

Syllabus Part II
Edison State Community College
SSV 291R-801FS
INTERNSHIP I SEMINAR Online
1 Credit Hour

Instructor: Caryn Scott, L.P.C.C., L.S.W. Masters: Clinical Counseling/John Carroll University 1995

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Class meeting time and location: Online

Required Items: The Successful Internship, (5th). Personal, Professional, and Civic Development in Experiential Learning. Sweitzer, H.F., King, M.A. 2018.

AND

Cengage Mindtap

Expectations

This course provides an opportunity for students to mesh theory and practice via actual supervised work experience in a social service agency. Experiences are discussed and integrated with academic work within online sessions! Student completes 210 clock hours of volunteer service at the cooperating agency and completes online course work.

Expectations of the student in this online class: You will be completing much of your work for this seminar online using Blackboard. This allows for independence but **demands much self-discipline**. You will find all of your assignments, required activities, and course requirements posted on our class Blackboard site. Please be aware of all specific **DUE DATES** and **TIMELINES** for all assignments and activities. **Late submissions are NOT acceptable in this class**. Please carefully read the submission policy statements at the bottom of this syllabus. Completing assignments and discussion boards for this seminar class will require at least 2-4 hours of your time each week.

Schedule of Assignments

1) Complete Mindtap **ONLY CHAPTERS 1-7 FOR THIS COURSE DUE November 13**

2) TIME SHEETS – **16 Time Sheets due (8 for summer session)** TIME SHEETS ARE DUE AT THE END OF EACH WEEK, NO MATTER HOW MANY HOURS YOU

COMPLETE. THEY MUST BE EMAILED TO ME AT THE END OF EACH WEEK. DO NOT SEND ME SCREENSHOTS OF YOUR TIMESHEETS BUT SCAN THEM TO ME TO MY EMAIL.

It is imperative that you keep accurate records (copies) of all your signed time sheets throughout the term! Signed time sheets are the **ONLY** way a student can prove completion of the required 210 clock hours of service by the end of the term. See Time Sheet Policy on Blackboard or in syllabus.

There should be ***one time sheet for each week of hours, no matter how many hours you work. It must be signed by a supervisor or an employee that can state you completed those hours each week.*** A log sheet should be attached to each time sheet, explaining your daily activities. Both are in your Internship Handbook, pp. 21-23.

3) LEARNING GOALS ASSIGNMENT - DUE Sept. 18

Establishing & writing YOUR LEARNING GOALS. Use the information on blackboard for examples and proper guidelines

****You must have your supervisors' signature***

4) MID TERM EVALUATIONS DUE: Oct. 16

Please remind your on-site supervisors that your mid-term evaluations are due. **YOUR SUPERVISOR WILL ALSO RECEIVE A LETTER FROM THE COLLEGE REMINDING HIM OR HER OF THE DUE DATE. They MUST submit it electronically or mail me the evaluation personally. Students are not to email me the evaluations personally and evaluations must not be screenshots but scanned by your supervisor**

5) POWERPOINT PRESENTATION ON YOUR AGENCY DUE October 23

Instructions are on Blackboard under assignments

6) FINAL EVALUATIONS DUE: December 11

7) STUDENT EVALUATION OF INTERNSHIP EXPERIENCE Dec. 11

You must submit timesheets along with the log sheets weekly to me through email. When you complete your hours each week at your internship site, you will submit a time sheet/logs sheet to me. **DO NOT TAKE A SCREEN SHOT AND SEND THAT TO ME. I will not accept that! You must scan it to me.** It must be signed by your supervisor each week as well. This is mandatory requirements from the state to have accountability of your time spent at your site.

You have 2 evaluations this semester, one at Mid-term and one at the end of the semester. This is your grade for the "experience" part of the course. Your supervisor **MUST** fill out the evaluation and then review it with you. It also must be signed and dated by your supervisor. This will be sent to me directly from your supervisor through email. **I will not accept a screen shot or an evaluation sent from the student.**

EVALUATION METHODS

Students earn a grade for the **in-class portion** of this course based on POINT ACCUMULATION:

Mindtap	196 points
LEARNING GOALS	50 points
Agency POWERPOINT presentation	75 points
15 Log sheet entries, 8 for summer semester (7 points ea.)	105 points

MID TERM EVALUATION	Experience Grade
FINAL EVALUATION	Experience Grade
STUDENT EVALUATION	Experience Grade

Total points possible for SSV 291R SEMINAR = 426 points possible
Grade for 291R (class/seminar portion) based on the following points:

<u>Grade</u>	<u>Points</u>	<u>Percentages</u>
A	392-426	90-100%
B	340-391	80-89%
C	298-339	70-79%
D and F	below 297	0-69% (failing level)

*******YOU must earn at least 298 points to PASS the seminar portion of the internship!
You may re-take this part of the internship if you receive below a C...You may not retake the experience portion of the internship if you fail it!**

For 291L (EXPERIENTIAL PORTION IN THE FIELD) THE ON SITE performance and evaluation

First evaluation from agency staff (mid-term) (NUMBERS ARE AVERAGED)
Final evaluation from agency staff (final) (NUMBERS ARE AVERAGED)
Turn in your Student Evaluation of your Internship Experience

The scores from both mid-term evaluation and the final evaluation will be added
And then divided to obtain the average score for the ENTIRE semester.
The Final Course Grade for SSV 291L (experience portion) will be based on the following:(See evaluation instruments in your handbook)

Class Policies

- 1. Late work is NOT accepted!** All due dates are given to you in the syllabus prior to the semester beginning. You have knowledge of every due date and therefore I expect all assignments on time. This is part of your responsibility of taking the course and reflects your time management skills and commitment which in turn reflects in your grade. If an

emergency comes up, the **ONLY** exception I will honor is if you reach out to me prior to the due date and we discuss a fair resolution.

New federal mandates for students receiving financial aid state that attendance is to be calculated based on “academic-engagement,” which means that coming unprepared for class just to be present and not doing any homework will not equal attendance.

Failure to attend class does not constitute an official withdrawal. The responsibility for withdrawal prior to the published withdrawal deadline always lies with the students. Students are financially responsible for costs associated with classes that they have withdrawn from after the published Add/Drop date

Class Format	Class Time Per Week	Study Time per Week	Total Time per Week	Length of Class	Total Time to Complete Course
Traditional	3 hours	6 hours	9 hours	x 16 weeks	= 144 hours

2. **ACADEMIC DISHONESTY WILL NOT BE TOLERATED** IN THE SOCIAL SERVICES PROGRAM. Because engaging in dishonest practices undermines the trust that is essential in any social relationship, honesty is expected in all matters. Academic honesty requires that you never submit another’s work as your own. You will not plagiarize from a printed source, an electronic source, or another student’s work, nor will you have someone else do your work. You will not copy from another student’s examination or use the text or notes while taking a quiz or examination. Cases of intentional academic dishonesty will be referred to the DEAN for appropriate disposition. Plagiarism will not be tolerated. Please see the Edison student handbook for what constitutes academic dishonesty and potential consequences. There is a link to this handbook, under “external links” on our class Blackboard site menu.

3. **All Assignments are due on time and will not be accepted late.** This is a professional classroom; therefore, everyone will be treated like responsible adults with the capability of meeting deadlines. **No late work will be accepted due to technology issues.** A late assignment receives **0 points**. There are no make-up tests unless it has been previously discussed between the instructor or student. You are expected to take the test the day they are given. **** If you miss an assignment or a test, you will have that day to discuss the reason with me, and I will consider giving you an extension. If you need to reschedule a test date, it must be previously discussed with the instructor and must be made up within one week of the original test date.**

4. **Disability Statement Definition:**

Edison State Community College will provide reasonable accommodations for students with documented disabilities. If you believe you may need an accommodation based on the impact of a disability, contact the instructor privately with your self-identification letter. If you do not have a self-identification letter, contact the Office of Disability Services by emailing disabilities@edisonohio.edu or by calling 937-778-8600. The Office of Disability Services is located on the Piqua Campus in Room 160. For additional information, visit the Disability Services web page at www.edisonohio.edu/disability.

Student Affairs offer assistance to connect students with community resources. These include:

- Housing Assistance
- Food/Clothing Assistance
- Utilities Assistance
- Childcare
- Health and Mental Health
- Transportation
- Substance Abuse help
- And others...

If you need help, please contact student affairs to make an appointment or to find out about walk in hours for this spring.

6. There are **writing standards for this course and all SSV courses at Edison. These standards are posted on you class Blackboard site under the “assignment button”.** This will help you understand the expectations for all written work that you complete for this course. **I encourage you to complete ENG 121S**

7. You will find links to Edison’s Library, the Learning Center, and the Student Handbook on our class Blackboard site.

7. TESTING YOUR FAITH POLICY

Edison State Community College is committed to providing an environment respectful of students’ beliefs. Students are permitted to be absent for up to 3 days each semester based on their faith, religion, or spiritual belief system with no academic penalty. Students must complete the Testing Your Faith Act Accommodations Form, linked here, and provide a copy to their individual faculty

within 14 days from the start of the course. The entire policy can be found in the student handbook linked above.

8. TECHNICAL SUPPORT

Edison Community College has an IT Helpdesk that is available Monday through Saturday during Fall and Spring Semester. The hours of operation are:

Mon - Thurs 8:00 - 7:00

Friday 8:00 - 4:00

You can reach the Helpdesk by calling 778-8600 and ask for extension 711 / email support@edisonohio.edu

9. CHARGER STATION AND BASIC NEEDS

Edison State Community College is proud to assist students needing help to obtain necessities. The Charger Station is available for you to restock and refuel so you can refocus your energy on class. The Charger Station is stocked with all kinds of grab-and-go snacks or meal supplies for later. Stop by the Tech Lounge located adjacent to the art gallery in the East Hall or in Room 121 at the Greenville campus. If you need additional assistance with basic necessities, please contact Student Affairs in room 160