

*DEPARTMENT OF HUMAN DEVELOPMENT AND FAMILY STUDIES
HDFS 470 PREPROFESSIONAL INTERNSHIP
FALL 2008*

Course:

HDFS 470
Preprofessional Internship
7:00 - 7:50 pm Tuesdays (Note we will meet different times only on 10/21, 11/18,12/16)
SFB 204A

Instructor:

Dr. Karen Kopera-Frye
Office: SFB 207 or Room 523H AB
Office Hours: Wednesdays 1:30 - 3:00 pm or by appointment
Phone: 784-7010 (voice mail messages) or 784-6542 (Social Work Dept receptionist)
Email: Better way to contact me is email = kfrye@unr.edu

Course Description:

This course offers students the opportunity to apply what they have learned, in a professional setting under the guidance and supervision of a qualified professional. Students will create learning objectives and goals to be accomplished during the internship experience.

Course Objectives:

1. To identify, assess, and develop personal and professional strengths.
2. To assess personal and professional weaknesses and develop strategies for improvement.
3. To use academic knowledge and interpersonal skills to identify and resolve problems that occur in a professional setting.
4. To evaluate career choices and further define career goals.
5. To establish learning objectives that enhance professional development.
6. To demonstrate the ability to apply field related knowledge, theory, and practices in a professional setting.

Evaluation:

The preprofessional internship is graded S (satisfactory) or U (unsatisfactory). A satisfactory grade requires a total of **400 points**:

- Several items are due at the beginning several weeks of the class before internship hours can be counted: the Internship Proposal (approved by Dr. Kopera-Frye), a completed and signed by your site supervisor Internship Agreement/Contract Form, and a completed FLE Substance Area/Competency Matrix form, **50 points**
- Complete 50 hours of service at the internship site for each credit of HDFS 470, **80 points**
- Attend and participate in seminar when there are scheduled class meeting days, **30 points**
- Submit documentation of hours signed by your supervisor on the timesheet due dates listed at the end of this syllabus, **10 points**
- Receive satisfactory evaluations from the Internship Site Supervisor, **30 points**
- **Site Experience Journal** - every time you log hours at the site, you must keep a running journal of the experiences for that day. The format is your choice, but must include the following in that site day's entry: what activities you performed, how the activities were linked/not related to your original 3-5 learning goals, and an affective/emotional description of how that day went (your feelings, impressions), as well as any new skills you learned that day, how your day's work met or did not meet your learning goals, **50 points**
- **Final Paper**- (8-10 pages in length) present a general overview of your internship experience with pertinent specifics that illustrate what you have learned. Use your internship proposal to guide you and determine if you met the objectives and goals you started out with. Explain, how, or why not. What is the mission of your internship site, in your own words? How did you contribute to the mission? Discuss the positives and negatives of the agency, its strengths and its weaknesses. What would you change about the agency, why or why not? Does the agency meet the needs of the people it serves? How? How did your internship effect your future career decisions? What did you learn about your future professional/personal goals through your internship experience? What did you learn about your professional/personal strengths and weaknesses? **150 points**

Grading & Evaluation:

Internship proposal & other information	50 points
Internship hours/Supervisor evaluation	120 points
Monthly attendance at seminar	30 points
Site Experiences Journal	50 points
Final paper	150 points
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TOTAL	400 points

Grading Scale:

360-400	A	(PASS)
320-359	B	(PASS)
280-319	C	(FAIL)
279 and below	D/F	(FAIL)

POLICIES:

1. This is a seminar class where you will exchange ideas, information and relate experiences from your internship experience. This will require your active participation and is part of what is required to receive a satisfactory grade. Courtesy and respect for your classmates is required. Particular details of events and/or personal internship experiences discussed by fellow students, are expected to remain confidential.
2. Much of the correspondence between students and the professor in this class will be done via email. Please check email frequently and remember that you are responsible for all information contained within the emails. **Class notices, messages, etc will be sent by the instructor via your UNR email address, Student Info Systems, so look at your mail through your UNR address frequently!!!** Email via kfrye@unr.edu, rather than Web CT, will be the preferred method of correspondence.

SCHEDULE FOR SEMINAR MEETINGS:

<i>Tuesday, August 26th, 7:00 - 7:50 pm</i>	Introduction, class requirements and expectations
<i>Tuesday, Sept. 2nd, 7:00 -7:50 pm</i>	<u>Seminar 1:</u> Professionalism
<i>Tuesday, Sept. 9th, 7:00 - 7:50 pm</i>	<u>Seminar 2:</u> Ethics <u>Seminar 3:</u> Diversity Final due date for Internship Proposal, signed Internship Agreement/Contract and Competency Matrix
<i>Tuesday, Sept. 16th, 7:00 - 8:00 pm</i>	Richelle O'Driscoll, Division of Health Sciences at UNR will speak on interviewing tips, creating your resume or CV
<i>Tuesday, Sept. 23rd and onward</i>	IN FIELD
<i>Tuesday, October 21st, location TBA, 3:00 - 5:00 pm</i>	Site supervisor and Student recognition gathering
<i>Tuesday, Nov. 18th, location TBA, 4:00 - 6:00 pm</i>	HDFS Graduating Majors need to complete a Focus Group session focusing on quality of HDFS program, experiences here as a student, etc. If you are <u>not</u> a HDFS Major graduating in Fall 2008 term, you need <u>not attend</u> this session.
<i>Tuesday, December 16th, 7:00 - 9:00 p.m. (Final Scheduled slot)</i>	FINAL PRESENTATIONS OF EXPERIENCES IN CLASS, FINAL PAPER DUE, HOURS COMPLETED, ALL COURSEWORK FINISHED <u>NO PAPERS WILL BE ACCEPTED AFTER THIS LAST MEETING</u>

Note: Hours are to be logged by you daily and supervisor signed **timesheets are due biweekly to the "470 timesheet" slot on the wall in SFB 212 between 7:00 a.m. and 4:00 p.m.**

Thus, timesheets for 2 weeks of hours are due by the following dates:

Friday, 9/19

Friday, 10/3

Friday, 10/17

Thursday, 10/30 (Nevada Day 10/31 so nobody at school)

Friday, 11/14

Wednesday, 11/26 (Thanksgiving 11/27, no classes)

Tuesday, 12/16 any last remaining hours due