



Syllabus

DIVISION OF ARTS AND SCIENCES **HSVC 485: Internship II**

2 Credits
Effective: Fall 2017/2018

Access to the Internet is required.
All written assignments must be in Microsoft-Word-compatible formats.
See the library's APA Style Guide tutorial for a list of resources that can help you use APA style.

FACULTY

Faculty Name: FACULTY NAME

Contact Information: CONTACT INFORMATION

[INSTRUCTOR MAY INSERT PERSONAL MESSAGE IF DESIRED]

COURSE DESCRIPTION

Students complete a structured internship in a human services setting. For students taking an emphasis, their internship is spent in a setting directly related to the emphasis content. Students must complete at least 100 clock hours total (at least 50 clock hours in Internship I) in a placement approved by the Program Director or designee. This course is graded as Pass/No Pass and must be taken concurrently with HSVC 486 Capstone/Internship Seminar II.

COURSE RESOURCES

Required and recommended resources to complete coursework and assignments are also found on the course [Reading List](#). The reading list can be found under Course Information in Blackboard as well as from the library homepage.

Note: Required resources that must be purchased by the student are tagged “Purchase from a vendor of your choosing.” Required resources with a direct link, “Available through CityU Library”, are available at no cost to students.

Students in Canada will see required resources they need to purchase tagged “Purchase from the Canadian Bookstore.” Students outside the U.S. and Canada should contact their advisor or textbook coordinator for additional information.

COURSE OUTCOMES

In this course, learners:

- Apply and integrate learning from course work to the direct service delivery or administration of human services.
- Apply the ethical standards of the field to the direct delivery or administration of human services.
- Demonstrate effective communication and assessment skills with individuals, families, groups, the organization and/or the community as relevant to the internship placement.
- Demonstrate culturally competent practice in working with clients, communities and organizations.
- Develop, implement and evaluate effective interventions for individuals, families, groups, organizations, and/or communities that are appropriate to the client(s) or community being served.

CORE CONCEPTS, KNOWLEDGE, AND SKILLS

- Assessment
- Communication Skills

- Cultural competence
- Ethical practice
- Evaluation
- Implementation
- Professionalism
- Supervision

OVERVIEW OF COURSE GRADING

The grades earned for the course will be derived using City University of Seattle's decimal grading system, based on the following:

<i>Overview of Required Assignments</i>	<i>% of Final Grade</i>
Internship Agreement and Learning Contract	25%
Student Self Evaluation and Site Supervisor Evaluation of Student	75%
TOTAL	100%

SPECIFICS OF COURSE ASSIGNMENTS

The instructor will provide grading rubrics that will provide more detail as to how this assignment will be graded.

Internship Agreement and Learning Contract

The student must revise the Internship Agreement & Learning Contract from the previous quarter with their internship site supervisor during the first week of the internship. The Learning Contract must be typed as a Word Document. The purpose of the Learning Contract is to help students to articulate goals for their internship and to continue the process of reflective practice. It is also a tool to continue building a supportive relationship with their supervisor. Students should sit with their internship supervisor during the first week of the quarter and answer each of the questions below related to the learning goals they have for their placement. Include the input of both the student intern and the internship supervisor in the Learning Contract: 1) What are the learning goals of the intern? What is the program emphasis area of the intern? The student must list 4-6 specific learning goals. Examples of good learning goals will be provided by the instructor. 2) Give a demographic description of the type(s) of client(s) with whom the intern will work. 3) What general responsibilities will the intern have and what types of interventions will the intern use with clients? [See page 3 of the City U Internship Manual for examples of responsibilities of interns.] 4) What is the time schedule of the internship (days of the week and hours worked each of those days)? 5) What is the supervision type (individual, group) and frequency (day of the week and time)? 6) What type of staff meetings will the intern attend (i.e., general staff meetings, smaller unit meetings, specific case staffing groups, management meetings)? 7) How does the student envision the internship to meet her/his personal and professional goals?

<i>Components</i>	<i>% of Grade</i>
Learning Contract Completed	100%
TOTAL	100%

Student Self Evaluation and Site Supervisor Evaluation of Student

Students will complete a self-evaluation that includes progress towards learning goals, strengths, areas for improvement, and improvement plan. The site supervisor at the internship placement will complete a comprehensive evaluation of the student's participation, which shows how the student has progressed from observation to supervised client engagement to independent client engagement or administration/leadership roles. The evaluation will also include an Internship Hours Log that will document at least 175 clock hours for the student's participation in the internship setting, and regular supervision meetings. Clock hours include observation, directly supervised client contact, indirectly supervised client contact, orientation and training, managing an independent case load, and supervised administrative responsibilities, depending on the specifics of the placement. The instructor will provide copies of all relevant internship forms.

<i>Components</i>	<i>% of Grade</i>
Placement Requirements	40%
Apply ethical standards	15%
Communication and assessment	15%
Cultural competence	15%
Implement and evaluate	15%
TOTAL	100%

COURSE POLICIES

Late Assignments

LATE ASSIGNMENT

Participation

PARTICIPATION

Professional Writing

Assignments require error-free writing that uses standard English conventions and logical flow of organization to address topics clearly, completely, and concisely. CityU requires the use of APA style.

UNIVERSITY POLICIES

You are responsible for understanding and adhering to all of City University of Seattle's academic policies. The most current versions of these policies can be found in the [University Catalog](#) that is linked from the CityU Web site.

Non-Discrimination & Prohibition of Sexual Misconduct

City University of Seattle adheres to all federal, state, and local civil rights laws prohibiting discrimination in employment and education. The University is committed to ensuring that the education environment is bounded by standards of mutual respect and safety and is free from discriminatory practices.

In the U.S., the University is required by Title IX of the Education Amendments of 1972 to ensure that all of its education programs and activities do not discriminate on the basis of sex/gender. Sex include sex, sex stereotypes, gender identity, gender expression, sexual orientation, and pregnancy or parenting status. Sexual harassment, sexual assault, dating and domestic violence, and stalking are forms of sex discrimination, which are prohibited under Title IX and by City University of Seattle policy. City University of Seattle also prohibits retaliation against any person opposing discrimination or participating in any discrimination investigation or complaint process internal or external to the institution. Questions regarding Title IX, including its application and/or concerns about noncompliance, should be directed to the Title IX Coordinator. For a complete copy of the policy or for more information, visit <https://my.cityu.edu/titleix> or contact the Title IX Coordinator.

In Canada, in compliance with the British Columbia Human Rights Code, the Alberta Human Rights Act, WorksafeBC, and the Workers' Compensation Board of Alberta, the University believes that its environment should at all times be supportive and respectful of the dignity and self-esteem of individuals. Discrimination, harassment and bullying conduct, whether through person to person behaviour or via electronic communications such as email or social media is not acceptable and will not be tolerated. As an educational institution, it is our responsibility to cultivate an environment of excellence, equity, mutual respect and to recognize the value and potential of every individual. The University will take all necessary steps to meet or exceed the requirements of the law to prevent discrimination, harassment and bullying. The Respectful Workplace Policy for the prevention of discrimination, harassment and bullying policy and procedure can be found at <https://www.cityu.edu/discover-cityu/about-cityu/> under the Policies section or at <https://www.cityuniversity.ca/about/>.

Religious Accommodations

City University of Seattle has a policy for accommodation of student absences or significant hardship due to reasons of faith or conscience, or for organized religious activities. The University's policy, including more information about how to request an accommodation, is available in the University Catalog and on the my.cityu.edu student portal. Accommodations must be requested by the 20% mark of this course (e.g. day 14 of a ten-week course, day 7 of a 5-week course) using the Religious Accommodations Request Form found on the student dashboard in the my.cityu.edu student portal.

Academic Integrity

Academic integrity in students requires the pursuit of scholarly activity that is free from fraud, deception and unauthorized collaboration with other individuals. Students are responsible for understanding CityU's policy on academic integrity and adhering to its standards in meeting all course requirements. A complete copy of this policy can be found in the University Catalog in the section titled [Academic Integrity Policy](#) under Student Rights & Responsibilities.

Attendance

Students taking courses in any format at the University are expected to be diligent in their studies and to attend class regularly. Regular class attendance is important in achieving learning outcomes in the course and may be a valid consideration in determining the final grade. For classes where a physical presence is required, a student has attended if they are present at any time during the class session. For online classes, a student has attended if they have posted or submitted an

assignment. A complete copy of this policy can be found in the [University Catalog](#) in the section titled Attendance under Student Rights & Responsibilities.

Final Assignments Due Date

Final assignments for each class at CityU must be due on or before the final date of the course as indicated in the university's course information system. Due dates that extend beyond the final date of the course may negatively impact tuition funding for students.

SUPPORT SERVICES

Disability Services Accommodations Statement

Students with documented disability who wish to request academic accommodations are encouraged to contact Disability Support Services to discuss accommodation requests and eligibility requirements. Please contact Disability Support Services at disability@cityu.edu or 206.2369.4752 or visit the [Disability Support Services](#) page in the my.cityu.edu portal. Confidentiality will be observed in all inquiries. Once approved, information about academic accommodations will be shared with your course instructors.

Library Services

CityU librarians are available to help students find the resources and information they need to succeed in this course. Contact a CityU librarian through the [Ask a Librarian](#) service, or access [library resources and services](#) online, 24 hours a day, seven days a week.

Smarthinking Tutoring CityU students have 24/7 access to free online tutoring offered through Smarthinking, including writing support, from certified tutors. Contact CityU's Student Support Center at mycityusupport@cityu.edu to request a username and password.