

EVSE 5315 section 014
Professional Experience

Spring 2015

Instructor(s): James P. Grover
Office Number: Life Sciences 468 or 206
Office Telephone Number: 817-272-2405 or -9495
Email Address: grover@uta.edu
Office Hours: by appointment

Time and Place of Class Meetings: To be arranged.

Description of Course Content: Provides credit to students participating in an approved internship or part-time work experience.

Student Learning Outcomes:

To obtain practical knowledge and experience in the environmental profession. This outcome will be assessed by an exit interview and review of student's written report.

Requirements: Admission to the EES graduate program and permission of the instructor is required. Each student must arrange an internship experience with a suitable employer, and consult with the course instructor to obtain written approval prior to enrolling in the course for the first time. Before being allowed to register for the course students must provide the course instructor the following information on the pre-registration form for the course: (1) the name of the sponsoring organization; (2) the dates that the internship will begin and end; (3) the time commitment expected by the sponsor; (4) the full name and full contact information for the individual supervising the student during the internship; (5) the signature of the internship supervisor on a statement indicating that they are aware that the student is obtaining course credit for the experience, that they are willing to supervise the internship and accept the student as an intern at their current level of achievement, that they are willing to provide evaluation and feedback to the student concerning their performance, and that they are willing to provide information to the course instructor about the conduct of the internship and the performance of the student. The pre-registration form must be filed with the instructor prior to the first day of classes and the instructor must agree to the internship and sign the required form before registration will be made effective.

The internship must provide an experience equivalent in time commitment to at least 10 hours per week for 12 weeks. The end of the internship experience must occur within the semester during which enrollment occurs.

Required Textbooks and Other Course Materials: None.

Descriptions of major assignments and examinations with due dates:

During the internship, the student should keep a daily log documenting the date and number of hours spent on internship activities, with a brief description of the activities undertaken. During the semester, the student must file a report at the end of each month summarizing the hours spent in the internship experience and the activities undertaken during those times. This may be a copy of the daily log submitted as a printout or by e-mail. During the last week of classes, a report shall be due that summarizes the overall activities undertaken and that reflects upon what has been learned. This summary and reflection should be 3-6 printed, single-spaced pages and may address the following points.

1. Report what you learned about your internship organization. What is its mission in the environmental arena? What clients, other organizations, or stakeholders does this organization interact with? What are the biggest challenges this organization faces?
2. How did your activities and those of the personnel you worked with contribute to the mission of your internship organization?
3. Describe a typical day at the internship and/or your overall experience.
4. How have your impressions of the internship, the organization, and other that you interacted with changed since the first day of your internship?
5. Did you have any problems or challenges at your internship and how did you deal with these?
6. Did you have opportunities to take initiatives or assume important responsibilities while at your internship?

7. Did you prepare any reports or other documents during your internship? If so describe them and the process undertaken to prepare and complete them.

An exit interview with the student shall be conducted during the last week of classes, and the student's immediate supervisor as indicated on the pre-registration form shall be surveyed for their input.

This course is graded Pass/Fail and students who complete the reports indicated shall pass the course.

Course prerequisites: none.

Grading policy: Grading will be based on a review of the written reports and documents as described above.

Attendance: There are no formal class sessions. Students are responsible for arranging meetings with the instructor and their mentor as needed.

Expectations for Out-of-Class Study: Students enrolled in this course should expect to spend at least 10-12 hours per week of their own time in course-related internship activities.

Drop policy: Students may drop or swap (adding and dropping a class concurrently) classes through self-service in MyMav from the beginning of the registration period through the late registration period. After the late registration period, students must see their academic advisor to drop a class or withdraw. Undeclared students must see an advisor in the University Advising Center. Drops can continue through a point two-thirds of the way through the term or session. It is the student's responsibility to officially withdraw if they do not plan to attend after registering. Withdrawal from the course must follow all pertinent University and Departmental regulations and deadline dates. Students who are supported by scholarships from the UTTER Program are expected to make satisfactory progress in this class to maintain their scholarship support. Any student experiencing difficulties leading them to consider dropping the course should talk to the instructors to obtain their advice and help in avoiding any negative consequences. The last date to drop a class and receive a grade of W is April 3, 2015. **Students will not be automatically dropped for non-attendance.** Repayment of certain types of financial aid administered through the University may be required as the result of dropping classes or withdrawing. For more information, contact the Office of Financial Aid and Scholarships (<http://www.uta.edu/aao/fao/>).

Potential problems:

Internships sometimes fail to be successful for a variety of reasons. If a student becomes unable to complete the planned internship, and this problem arises prior to the last date for dropping a course with a grade of W, then a drop request should be initiated and the grade of W shall be issued for the course. If the internship is active after this date and at least 80% of the planned time commitment has been completed then the instructor may issue a grade of P at their discretion if all required reports are completed. In other circumstances the instructor may issue a grade of X at their discretion. Unprofessional, unethical or abusive treatment during the internship should be reported immediately to the course instructor and to the relevant personnel of the internship organization. Students should be aware of the UT Arlington policy on sexual harassment (<http://www.uta.edu/hr/eos/sexual-harassment/index.php>), and the UT Arlington Ethics Hotline (<http://www.uta.edu/compliance/ethics.php>), and of similar policies at their internship organization.

Important University Policies:

University Drop Policy: Students may drop or swap (adding and dropping a class concurrently) classes through self-service in MyMav from the beginning of the registration period through the late registration period. After the late registration period, students must see their academic advisor to drop a class or withdraw. Undeclared students must see an advisor in the University Advising Center. Drops can continue through a point two-thirds of the way through the term or session. It is the student's responsibility to officially withdraw if they do not plan to attend after registering. **Students will not be automatically dropped for non-attendance.** Repayment of certain types of financial aid administered through the University may be required as the result of dropping classes or withdrawing. For more information, contact the Office of Financial Aid and Scholarships (<http://www.uta.edu/aao/fao/>).

Americans with Disabilities Act: The University of Texas at Arlington is on record as being committed to both the spirit and letter of all federal equal opportunity legislation, including the *Americans with Disabilities Act (ADA)*. All instructors at UT Arlington are required by law to provide "reasonable accommodations" to students with disabilities, so as not to discriminate on the basis of that disability. Any student requiring an accommodation for this course must provide the instructor with official documentation in the form of a letter certified by the staff in the Office for Students with Disabilities, University Hall 102. Only those students who have officially documented a

need for an accommodation will have their request honored. Information regarding diagnostic criteria and policies for obtaining disability-based academic accommodations can be found at www.uta.edu/disability or by calling the Office for Students with Disabilities at (817) 272-3364.

Academic Integrity: Students enrolled in this course are expected to adhere to the UT Arlington Honor Code:

I pledge, on my honor, to uphold UT Arlington's tradition of academic integrity, a tradition that values hard work and honest effort in the pursuit of academic excellence.

I promise that I will submit only work that I personally create or contribute to group collaborations, and I will appropriately reference any work from other sources. I will follow the highest standards of integrity and uphold the spirit of the Honor Code.

UT Arlington faculty members may employ the Honor Code as they see fit in their courses, including (but not limited to) having students acknowledge the honor code as part of an examination or requiring students to incorporate the honor code into any work submitted. Per UT System *Regents' Rule* 50101, §2.2, suspected violations of university's standards for academic integrity (including the Honor Code) will be referred to the Office of Student Conduct. Violators will be disciplined in accordance with University policy, which may result in the student's suspension or expulsion from the University.

Student Support Services: UT Arlington provides a variety of resources and programs designed to help students develop academic skills, deal with personal situations, and better understand concepts and information related to their courses. Resources include tutoring, major-based learning centers, developmental education, advising and mentoring, personal counseling, and federally funded programs. For individualized referrals, students may visit the reception desk at University College (Ransom Hall), call the Maverick Resource Hotline at 817-272-6107, send a message to resources@uta.edu, or view the information at www.uta.edu/resources.

Electronic Communication: UT Arlington has adopted MavMail as its official means to communicate with students about important deadlines and events, as well as to transact university-related business regarding financial aid, tuition, grades, graduation, etc. All students are assigned a MavMail account and are responsible for checking the inbox regularly. There is no additional charge to students for using this account, which remains active even after graduation. Information about activating and using MavMail is available at <http://www.uta.edu/oit/cs/email/mavmail.php>.

Student Feedback Survey: At the end of each term, students enrolled in classes categorized as "lecture," "seminar," or "laboratory" shall be directed to complete an online Student Feedback Survey (SFS). Instructions on how to access the SFS for this course will be sent directly to each student through MavMail approximately 10 days before the end of the term. Each student's feedback enters the SFS database anonymously and is aggregated with that of other students enrolled in the course. UT Arlington's effort to solicit, gather, tabulate, and publish student feedback is required by state law; students are strongly urged to participate. For more information, visit <http://www.uta.edu/sfs>.

Final Review Week: A period of five class days prior to the first day of final examinations in the long sessions shall be designated as Final Review Week. The purpose of this week is to allow students sufficient time to prepare for final examinations. During this week, there shall be no scheduled activities such as required field trips or performances; and no instructor shall assign any themes, research problems or exercises of similar scope that have a completion date during or following this week *unless specified in the class syllabus*. During Final Review Week, an instructor shall not give any examinations constituting 10% or more of the final grade, except makeup tests and laboratory examinations. In addition, no instructor shall give any portion of the final examination during Final Review Week. During this week, classes are held as scheduled. In addition, instructors are not required to limit content to topics that have been previously covered; they may introduce new concepts as appropriate.

Emergency Exit Procedures: Should we experience an emergency event that requires us to vacate the building, students should exit the room and move toward the nearest exit. When exiting the building during an emergency, one should never take an elevator but should use the stairwells. Faculty members and instructional staff will assist students in selecting the safest route for evacuation and will make arrangements to assist handicapped individuals.

Addendum 1 – Pre-registration form

**EVSE 5315 Professional Experience Internship Course
Pre-Registration Form**

Important notices – This form must be filed with the course instructor before the first day of classes for the semester in which course credit is to be obtained. Before registration in the course becomes effective, the instructor’s signature of approval must be obtained. To obtain course credit, the internship experience must be the equivalent of at least 10 hours per week for 12 weeks, and the end date of the internship must occur during the semester in which credit is earned.

It is the responsibility of the student to identify a sponsor and plan the internship with them.

Students are strongly encouraged to discuss their internship with the course instructor as it is planned to ensure that requirements for earning course credit are met. Permission of the instructor is required for course registration.

Student’s full name and contact information (include e-mail):

Internship Sponsor Organization _____

Beginning date of internship (month, day, year) _____

Ending date of the internship (month, day, year) _____

Semester during which enrollment will occur _____

Full name and full contact information of the student's immediate supervisor during the internship (include e-mail):

Supervisor's Affirmations

By my signature below I affirm that I have read and agreed to the following conditions:

- I. My organization will sponsor the internship for the student named above, over the time frame indicated. I will be the direct supervisor of the student's activities during this internship.
- II. My organization and I are willing to accept the student named above as an intern given their current level of achievement.
- III. As supervisor I will set expectations, provide guidance and direction, and evaluate the student's performance and provide feedback during the internship.
- IV. My organization and I are aware that the student has registered to receive course credit at the University of Texas at Arlington for their participation in this internship.
- V. As supervisor I am willing to provide evaluation of the student's performance and other information as needed by the course instructor at the University of Texas at Arlington so that they make a determination of whether the student has passed the course in question and earned credit for their participation in the internship.

Printed name

Signature

Date

Student's Affirmations

By my signature below I affirm that I have read and agreed to the following conditions:

- I. I have committed to fulfill the duties of the internship arranged with the sponsoring organization named above, over the time frame indicated.
- II. During the internship I will keep a daily log recording the date, hours spent on internship activities, and a brief description of the activities involved. During the semester in which I register for course credit, I will provide monthly reports of time and activities based on this log.
- III. During the last week of classes, I shall provide a report that summarizes the overall activities undertaken and that reflects upon what I have learned, following the stipulations of the course syllabus. I will also participate in an exit interview with the course instructor.
- IV. The course instructor will survey my immediate supervisor named above to obtain information about my performance during the internship.
- V. Course credit will not be awarded if I do not complete the monthly reports, final report, and exit interview as required in the course syllabus.
- VI. If the internship ends unexpectedly before the last date allowed by the University of Texas at Arlington for dropping a course with a grade of W, then I shall initiate a drop request and receive the grade of W. If the internship is active after this date and at least 80% of the planned time commitment has been completed then the course instructor may issue a grade of P at their discretion if all required reports are completed. In other unexpected circumstances the instructor may issue a grade of X at their discretion.

Printed name

Signature

Date

Instructor's Affirmation (sign this twice and provide one copy to the student)

By my signature below I affirm that I have read and agreed to the following conditions:

- I. I am the instructor of record for the course EVSE 5315 Professional Experience at the University of Texas at Arlington for the semester indicated above.
- II. I approve the registration of the student named above in this course so that they may seek credit for the internship described above.
- III. I will issue a passing grade if the requirements stipulated by the course syllabus are met by the student and will follow the policies of the syllabus concerning issuance of other grades.

Printed name

Signature

Date

Instructor's Affirmation (sign this twice and provide one copy to the student)

By my signature below I affirm that I have read and agreed to the following conditions:

- I. I am the instructor of record for the course EVSE 5315 Professional Experience at the University of Texas at Arlington for the semester indicated above.
- II. I approve the registration of the student named above in this course so that they may seek credit for the internship described above.
- III. I will issue a passing grade if the requirements stipulated by the course syllabus are met by the student and will follow the policies of the syllabus concerning issuance of other grades.

Printed name

Signature

Date

Addendum 2 – Exit interview questions for internship students

1. When did the internship activities begin and end?

Beginning date _____ Ending date _____

2. Describe the time commitment expected for the internship.

Days per week _____

Hours per week _____

3. What duties were you assigned as an intern?

4. What expectations were communicated to you concerning performance of duties, punctuality, personal appearance, demeanor, or other aspects of the internship?

5. Do you feel that you met these expectations?

6. Describe practical knowledge or specific skills you acquired during your internship.

7. Describe what you learned about the professional environment and workplace through your internship.

Addendum 3 – Questions for student’s supervisor

1. When did the internship activities begin and end?

Beginning date _____ Ending date _____

2. Describe the time commitment expected for the internship.

Days per week _____

Hours per week _____

3. What duties did you assign for this intern?

4. What expectations did you have concerning performance of duties, punctuality, personal appearance, demeanor, or other aspects of the internship?

5. Do you feel that the intern met these expectations?

6. Would you be willing to supervise another intern from this program in the future? If so, when might opportunities be available?

7. Do you have any suggestions for improvements in your experience as supervisor of an intern in this program?

Addendum 4 – Daily log book form (copy as needed)

Date	Number of hours	Summary of activities