Syllabus Part II
Edison State Community College
SSV 292R-801FS
INTERNSHIP II SEMINAR Online
1 Credit Hour

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

Assistant Professor of Social Services/Program coordinator
Office: Room 219
Office Hours: Tuesdays 8-9, 10:15-10:30, 11:45-12, 1:15-2:45 in office or by appointment either through email, phone, or Zoom Wednesday 12-3.
Phone: 937-778-7927 Cell: 937-657-7948
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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.

Assignments Schedule:

1. ***Learning Goals Assignment*** **–September 18**

2. ***Mindtap Chapters 8-12 November 13***

3. ***Resume and Cover letter–*** Review Edison Website under Campus Services, then Career and Job Services, then Cover letter and Resume help: Are you prepared to market yourself and your skills in this career field**?** **http://escc.resumesamples101.com/ https://www.edisonohio.edu/Career-and-Job-Services/**

What new skills/competencies can you list on your resume now that you have had an internship experience?

Do you know how to write an effective cover letter?

What does professional **networking mean to you** & how can this be useful when seeking employment? **Do you have a professional network now?**

December 4

4. ***SWA Paper & Application*** **October 23**

www.cswmft.ohio.gov **Current criteria for obtaining the SWA in Ohio**

5. **Student personal evaluation due December 11**

MID-TERM EVALUATIONS DUE: October 16
FINAL EVALUATIONS DUE: December 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 METHOD

Students earn points for the internship II seminar course based on the following:

For ***SSV 292R…the class/seminar portion:***	***Due dates***
Mindtap	140 points
Learning Goals	50 points
SWA Paper & Application Assignment	50 points

Resume/Cover Letter	100 points
Time sheets	100
Total possible points for SSV 292R	440 points

GRADE earned for SSV 292R (seminar/class portion) is based on the following points:

Grade	***Points***	***Percentages***
A	***396-440***	***90-100%***
B	***352-395***	***80-89%***
C	***308-351***	***70-79%***
Failure of course	***below 308***	***0-69% (failing level)***

How grade is earned for SSV 292L (experiential portion)

On site Performance and Evaluation

Midterm Evaluation
Final Evaluation
Student Evaluation

Total points from both the mid-term and final evaluation will be added and then divided to obtain the *average score for the semester.*

The *Final Course Grade* for SSV 292L (experience or "in the field" portion) will be based on the following:

See your evaluation instrument in your handbook!

Grade		*THE FINAL AVERAGE SCORE OF BOTH* ***MID-TERM AND FINAL EVALUATION SCORE***
A	=	**4.5 TO 5.0**
B	=	**3.5 TO 4.4**
C	=	**2.5 TO 3.4**
D OR F	=	**2.4 OR BELOW** (both are failing grades for internships)

Please note that both D and F are failing grades for internships! See your internship handbook for the policy statement.

POLICY STATEMENTS:

1. **Class attendance and Participation**: Class (seminar) attendance is expected of **all students**. You are expected to participate in all blackboard discussion forums, as well as in the traditional classroom setting. Your online participation via the discussion board will be evaluated based on quality and quantity. Your comments on the discussion board should be relevant to the content, reveal depth of thought and inquiry, advance the discussion, etc. Comments such as "I agree", "good post", or "ditto", are NOT quality posts worthy of points. Those who fail to participate lose valuable points.

2. **Academic Dishonesty**: Students are expected to act with honesty and integrity. Cases of intentional academic dishonesty will not be tolerated, and will be referred to the Dean for appropriate disposition. Please refer to the Edison Student Handbook for clear definitions as to what constitutes academic dishonesty, such as plagiarism, cheating, fabrication etc. Consequences for such are also listed in the handbook.
   You can find the Edison student handbook online at this address:
   http://www.edisonohio.edu/index.php?page=student-handbook

3. **Submission Policy**: Within the context of this web-flex class, you will be submitting work via email attachments, discussion board posts and in class sessions. Late work ***will not*** be accepted. **There are clear deadlines/due dates for posting to discussion boards**, and for completing assignments, projects, etc. IF you fail to turn in work by those deadlines, **you receive NO credit**. (**NO POINTS)**

   Please include the course number and section as identifying tags in the subject line when submitting all work or emails related to this course! Example: SSV 292R 401***.
   Please sign all emails! I need to know who you are!

4. **Communication and Confidentiality: All communication that occurs within this classroom should stay within it.** Many interns have a desire to seek personal support and help from fellow students and the instructor as they move through this exciting, challenging, and often exhausting learning experience. This internship seminar class is expected to be a community **of TRUST**. We will treat one another with respect.

5. **Academic Support:** You can access the Learning Center web page at :
   http://www.edisonohio.edu/index.php?page=learning-center-2
   The center is located in the library.