



Institute for Children, Youth & Families

FSHD 393/493 Service Learning Internship

Fall 2005 Syllabus

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Course Description

Service-learning supports students to learn and apply academic, social, and professional skills to improve the community, promote personal growth, and become better citizens. Service-learning recognizes that people learn best by applying knowledge and theory to practice. Students do this by serving the community, while learning from experienced service providers and from the clients and community members themselves. This course is designed to provide you with an academic connection to your community work experience. The purpose of this course is to help you gain experience in the field, while building your personal and professional skills.

Course Goals

The goals for the students in this course are to:

- Gain an introduction to the functions and daily operations of nonprofit organizations.
- Increase the student's personal and professional skills and competencies.
- Increase the student's use and practical understanding of FSHD curriculum concepts by applying the concepts in an arena outside the classroom.
- Improve the student's thinking about social problems.

Online Course Information

It is essential to have regular access to a computer for this course. Students will be expected to use the online course management program Desire2Learn for course communication, assignments, and grades. Students will log on to Desire2Learn using their UA NetID and password through Student Link. Students may also log on at <http://d2l.arizona.edu/>

Office Hours

I am often available to meet with students, but my schedule is sometimes unpredictable. If you need to meet with me, you can either take your chances by stopping by, or make an appointment by phone or by email.

Required Reading

It is not necessary to purchase a textbook for this course. You are expected to read all material assigned to you by your supervisor.

Course Policies

Overview

The requirements and grading for this course include both the hours worked at your placement site and your university coursework. Although this may not look like other courses that you have taken, this is an important academic, personal, and professional experience that requires the same high level of performance that you strive to achieve in all of your courses. Students are reminded that this course is conducted within the guidelines of the University's code of academic integrity. For more information, see the *University of Arizona General Catalog*.

Agency Work Expectations

Interns are expected to work a total of 45 hours per 1 university unit for their agency. The table below lists the required work hours based on your enrollment. Students need to make a schedule with their agency supervisor to meet the work requirements. ***Students are not automatically excused from work during school holidays.*** All holidays or special events observed by organized religions will be honored for those students who show affiliation with that particular religion. Absences approved by the UA Dean of Students (or Dean's designee) will be honored. Time off for holidays needs to be negotiated with the agency supervisor in advance.

Enrolled Units	Required Semester Hours	Hours per Week (based on 15 weeks)
2	90	6
3	135	9
4	180	12
5	225	15
6	270	18

Please note that you may only count hours spent working at or on behalf of your agency or program. You may not count hours spent traveling from your home to the worksite, or hours spent working on course assignments.

Professional Appearance and Conduct

This course is meant to prepare you to participate successfully in the professional world now, and upon graduation. Your appearance and conduct say a lot about you and the importance you place on your work. The way you dress also may determine your attitude and level of enthusiasm for what you are doing. You are expected to dress and conduct yourself in the appropriate professional manner at all times when working at your agency. Remember to turn off your cell phone and all other electronic devices while working at your agency. Save your personal phone calls and emails for your own time.

If the agency does not have a dress code, please consider the following as a reasonable guideline:

Child & Family Resources Dress Code

As an employee of Child & Family Resources, Inc. you are representing a high-profile community agency that leads the profession of childcare. Your appearance must reflect this. Shorts are acceptable as long as they are neat and in good taste. Since the job requires you to move around with the children and participate in arts and crafts and other potentially messy projects, comfortable casual clothes are encouraged. Shoes must be worn at all times. Neatness will help set a good example for the participants and will make you look more professional.

Not Permitted

- tank tops, halter tops, spaghetti strap dresses and tops, and tops that are low cut in the back or front (all tops should have straps that are at least 2 inches wide)
- tops that expose the midriff
- exposed underwear, boxers or bras
- muscle tanks, or A-frame t-shirts
- t-shirts or other clothing with alcohol/tobacco/sexual innuendo logos or slogans, etc.
- short shorts or skirts, (skirts and shorts must be at least at fingertip length)

Course Withdrawal

Students withdrawing from this course must notify the instructor before nonattendance at the internship site and execute drop or withdrawal procedures in accordance with the *UA General Catalog*.

Academic Integrity and Student Conduct

Students are expected to create their own original work in this course. All hours worked at the site must be completed and accurately documented by the student enrolled in this course.

Students are referred to the *UA Code of Academic Integrity* available online at <http://studpubs.web.arizona.edu/policies/cacaint.htm>.

The internship experience should be a safe environment where students and employees may participate in the educational process without compromising their health, safety or welfare. Students are referred to the *UA Policy on Threatening Behavior by Students* available online at <http://policy.web.arizona.edu/~policy/threaten.shtml>.

Personal Privacy

The instructor will not share student's grades with other students or the agency supervisor. Student performance in the internship experience will be discussed between the instructor, the community mentor, and the student on a regular basis. Student confidentiality in personal matters will be upheld according to the policies of the University of Arizona.

Students with Special Needs

Students who are registered with the SALT Center or the Disability Resource Center must submit appropriate documentation to the instructor if they are requesting special accommodations.

Projects and Assignments

Grading Policies

Grades will be calculated on a point system that includes writing assignments and participation in the agency internship requirements. Late assignments will be accepted only with the instructor's prior approval. Assignments will NOT receive credit more than 7 days after they are due.

Students may earn one of the following grades for this course:

S	Superior	92 percent
P	Passing	83 percent
C	Average	73 percent
D	Poor	60 percent
E	Failure	Less than 60 percent

Please note that the University mandates a different grading system from that of your other courses. S/P grades do not calculate into a student's grade point average. Pass/Fail is not an option for this course. Please refer to the *UA General Catalog* for University grading policies.

Students registered for **3-4 units** will complete the following assignments:

Assignment	Points	Total Points
Learning Agreement	15 points	15
Online Journals	5 points per original entry (6 entries)	
	3 points per response (4 responses)	42
Agency Description Paper*	40 points	40
Mid-term Progress Report	25 points	25
Internship Essay & Poster	35 points paper, 25 points poster	60
Final Report	15 points	15
Course meetings (4 meetings)	15 points (4)	60
Hours worked at agency	2 points per hour (based on 135 hrs)	270
	Total Possible	527

*Students registered for **2 units** are not required to write the Agency Description Paper.

Students registered for **5-6 units** will complete the same assignments, but will be required to complete more hours, and to complete additional questions on several assignments. The assignments notated as “**plus**” will have additional requirements for students enrolled in 5-6 units.

Assignment	Points	Total Points
Learning Agreement plus	20 points	20
Online Journals	5 points per original entry (6 entries) 3 points per response (4 responses)	42
Agency Description Paper	40 points	40
Mid-term Progress Report plus	40 points	40
Internship Essay & Poster	35 points paper, 25 points poster	60
Final Report plus	20 points	20
Course meetings (4 meetings)	15 points (4)	60
Hours worked at agency	2 points per hour (based on 270 hrs)	540
Total Possible		822

Incomplete Policy

Student’s choice to assign a grade of Incomplete must be verified with a written agreement that specifies the work to be done and a timetable for completion. Students must have extenuating circumstances to qualify for an Incomplete.

Assignments

Each assignment will be described in further detail on separate assignment sheets. **Please take a moment to enter these dates into your appointment book, as you will not necessarily receive reminders to complete them.**

Learning Agreement – Due September 8, 2005

Students will create a plan for the first semester of their internship, which will include their goals, responsibilities, activities, etc. This will be created with the agency mentor during the first two weeks of the internship.

Internship Journals – Half due by October 13; second half due by December 6

Students will participate in a class-wide journal activity using the Discussions function of Desire2Learn. Students will respond to questions posed by the instructor, and read the responses generated by other students in the class. Throughout the semester, students are asked to make at least 6 original entries, and to make at least 4 responses to other students’ messages. *See assignment sheet.*

Agency Description Paper – Due September 29, 2005

Students will have the opportunity to explore their agency’s organization, history, people, funding, etc. in this introductory paper.

Mid-Term Progress Report – Due October 20, 2005

Students will be asked to evaluate their performance and comment on progress toward their goals. *See assignment sheet.*

Internship Essay and Poster – Due December 2, 2005

Students will write an essay describing what they have done and learned at their placement site. *See assignment sheet.*

Final Report – Due December 6, 2005

Students will return to their Learning Agreement to report on their goals and accomplishments for the semester.

Course Meetings – 4 meetings

The internship seminar will meet Fridays on August 26, October 7, November 4, and December 2, from 9:00-11:00 a.m. The seminar meetings are an essential piece of your internship experience. The class will only meet 4 times, so it is extremely important that you attend all course meetings. You will earn points for participation in class discussions and completion of in-class assignments. If you are not in class, you will not only lose grade points, but the valuable information and discussion that are shared. *Students who miss **two** course meetings will be administratively dropped from all four credits of the internship.*

Timesheet – Due October 20 and December 6

Students will earn points for completing the expected work hours at their placement site. Students will complete the Practicum Time Record to be signed and turned in at the mid-term and at the end of the semester. The Time Record must be signed by both the student and the supervisor. Please plan enough time to get the supervisor's signature in advance of the due date.