the coordinator will meet with both you and your supervisor to discuss your progress and explain the supervisor assessment process. Each site visit should be scheduled at the convenience of all parties. Students are responsible for scheduling each site visit no later than mid-term of the session.

7. Paper Format and Academic Integrity

APA (6th ed.) is the designated format for all papers. Also, you are expected to conform to the highest standards of academic integrity by not using work submitted for another class, citing all work that is not your own, and refraining from any form of plagiarism. Academic dishonesty will result in either a failing grade for the assignment, a failing grade for the class, or both.

**GRADING POINT SYSTEM**

<table>
<thead>
<tr>
<th>Component</th>
<th>Points</th>
<th>Score Range</th>
<th>Grade</th>
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<tbody>
<tr>
<td>Internship Hours (internship only)</td>
<td>10 pts.</td>
<td>100–90 points</td>
<td>A</td>
</tr>
<tr>
<td>Supervisor Assessment</td>
<td>50 pts.</td>
<td>89–80 points</td>
<td>B</td>
</tr>
<tr>
<td>Learning Objectives/Problem Statement</td>
<td>15 pts.</td>
<td>79–70 points</td>
<td>C</td>
</tr>
<tr>
<td>Final Paper (35 points for Field Problem)</td>
<td>25 pts.</td>
<td>Fewer than 70 points</td>
<td>F</td>
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<tr>
<td><strong>TOTAL</strong></td>
<td><strong>100 pts.</strong></td>
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**IMPORTANT DUE DATES**

<table>
<thead>
<tr>
<th>Component</th>
<th>Due Date</th>
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<tbody>
<tr>
<td>Internship Agreement &amp; Guidelines</td>
<td>October 5, 2020</td>
</tr>
<tr>
<td>Schedule Site Visits</td>
<td>November 2, 2020</td>
</tr>
<tr>
<td>Supervisor Assessment</td>
<td>November 23, 2020</td>
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<tr>
<td>Final Paper</td>
<td>November 23, 2020</td>
</tr>
<tr>
<td>Internship Hour Log</td>
<td>November 23, 2020</td>
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