



Professional Internship

MMC6949

Academic Term: Summer C 2020

3 Credit Hours

Instructor

Name: Natalie Lee, M.Ed

Email Address: natalielee@jou.ufl.edu

Office Phone Number and Times: By appointment

Virtual Office Hours: Varies by appointment

Teaching Assistants

- N/A

Course Description & Prerequisites

This course was designed for the student to complete an internship to gain first-hand knowledge of trends in the field, gain the skills necessary for employment, and understand the importance of networking. Under the supervision of an experienced practitioner, the student will complete a project related to their career goals.

Course Pre-Requisites / Co-Requisites

Departmental approval is required.

Course Delivery Mode & Time Commitment

This is a fully online course and you must log into Canvas with your Gatorlink username and password to access the materials and assignments. The course is organized into modules with due dates. Unless otherwise specified, each module begins on Monday at 12:00 AM, ET, and ends on Sunday at 11:59 PM, ET.

Time Commitment

Each week, you will work at your internship location for 10 hours either virtually or in person. Throughout the course, you will have to assess your goals, submit observation essays about your internship location, and work with your supervisor to evaluate your performance. These tasks can be found on Canvas.

Course-Level Objectives

Upon successful completion of this course, students will be able to:

- Apply their knowledge from courses in the program to internship projects.
- Articulate the job-specific skills learned from the internship experience along with lessons learned from working with clients.
- Communicate to co-workers and clients with technical and non-technical backgrounds about project updates.
- Give and receive feedback in an appropriate manner while in a team setting.
- Link the importance of learning job-specific skills to their professional growth and ability to gain a clearer career path.

Textbooks & Materials

No textbooks are required for this course.

Minimum Technology Requirements & Computer Skills

COMPUTER REQUIREMENTS

Basic Computer Specifications for Canvas

- [Specifications](#)
- Reliable Web Browser: Login to Canvas and make sure your Internet browser is compatible.

Peripherals

- A backup option should be available to minimize any loss of work such as an external hard drive, a USB drive, cloud storage, etc.

Hardware

- Dependable computer.
- Computer speakers.

Software

- [Microsoft Office 365](#).
- [UF Apps](#) – access UF software applications from any device from any location, at any time.
- Canvas Mobile App: Download instructions for [iOS device](#) or [Android device](#).
- [Adobe Reader](#)
- <https://ufl.zoom.us/>

Internet Connection

- Recommended: Broadband Internet connection with a speed of 4 Mbps or higher.
- To function properly, Canvas requires a high-speed Internet connection (cable modem, DSL, satellite broadband, T1, etc.). The minimum Internet connection speed to access Canvas is a consistent 1.5 Mbps (megabits per second) or higher.
- [Check your Internet speed here.](#)

MINIMUM COMPUTER AND DIGITAL INFORMATION LITERACY SKILLS REQUIREMENTS

The general and course-specific computer and digital information literacy skills you must have to succeed in the course include, but are not limited to, the following:

- Accessing the Internet.
- Using Canvas.
- Using email with attachments.
- Creating and submitting files in processing program such as Microsoft Office Tools.
- Copying and pasting functions.
- Downloading and installing software.
- Using presentation, graphics, and other programs.
- Posting and commenting in an online discussion.
- Searching the University of Florida library and websites.

Technical Support

In the event that you have technical difficulties with your course, please contact the [UF Computing Help Desk](#) either by filling out an [online request form](#) or calling 352-392-4357 - select option 1. The Help Desk is located on the ground floor of the Hub on the UF campus.

If your technical difficulties caused you to miss a due date, you **MUST** report the problem to the Help Desk and then email your instructor. Include the ticket number that you are given from the Help Desk in an email to the instructor to explain the late assignment/quiz/test.

IT Support

For all Technical assistance questions please contact the UF Computing Help Desk:

Phone: 352-392-HELP (4357)

Email: helpdesk@ufl.edu

Please Note

Your instructor is not able to handle technological issues or answer questions related to computer issues. If a problem of this nature arises that causes you to miss an assignment, you must provide your Help Desk ticket number to the instructor in order to receive an extension.

Course Grading Policies

Grading Criterion, Late Assignment Policy, and Expectations for Assignments

GRADING CRITERION

Canvas Profile Update (3%)

Students should update their Canvas profile with a picture and small bio to allow the instructor to get to know them better.

Rubric

The student who completes this assignment will receive 10 points.

Observation Essays (20%)

Students are required to answer two of the questions posted in the Canvas shell to discuss how their coursework is reflected in their internship experience. Students are encouraged to answer the question honestly and analyze the real-world experience using the skills and theory that were covered in their curriculum. The paper should be two pages maximum per question, 12 point font, and double-spaced.

Rubric

- 25 points – The observation clearly answers the questions and refers to course experience that contributed to the student's success in the internship. There are little to no spelling/grammar mistakes, and the paper is coherent and well-structured.
- 20 points – The observation answers the questions and mentions course experience but does not make meaningful connections between the two. There are a few spelling/grammar mistakes, and the paper is a little difficult to follow or does not meet the page requirement.
- 15 points – The observation minimally answers the questions and does not mention course experience. There are several spelling/grammar issues. The paper is not structured coherently and does not meet page requirements.
- 10 points – The question is not answered, and there are no meaningful observations made in the paper. The assignment is incoherent and does not meet page requirements.

Goal Assessment (12%)

Goal submission

Students are required to identify 10 goals that they would like to complete during the internship. Five of these should be measurable while the other five should be general goals. These should be written coherently and clearly in order to allow the student to measure their progress throughout the semester.

Rubric

- 10 points – The student submitted 10 goals (5 measurable and 5 general goals) that are written clearly and coherently.

- 8 points – The student submits 10 goals but does not meet the requirement for 5 measurable goals. The goals are a little difficult to understand or measure.
- 5 points – The student submits less than 10 goals that are vague and unmeasurable.

Measurable Goal Assessment

Students are required to identify 10 goals that they would like to complete during the internship. Five of these should be measurable while the other five should be general goals. There are three points in the semester where a student should reflect on their goals. Students will be asked to restate one of the measurable goals and then discuss the completion of that goal. The reflection should be at least one page, 12 pt font, and double-spaced. Student are encouraged to talk about the obstacles and accomplishments that led the goal to be completed.

Rubric

- 10 points – The student clearly analyzes the goal and process of completion. There are little to no spelling/grammar issues.
- 8 points – The student restates a goal and generally discusses the process of completion. There are a few spelling/grammar issues.
- 5 points – The student restates the goal and vaguely mentions the completion. The paper does not meet the page requirement, and there are several spelling/grammar issues.

Final Goal Reflection

Students are required to identify 10 goals that they would like to complete during the internship. Five of these should be measurable while the other five should be general goals. At the end of the semester, students will be asked to restate three of their five general goals and then discuss the completion of those goals. The reflection should be at least two pages, 12 pt font, and double-spaced. Student are encouraged to talk about the obstacles and accomplishments that led the goals to be completed.

Rubric

- 20 points – The student clearly analyzes three goals and processes of completion. There are little to no spelling/grammar issues. The paper is coherent and well-structured.
- 17 points – The student restates three goal and generally discusses the process of completion for each. There are a few spelling/grammar issues. The paper has a few sections of structure issues.
- 14 points – The student restates three goals and vaguely mentions the completion of each. There are several spelling/grammar issues.
- 11 points – The student does not restate three goals nor analyze the completion of three goals. There are multiple spelling/grammar issues. The paper is difficult to read or understand.

Supervisor Evaluation Check-ins (35%)

Supervisors will be asked to complete four total evaluations of your performance throughout the semester. They will be expected to meet with you to discuss the feedback before submitting their comments to your instructor. You must ensure that your supervisor both meets with you about the assignment as well as submits the survey to your instructor by the posted deadline.

Week 3/Week 9 Evaluation Rubric

- 30 points – Student is reported to have met their 10 hour obligation, completed all work and reports, taken initiative and accepted responsibility, and made normal progress toward a successful completion of the internship.
- 25 points – Student failed in one of the areas mentioned above.
- 20 points – Student failed in two of the areas mentioned above.
- 15 points – Student failed in all areas mentioned above.

Week 6/Week 12 Evaluation Rubric

- 30 points – Student is rated as excellent or good of the following qualities: Attendance, Punctuality, Dependability/Reliability, Cooperation with Supervisor, Cooperation with Staff, Taking Direction, Asking for Help Appropriately, Professional Appearance, Quality of Independent Work, Quality of Team Work, Acceptance of Responsibility, Organization Skills, Time Management Skills, Follow-through Skills, Imagination/Creativity, Enthusiasm/Motivation, Professional Conduct/Demeanor, and Intern's Potential as a Professional in the Field.
- 25 points – Student rated excellent or good in only 10 - 15 of the areas mentioned above.
- 20 points – Student rated excellent or good in only 5 – 9 of the areas mentioned above.
- 15 points – Student rated excellent or good in only 1 – 4 of the areas mentioned above.
- 10 points – Student does not rate as excellent or good in any of the areas.
- 5 points – Student rated as unsatisfactory in 10 or more areas.

Mid-Semester Check-in (12%)

Students will be required to have a dialogue with their instructor near the midpoint of the semester to discuss how the internship is progressing and strategies to tackle any issues the student may have. Please see the Canvas course description on how to complete this assignment.

Rubric

- The student who completes this assignment will receive 10 points.

Exit Survey (3%)

Students will be required to complete an exit survey for the Department. This data will help faculty better prepare students for the internship and analyze how the student rated their experience with the organization that hosted the position.

Rubric

- The student who completes this assignment will receive 10 points.

Your grade will be calculated based on the following:

Assignments/Assessments	Points	Weight (%)
Course Orientation: These assignments are required; however, they not count towards the final grade. <ul style="list-style-type: none"> • Student Introduction • Course Evaluation 	0	0%
Goal Submission	10	3%
Canvas Profile	10	3%
Check-ins (4) <ul style="list-style-type: none"> • Worth up to 30 points each. 	120	47%
Goal Assessments (3) <ul style="list-style-type: none"> • Worth up to 10 points. 	30	12%
Observation Essays (2) <ul style="list-style-type: none"> • Worth up to 25 points each 	50	20%
Midterm Report	30	12%
Exit Survey	10	3%
TOTAL	260	100%

Grade	Percentage
S	100-80%
U	< 80%

See the [UF grading policy](#) for more information.

LATE ASSIGNMENT POLICY

Late assignments will not be accepted unless it is a [University excused absence](#) as stated in the attendance policies. **No late work will be accepted for final projects or work due in the final week of class due to the university grading deadlines.** If potential issue arise concerning submitting final work, students should contact their instructors before deadlines to discuss the possibility of an Incomplete Grade Contract.

- Late Assignment Grade Reductions
 - 0-24 Hours Late: 10% reduction in grade.
 - Over 24 Hours (24 hours and 1 minute) to 7 Calendar Days Late: 20% reduction in grade.
 - After the 7th Calendar Day: Work will not be accepted.
- Late Discussions will not be accepted.

EXPECTATIONS FOR ASSIGNMENTS

- Missed Live Lectures** - In courses where there are live weekly or bi-weekly lectures, a recording of the lecture will be provided if you cannot attend. You will be responsible to "make-up" the missed lecture by viewing the recorded lecture and completing a required assignment.

- **Course Evaluation**

Students are expected to provide professional and respectful feedback on the quality of instruction in this course by completing course evaluations online via GatorEvals. Guidance on how to give feedback in a professional and respectful manner is available at <https://gatorevals.aa.ufl.edu/students/>. Students will be notified when the evaluation period opens, and can complete evaluations through the email they receive from GatorEvals, in their Canvas course menu under GatorEvals, or via <https://ufl.bluera.com/ufl/>. Summaries of course evaluation results are available to students at <https://gatorevals.aa.ufl.edu/public-results/>.

Accessibility Policy

Students requiring reasonable access to services and resources required by the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, and other applicable federal and state regulations, please access [UF Accessibility](#) for all options available to you. Once registered, students will receive an accommodation letter which must be presented to the instructor when requesting accommodations. Please register early!

Contact Information

- For ADA questions: Dr. Russ Froman, rfroman@ufl.edu , Phone: 352 - 273-1094
- Disability Resource Center: Gerry Altamirano, galtamirano@ufl.edu , Phone: 352 - 392-8565
- Electronic Information Technology & Communication Accessibility: Anne Allen, alallen@ufl.edu , Phone: 352- 871-2707
- For persons with hearing or speech related accessibility needs: When trying to access an office on campus that does not list a TDD/TTY number, contact the Florida Relay Service at 800-955-8771(TDD) or 711 (V/TDD).

Accessibility Resource Center

University of Florida
PO Box 114085
Gainesville, FL 32611-4085
Phone: 352-392-8565
[Email: accessuf@dso.ufl.edu](mailto:accessuf@dso.ufl.edu)

Address

Environmental Health and Safety Administrative Offices
916 Newell Dr
Gainesville, FL 32603

For more information, see UF's [Electronic Information Technology Accessibility \(EITA\) Policy](#).

Communication Policy

EXPECTATIONS FOR STUDENTS (Revise, as necessary.)

Announcements

You are responsible for reading all announcements posted in the courseroom each time you log in.

Email

You are responsible for reading all your course email and responding in a timely manner (within 24 hours).

Video Conferencing

You are responsible for attending course video conferencing meetings. If you cannot attend the video conferencing meeting, please advise the instructor and/or your team at least 24 hours in advance (exceptions can be made for legitimate emergencies). You are expected to demonstrate netiquette and etiquette communication expectations.

Course-Related Questions

Post course-related questions to the FAQ discussion board. This allows other participants with the same question to benefit from the responses. Also, make sure you review this forum prior to posting a question. Someone may have already asked and answered the question in previous posts.

INSTRUCTOR'S PLAN FOR CLASSROOM RESPONSE TIME AND FEEDBACK

Email Policy

Except for weekends, holidays, and University breaks, the instructor will typically respond to emails within 48 hours. You should ask course-related questions in the FAQ discussion board. If you have questions of a personal nature, please email the instructor.

Assignment Feedback Policy

The instructor will provide feedback on submitted assignments within one week of the submission date. Some assignments may require a longer review period, which the instructor will communicate to you.

Course-Related Questions Policy

Except weekends and holidays, the instructor will generally answer questions within 48 hours.

Video Conferencing

The instructor will provide any information on required video conferencing within the courseroom.

Electronic Communication Policy

In addition to the University's policy, please consider the following:

- Privacy, confidentiality, and security in all electronic communications. See [Information Security](#).
- All electronic communication resources must be used for the course and in alignment with to the CJC Online and University mission. See the [Acceptable Use Policy](#).
- Prohibited use of false identity, false identity pseudonyms, or anonymous (sender's name or electronic identification is hidden).
- Prohibited online access without consent.
- Prohibited disruption of services including introducing computer contaminants (viruses).
- Prohibited [harassment](#) of any kind.

Privacy

If your course includes live synchronous meetings, the class sessions will all be audio visually recorded for students in the class to refer back and for enrolled students who are unable to attend live. Students who participate with their camera engaged or utilize a profile image are agreeing to have their video or image recorded. If you are unwilling to consent to have your profile or video image recorded, be sure to keep your camera off and do not use a profile image. Likewise, students who un-mute during class and participate orally are agreeing to have their voices recorded. If you are not willing to consent to have your voice recorded during class, you will need to keep your mute button activated and communicate exclusively using the "chat" feature, which allows students to type questions and comments live.

Please see UF's Information Technology [policies](#) for additional information.

Select CJC and University Policies and Guidelines

Academic Integrity Policy

UF students are bound by The Honor Pledge which states, “We, the members of the University of Florida community, pledge to hold ourselves and our peers to the highest standards of honor and integrity by abiding by the Honor Code.” The [Student Honor Code](#), Violation of the Student Honor Code, specifies a number of behaviors that are in violation of this code and the possible sanctions. Furthermore, you are obligated to report any condition that facilitates academic misconduct to the appropriate personnel. If you have any questions or concerns, please consult with the instructor or TA’s in this class.

Netiquette

Casual style of communication is commonly found in the online environment and students are sometimes tempted to relax their grammar, word choice, syntax (arrangement of words to create well-formed sentences), writing mechanics (capitalization, punctuation, and spelling), and/or professionalism. Keep in mind when communicating with others to be courteous, civil, respectful, and professional. Please remember that you are adult students and professionals—your communication must be appropriate.

Online Attendance Policy

Since the course is online, you should access your course at least four times per week to ensure you do not miss pertinent postings, messages, or announcements. It is imperative that you meet course deadlines and stay active in discussion boards, group projects, etc. If you are experiencing a major illness, absences due to University duties, or other large-scale issues, contact the instructor immediately.

Students are responsible for meeting all academic objectives as defined by the instructor. In general, acceptable reasons for absences include illness, serious family emergencies, special curricular requirements, military obligation, [severe weather conditions](#), [religious holidays](#), and participation in official University activities. Absences from class for court-imposed legal obligations (e.g., jury duty or subpoena) must be excused. [Excused absences](#) must be consistent with university policies in the Graduate Catalog and require appropriate documentation. For additional information, see the [attendance policies](#).

Plagiarism

Plagiarism is unacceptable; especially, in the academic communities. All academic work must be an original work of your own thought, research, or self-expression. Plagiarism includes, but is not limited to, prohibited collaboration, consultation, submission of academic work that has been purchased or obtained (see the [UF Policy: Student Conduct Violation](#)). Remember that plagiarism is not acceptable in any of your work including all discussion board posts, journal entries, wikis, and other written and oral presentation assignments. Always cite your sources!

Software Use

All faculty, staff, and students of the University are required and expected to obey the laws and legal agreements governing software use. Failure to do so can lead to monetary damages and/or criminal penalties for the individual violator. Because such violations are also against University policies and rules, disciplinary action will be taken as appropriate. We, the members of the University of Florida community, pledge to uphold ourselves and our peers to the highest standards of honesty and integrity.

Notification to Students of FERPA Rights

There are federal laws ([FERPA](#)) protecting your privacy with regards to grades earned in courses and on individual assignments.

Video Conferencing Etiquette

Video conferencing is an excellent tool to interface with your peers and instructor(s) and there are also netiquette expectations to ensure that all participants are respected and treated with civility. Please make sure that you follow all of the netiquette and [etiquette](#) expectations including the following:

1. Be punctual and courteous.
2. Position your camera at eye level with good lighting.
3. Show respect and professionalism by dressing business casual or business professional.
4. Make sure your background is in a proper setting with minimal distractions.
5. Mute your microphone when you are not speaking.

Writing Style

In order to meet the academic rigor and standards of a graduate program, all students are required to use the Publication Manual of the American Psychological Association (APA) 7th Edition style in their courses. The APA 7th Edition Manual has a plethora of guidelines that includes scholarly writing, publishing principles, elements and format for your papers, writing style and grammar, bias-free language guidelines, mechanics of style, intext citing and references, etc. For additional information on notable changes, see [changes between APA 6th Edition and APA 7th Edition](#).

Academic and Student Resources

Academic Resources

- [One UF Student Portal](#) – Course registration, final grades, transcript requests, degree audit.
- [GatorEvals](#) – Online faculty evaluations and results.
- [UF Bookstore](#): Phone: 352-392-0194, Email: ufbookstore@bsd.ufl.edu
- [Library Support](#): Various ways to receive assistance with respect to using the libraries or finding resources.
[UF Library Services for Distance Students](#)
[Ask a Librarian](#) – chat with librarians online.
CJC Librarian - [April Hines](#), Phone: 352-273-2728, Email: aprhone@uflib.ufl.edu.
[Course Reserves](#): Electronic resource reserve items that can be accessed via links or files.
- [Copyright Concerns of Graduate Researchers](#): Information and resource guide on copyright concerns.
- [Teaching Center](#): General study skills and tutoring. Broward Hall, Phone: 352-392-2010 or 352-392-6420.
- [Writing Studio](#): Provides one-on-one consultations and workshops tailored to specific classes (graduate and undergraduate). 302 Tigert Hall, Phone: 352-846-1138.
- [Online Student Complaints](#): This process is designed to make every attempt to resolve student complaints within its academic and administrative departments at the program level.
- [Information for Veterans](#): Veterans Affairs Certification: Phone: 352 - 294-2948

Student Resources

- [Graduate Student Resources](#): Available resources for graduate students. Your advisors are here to support you, answer questions, help with registration, and other sources. Email onlineadvising@jou.ufl.edu.
- [U Matter, We Care](#): If you or a friend is in distress, please contact umatter@ufl.edu or Phone: 352-294-2273 so that a team member can reach out.
- [Counseling and Wellness Center](#): [3190 Radio Road, Gainesville, FL 32611](#)
Phone: (352) 392-1575, Fax: (352) 273-4738
- [Sexual Violence Response](#): Victim services, Care Area, UF Police Department, and Title IX.
- [University Police Department](#): Resources available include the Office of Victim Services and Community Services Division. Emergency: 9-1-1; Non-Emergency: 352-392-1111.
- [Gator Connect](#): Online database of student organizations.
- [Career Connection Center](#): Career assistance and counseling. Reitz Union, Phone: 352-392-1601.
- [Veteran Services](#): Office of Student Veteran Services, Phone: 352-294-2948, email: vacounselor@ufl.edu.
|Collegiate Veterans Success Center, Phone: 352- 294-7215, email: charlotte.kemper@va.gov.
- [Student Financial Affairs](#): Financial aid counseling including Aid-a-Gator program. Phone: 352-392-1275.
- [Student Success Coach](#): Meet with a graduate student coach that can support you in numerous ways during your time in graduate school, such as time and stress management, motivation, organization, and much more.



The instructor reserves the right to adjust this syllabus, as necessary.